

Administrative & Outreach Committee
Nina Spinelli, Chair
Christopher Timmers, Vice Chair



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Christopher Timmers,
Vice Chair

This committee shall advise the CAB on any question that arises pertaining to the substance or scope of the CAB Internal Processes. This committee also oversees the election of the CAB and Committee Chairs. Additionally, the Administrative Committee directs the public outreach efforts of the CAB, provides comments on membership selection to DOE, and coordinates the Speaker Bureau project.

- Oversee elections of the CAB chairpersons
- Track and report on member attendance
- Coordinate input to revision of Internal Processes
- Review Membership Package prepared by the DOE
- Coordinate Speakers Bureau Presentation
 - Train Speakers
 - Arrange for CAB members to be able to present
 - Coordinate Speakers Bureau Digital Video Disc (DVD)
- Coordinate Social Media for the CAB
- Solicit/Coordinate topics for the CAB's Newsletter
- Pursue other outreach ideas
- Research and coordinate a student intern program