

Food and Drug Administration/ Advisory Committee Oversight and Management Staff

*EXPECTATIONS OF CONSUMER REPRESENTATIVES SERVING ON FDA  
ADVISORY COMMITTEES AND PANELS*

- Attend scheduled meeting of the full committee or panel as appropriate, and subcommittee meeting for which you are a member. If voting member misses an excessive number of meetings so that their absence impairs the effectiveness of the committee, this may be grounds for terminating the membership. Plan to attend the entire meeting and not leave early, if possible.
- Notify the Designated Federal Officer, well in advance, of any change in personal schedule which may prevent all or partial attendance at a scheduled meeting.
- Review any required material received prior to an upcoming committee meeting to allow for an effective and comprehensive discussion on the subject at the meeting.
- Be prepared to discuss and comment on all issues brought before the committee and to ask questions of the presenters or applicants during the meeting from a consumer perspective.
- Represent the consumer perspective on issues and actions that come before the committee.
- Represent and serve as a liaison between the committee and interested consumers, associations, coalitions and consumer organizations.
- Establish a link to the diverse constituencies served by FDA and to represent the perspectives of those groups on issues and actions that come before the committee.
- If required, vote on issues discussed and recommendations made by the committee.
- Contact the FDA Advisory Committee Oversight and Management Staff for help regarding any aspect of your role as a consumer representative. The Advisory Committee Oversight and Management Staff will provide the support that you need to be an effective consumer voice on the advisory committees.
- Please keep in touch with the Advisory Committee Oversight and Management Staff. We appreciate feedback regarding your advisory committee experiences.