

ALASKA SEA GRANT ADVISORY COMMITTEE CHARTER
ADOPTED NOVEMBER 2, 2010

Alaska Sea Grant develops and supports research, education, and extension programs and partnerships to help sustain economic development, traditional cultural uses, and conservation of Alaska's marine and coastal watershed resources.

To achieve this diverse and ambitious mission—to apply the best available science and technology for the welfare of coastal Alaskans—Alaska Sea Grant must draw upon some of those same Alaskans for knowledge, advice and guidance. Our best source for this guidance is an active, well-informed, and committed Advisory Committee.

Purposes of Advisory Committee

The purposes of the Advisory Committee are:

1. To identify needs and opportunities that can or should be addressed by ASG programs;
2. To alert ASG to new trends or information that may affect its future;
3. To help create new connections, collaborations, partnerships and funding opportunities that will potentially further ASG's mission or provide resources for ASG programs;
4. To advise on priorities and assist in defining program directions;
5. To educate and inform decision-makers at the state and national level about the role and value of ASG programs to Alaskans;
6. To provide input to ASG review and monitoring processes, including:
 - Strategic and implementation plan development and evaluation
 - Periodic internal or national reviews
 - Proposal and pre-proposal selection

Membership of the Committee

ASG Advisory Committee members are drawn from areas across the state, and they represent the broadest possible array of Alaskan marine and coastal interests.

Community members include community leaders, organization representatives and citizens. Collectively, they should represent users of living and non-living resources, managers, researchers, educators and outreach professionals, resource use and conservation advocates, and others. (See Appendix A.)

Institutional representatives will represent a broad cross-section of relevant state and federal management and research institutions. In most cases, representatives will be agency or organization directors, or their designees. (See Appendix B.)

Appointment of Members

The following shall govern committee membership:

1. Members are appointed by the director of ASG and serve at the discretion of the director. The normal term of appointment will be four years. Shorter or longer terms may be used infrequently to maintain balance within the committee.
2. The director of ASG will solicit nominations from the Advisory Committee for new members, as needed. Committee membership should cover the broadest possible range of interests and localities, but not every interest or locality can be represented on the committee at one time.
3. Members must reside in or be actively engaged in Alaska.
4. Members will normally serve for four years. A member may be appointed for additional consecutive terms.
5. Institutional members may appoint a designee to represent their agency, subject to approval by the ASG director.

Member Responsibilities

Advisory Committee members agree to use their experience and knowledge for the benefit of Alaska Sea Grant programs by participating in annual meetings, providing timely information and advice to ASG, responding to occasional requests for input and, in some cases, participating in review panels or other special activities.

Members are expected to attend a minimum of one 2-day meeting per year, usually in Anchorage. Additional subcommittee meetings may be held on an as-needed basis. Members are encouraged to provide advice and information to the director at any time and to informally educate their peers and colleagues about Alaska Sea Grant as appropriate.

Committee Operating Procedures

The following shall govern operations of the committee:

1. The committee shall elect a chair who will work with the director to ensure that the business of the committee is conducted smoothly. Tasks include: providing timely advice, information and assistance to the director throughout the year; advising on the agenda and conduct of annual meetings; and advising the director on the need, tasks and membership for subcommittees. The chair will serve for a term of two years. The election will take place at the end of the annual meeting in even-numbered years.
2. The committee shall also elect a vice chair who will assist with the tasks assigned to the chair, preside at meetings in the absence of the chair, and fulfill the duties of the chair in the event the chair is vacated. The vice chair will serve for a term of two years. The election will take place at the end of the annual meeting in odd-numbered years.
3. Members are encouraged to reach agreement on recommendations to ASG, but consensus is not required. Diverse input is encouraged, and all recommendations and advice from the committee will be given careful consideration.

4. The committee is not required to vote on most issues. Where a vote is required, a quorum shall be a simple majority of the current membership. Changes to this charter shall require a two-thirds majority of those present. All other matters shall require a simple majority of those present.
5. Standing or ad hoc subcommittees may be formed by the chair and members to assist with planning and review functions, special initiatives, or any other business requested by the director or deemed necessary by the Advisory Committee.
6. Advisory Committee and subcommittee meetings are open to the public. Public comments at meetings may be accepted at the discretion of the chair. Meetings will be announced in *Fishlines* and on the ASG website.

Committee Resources

All resources provided to the committee or its members are subject to University regulations. Members must work with the ASG travel specialist to ensure compliance. ASG cannot reimburse travel or other expenses that have not been approved in advance by ASG.

ASG will provide the following resources to the committee:

1. A meeting room, transportation, lodging, meals, and refreshments for members attending meetings.
2. Meeting supplies, staff to take notes, and a timely written summary of decisions and action items.
3. Additional support at the director's discretion for the chair or members engaged in committee business at the request of the director.

Committee Evaluation and Charter Review

Periodic evaluation of an organization can lead to improvement over time. The following procedures will be followed by the committee:

1. At the conclusion of each meeting, members will evaluate the meeting and make recommendations for improving future meetings.
2. Members will periodically evaluate the overall effectiveness of the committee and make recommendations for improvement. Evaluation indicators may include (but not be limited to) advocacy for or on behalf of ASG, facilitation of partnerships and fund-raising opportunities, identifying new opportunities, and any other activities that enhance ASG's mission and goals.
3. ASG staff may also periodically evaluate the overall performance of the committee and make recommendations to the committee for improvement.
4. The ASG director, in consultation with the chair and the committee, will review this charter periodically and revise as needed.

APPENDIX A.

Institutional members should include a diverse cross-section of organizations drawn from, but not limited to, the following list. Not all organizations will be represented at the same time.

- Alaska Department of Fish and Game*
- Alaska Board of Fisheries
- Alaska Department of Commerce, Community, and Economic Development
- Bureau of Ocean Energy Management, Regulation and Enforcement
- EPA
- NOAA
 - National Marine Fisheries Service*
 - Alaska Regional Team
- North Pacific Fishery Management Council*
- U.S. Coast Guard
- U.S. Department of the Interior
 - National Park Service*
 - U.S. Fish and Wildlife Service*
 - U.S. Forest Service
 - U.S. Geological Survey
- Alaskan tertiary education institutions
 - UAF Cooperative Extension Service*
 - UA regional campuses*
 - UAF, UAA*, UAS institutes or departments (Engineering*, ISER, etc.)

* Organizations represented in 2010.

APPENDIX B.

Community members should represent a diverse group of stakeholder interests drawn from, but not limited to, the following list. Not all organizations can be represented at the same time.

- Aquaculture
- Commercial fishing
- Commercial seafood processing
- Commercial seafood marketing
- Education and outreach
- Engineering/construction
- Environment and conservation advocacy
- Economic development that uses or impacts marine and coastal ecosystems
- Port and harbor management
- Recreation and tourism
- Sportfishing
- Alaska Legislature
- Local advisory groups
- Local government
- Native and other community organizations
- Native corporations
- Subsistence users