



**ICAR Group – Position Description
Milk Analysis Subcommittee Chairperson**

1. Title details

Title:	Chairperson
Group:	Milk Analysis Subcommittee (MA SC)
Date:	12 th July 2017

2. Position Summary

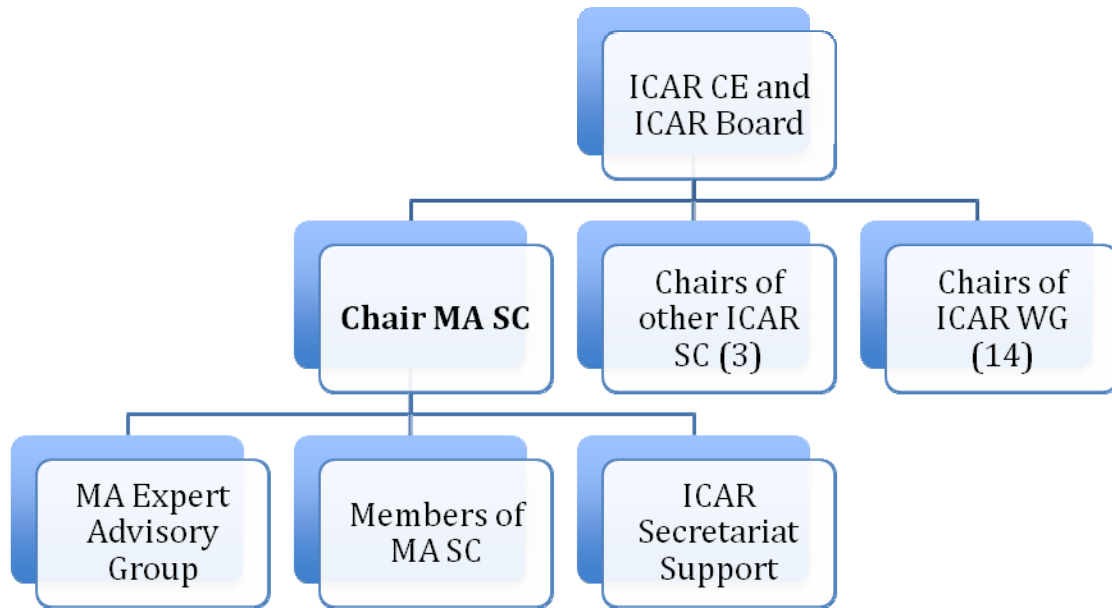
To ensure that ICAR's MA SC achieves its objectives in accordance with its Terms of Reference.

3. Dimensions

Role in Group:	Chairperson
Meetings / year (electronic / face-to-face):	4-8 electronic meetings with full MA SC, monthly electronic meetings with ICAR secretariat, or Technical Advisor to the Milk Analysis Sub-Committee (MA SC), one or two face-to-face meetings with full MA SC and at least one face-to-face meeting per year with relevant IDF and or ISO groups.
Travel required:	Attendance at ICAR Annual Conference plus attendance of other face-to-face meetings in Europe and other regions as agreed with ICAR CE.
Services:	Responsible for overseeing and developing policy for all milk analysis related services provided by Service ICAR.
Service income:	In association with Secretariat, ensuring income from milk analysis related services provided by Service ICAR are to agreed budget.

4. Organizational Relationships

The Chairperson of the MA SC reports ultimately to the President of ICAR through his delegate the Chief Executive and through him/her to the Board of ICAR. Refer to the section on Working Relationships for more detail.



5. Major Activities

Activity	% of total	Objective
1. Leadership	20	Ensure ICAR’s MA SC is productive, collaborative and effective in achieving its objectives.
2. Facilitation	20	Ensure all the MA SC meetings and discussions result in decisions that are widely supported by MA SC members and effective in achieving its objectives.
3. Supervision	20	Support the ICAR CE in ensuring the ICAR Secretariat support team provides excellent services to the MA SC. Report all unresolved concerns to the ICAR CE.
4. Expertise	20	Provide expert knowledge on a wide range of milk analysis matters and where needed obtain expert advise from the MA Expert Advisory Group.
5. Communication	20	Ensure the work of the MA SC is effectively communicated to all key stakeholders.

6. Major Challenges

1. To maintain the MA SC team to include highly motivated and skilled people who in combination are able to deliver on the objectives of the MA SC.



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| 2. | To ensure that the milk analysis services provided by Service ICAR are highly valued and respected by: the manufacturers of milk analysis devices, providers of milk analysis services and milk analysis organizations world wide. |
| 3. | To ensure ICAR fully delivers on all aspects of its agreements with IDF and ISO in relation to milk analysis. |

7. Decision Making Authority

Decisions Expected	Recommendations Expected
Dates of meetings for MA SC	Changes to Term of Reference
Details of communications to all stakeholders	Membership of MA SC

8. Working Relationships

Most Frequent Contact	Nature or Purpose of Contact
CE of ICAR	Identify and address priority issues. Ensure CE is well informed and vice-versa.
ICAR's Technical Advisor to the Milk Analysis Sub-Committee (MASC)	To get Technical Support as required for the MASC To ensure Technical direction is in line with ICAR MA strategy
ICAR Secretariat support team	Ensure well informed of all issues raised by stakeholders. Ensure Secretariat is taking appropriate action in timely manner.
Members of MA SC	To secure their contributions to the work of MA SC. To ensure all key issues are addressed in the best possible manner.
Representatives of Milk Analysis device manufacturers	To ensure their support for and compliance with the decisions made by MA SC and ICAR. To ensure MA SC is well informed on future developments in milk analysis.
Representatives of ICAR PT Test Centre	To support ICAR CE in ensuring a high quality service is provided to ICAR.
ICAR Board	To ensure ICAR Board are well informed on activities of the MA SC and that MA SC is well informed on ICAR



	strategic priorities.
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9. Skills & Competencies Required

Skill/Competency
1. Broad knowledge and expertise in the field of milk analysis, particularly for milk of cow, sheep and goats.
2. Detailed understanding of the processes required for establishing and maintaining the standardization of milk analysis.
3. Familiarity with the use of milk analysis results in animal recording systems world wide.
4. An established ability of lead and facilitate effective meetings involving diverse skills, diverse interests and shared goals.
5. A very effective communicator in the English language with audiences having a wide range of knowledge in the field of milk analysis and some of whom have limited capability in the English language.

10. Amount of Work and Funding

The position requires availability and about three working days per month. The member is expected to cover the travelling costs including transportation and accommodation for face-to-face meetings. ICAR encourages these meetings to be held in tandem with ICAR's Annual Conferences. In the event the Chair is asked specifically by ICAR to attend a meeting then ICAR will cover the transport and accommodation costs which must be pre agreed and authorized by CE.

11. Other Information

Description
1. The Terms of Reference for the MA SC were reviewed in 2014 and it is expected the new Chair will conduct a review on taking office.
2. The ICAR support staff for the MA SC is Silvia Orlandini who will provide continuity with the work undertaken by the MA SC under the leadership of the outgoing chairperson Gavin Scott.
3. Where the Chair is required to represent ICAR at meetings with official bodies, eg ISO, and IDF, then the travel and related costs for such meetings may be reimbursed by ICAR. All such reimbursements are to be first approved by the



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Draft Version: 2

Draft Date: 14th July 2017