



## Alaska Sea Grant Advisory Committee Charter

*Updated July 2006*

### Background

The mission of the Alaska Sea Grant College Program is to develop and support research, education, and outreach programs and partnerships to help sustain economic development, traditional cultural uses, and conservation of Alaska's marine, estuarine, and coastal watershed resources. For more than three decades, Alaska Sea Grant (ASG) and its extension arm, the Marine Advisory Program, have helped people understand, conserve, and wisely use Alaska's bountiful coastal and marine resources. We have done this through a program of research, education, and outreach activities to people across the state. An appropriate role for ASG is to focus most of our efforts on important needs relevant to our mission, which are not already effectively addressed by others. We established the Advisory Committee in 2003 to help pinpoint those needs and provide guidance to the ASG program. The Program Assessment Team review of ASG, conducted in 2001, concluded that we should make good use of an advisory committee and do more to solicit advice directly from constituents.

The performance of each Sea Grant program is periodically evaluated by a Program Assessment Team (PAT) assembled by the National Sea Grant Office. PAT examines program planning and management, with a key component being whether a program employs the services of a statewide advisory board/committee, and if so, how well the committee represents the constituents of the state and how well the Sea Grant program utilizes the committee's advice. The national guidance document for PAT members includes this passage:

The most effective programs will utilize a sound strategic planning framework that includes advice from users, and constituency and advisory groups throughout every level and phase of the planning and implementation processes. Effective and ongoing collaboration with all stakeholders in the plan's development, approval, implementation, monitoring and evaluation is required to ensure that the plan is based upon and reflects priorities.\*

A report from a national evaluation of the program assessment process includes this commentary on advisory boards:

Local program advisory bodies are a key component of all programs. They play an important role in the development of strategic and implementation plans. They should also be enfranchised in an interactive locally based evaluative process. Programs should work with their respective boards to develop specific mechanisms that insure clear lines of communication, discussion of program direction, and evaluation of progress in key areas. Where appropriate, consideration should be given to the development of more formalized vehicles (verbal and written) for these bodies to provide comments on progress, direction, and accomplishments.

---

\* Review and Recommendations: Sea Grant Program Evaluation Process; Report of the Sea Grant Review Panel's Program Evaluation Committee needs at the state, local and/or regional level. By John Toll, et al.

## Purposes of Advisory Committee

The purposes of the Advisory Committee are as follows:

1. To identify needs in Alaska that can be addressed by ASG programs and to provide input on needs assessments that ASG conducts.
2. To provide input on ASG Strategic and Implementation plans.
3. To provide recommendations on selecting research pre-proposals.
4. To assist with Program Assessment Team (PAT) reviews (conducted every five years).
5. To help create collaborations and partnerships for the benefit of ASG and other organizations, such as by obtaining additional funding and other resources for ASG programs.
6. To educate and inform decision-makers at the state and national level about the role and value of ASG programs to Alaskans.
7. To monitor implementation of ASG's Strategic Plan and to provide input to ASG on program direction and evaluation of progress in key areas.

## Member Responsibilities

Advisory Committee members are responsible for attending meetings and providing advice and recommendations to ASG. Between meetings, members are responsible for keeping informed on ASG efforts and evaluating ASG progress towards its goals.

## Membership of the Committee

The composition of the ASG Advisory Committee generally represents a broad array of Alaska marine, estuarine, and coastal watershed resource interests and geographic areas. Some members' backgrounds may overlap into more than one interest or the interest they represent may change with changes in their jobs. Currently the Committee has 28 members including the following interests:

*State Government*

*Elected Official*

*Fishing/Seafood*

*Mining*

*Research Institution*

*Environmental Conservation*

*Federal Government*

*Community Development*

*Forestry*

*Native Interests*

*Recreation/Tourism*

*Engineering/Construction*

*Education*

*Aquaculture*

*Oil & Gas Development*

*Subsistence Users*

Other interests not currently represented that may be represented in the future include:

*Coastal Borough Government*

*Harbormaster/Port Administration*

*Coastal Local Government*

Additional interests may be identified and added to this list in the future.

The following shall govern Committee membership:

1. Members will be appointed by the Director of ASG and serve at the discretion of the Director. A formal letter of appointment will be provided to each member.
2. The Director of ASG will solicit nominations from the Advisory Committee for new members, as needed. Members must reside in or be actively engaged in Alaska.
3. Terms will be for four years. A member may be asked by the Director to serve additional terms.
4. Governmental members may identify an alternate to represent their agency when they are unable to attend a meeting.
5. At the discretion of the ASG Director, a member who misses two consecutive meetings may be excused as a member of the Advisory Committee.
6. The Chair will be selected by the Director of ASG from among the members.

## Member Time Commitment

Members will be expected to attend a minimum of one 2-day meeting per year, usually in Anchorage. If needed, an additional meeting may be held during each year, if ASG funding allows. Subcommittee meetings may be held on an as-needed basis. Other time commitments could include additional activities that a member may volunteer for.

## Committee Operating Procedures

The following shall govern operations of the Committee:

1. Members are expected to follow customary ground rules governing conduct developed at each meeting.
2. Members may try to reach agreement on recommendations to be given to ASG, but consensus is not required. All input is encouraged and will be equally considered and valued by ASG.
3. ASG will consider all recommendations and advice from the Committee, whether consensus, majority, or minority recommendations.
4. The role of the Chair is to work with the ASG Director to develop meeting agendas and to make recommendations for conducting each meeting.
5. The role of the ASG Director is to work with the Chair to set meetings and develop agendas, to provide resources and support to the Advisory Committee, and to maintain a full Advisory Committee membership roster.
6. Standing or ad hoc subcommittees may be formed by the Chair and members. Subcommittees may be formed to address strategic planning, charter review, research review, funding, or any other business the Advisory Committee deems necessary.
7. Advisory Committee and subcommittee meetings are open to the public. Public comments at meetings may be accepted at the discretion of the Chair. The meetings will be announced in advance in *Fishlines* and on the ASG Web site.

## **Committee Resources Available and Constraints**

ASG will provide the following resources to the Committee:

1. A meeting room, transportation, lodging, meals, and refreshments for members attending meetings.
2. All meeting supplies, staff to take notes, and a written summary of decisions and action items from the meeting will be distributed to all members in a timely fashion after each meeting.
3. ASG may provide facilitation services for Advisory Committee meetings.

## **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, if needed. Evaluation indicators may include (but not be limited to) being a good advocate for ASG, facilitating partnering for ASG, rallying funding, and moving ASG to a higher ranking among Sea Grant programs nationally.
3. ASG staff may also periodically evaluate the overall performance of the Committee and make recommendations to the Committee for improvement.

The ASG Director, Chair, and members will review and revise this Charter periodically, as needed.