

Animal Use Subcommittee Community Rep Members – Roles & Responsibilities

Committee members have a vital role to play in ensuring that Western’s research community maintains its excellent record for animal care and oversight. For an outline of responsibilities, see the Animal Use Subcommittee (AUS) [Terms of Reference](#).

Specific Responsibilities for Community Members

Monthly AUS Meetings - Attend **three to eight** AUS monthly meetings per year, usually held the second Thursday of each month, except July.

Protocol Review

➤ *Monthly Meetings*

- 1) Act as a Pre-Meeting Reviewer of all *Animal Use Protocols* scheduled for review at each AUS monthly meeting. (Sect. C.2.3 within the AUS Protocol Processing SOP)
- 2) Act as a Primary or Secondary Presenter (see Protocol Processing SOP, Sect.C.2.3) a minimum of **eight** times per calendar year.

➤ *Weekly Protocol Review Meetings*

- 3) Participate in **eleven to thirteen** weekly protocol review meetings per year. If unable to attend, arrange with another community rep to attend.

AUS Site Visits

- 4) Participate in at least **five** AUS [site visits](#) per calendar year.

CCAC Assessments

- 5) Represent the AUS as a Community Rep during [CCAC assessments](#), which take place every 3-4 years.
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Terms & Definitions

Primary and Secondary Reviewers

These members are asked to read and submit pre-meeting review questions to the PI via the AUS Administrative Officers (auspc@uwo.ca), and to present the *Animal Use Protocol* during the AUS meeting (Primary Presenter only). For further details read Sect. C.2.3 within the AUS Protocol Processing SOP.

Weekly Protocol Review Meetings

30-40-minute weekly meetings to review and approve, if appropriate, *Protocol Modifications*, *Protocol Renewals*, Pilot *Animal Use Protocol* forms, and *Animal Use Protocols* approved pending clarification during a previous monthly meeting. For further details read Sect. C.2.2 within the AUS Protocol Processing SOP.

AUS Site Visits

20 – 25 site visits are scheduled per calendar year. Site visits usually take place on Mondays and run approximately two hours. One Community Rep is required to participate in each site visit.

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CCAC Site Visit

Members are asked to participate in the opening and closing meetings and at other functions as requested during CCAC assessments, which take place every 3 – 5 years.