

# COUNCIL EXECUTIVE COMMITTEE CHARTER

NOAA Office of National Marine Sanctuaries

## Purposes of the Charter

1. This charter establishes the NOAA Office of National Marine Sanctuaries (ONMS) Council Executive Committee (CEC) to increase the effectiveness and integration of planning and operations of sanctuary advisory council activities within the sanctuary system.

***Council Executive Committee (CEC):** The body is led by the National Council Coordinator, and composed of one council coordinator from each of the four regions, with the addition of the National Council Liaison. The Conservation Policy and Planning Division (CPPD) Chief does not sit on the CEC, but provides guidance and oversight to the body as appropriate.*

2. Signing of this charter also formally recognizes the Council Cross-Cut, a team of ONMS staff that has been organized and meeting since 2000.

***Council Cross-Cut:** The team of ONMS staff that support and manage sanctuary advisory councils including, the National Council Coordinator, the National Council Liaison, and the fourteen council coordinators. The Conservation Policy and Planning Division Chief does not sit on the cross-cut, but provides guidance and oversight to the team as appropriate.*

3. This charter also describes the following: CEC background, purpose, responsibilities, membership and meetings, and individual member responsibilities, terms, and selection.

## Background

The ONMS has worked with sanctuary advisory councils since 1990. In 2000, the ONMS began hosting an annual meeting for council chairs and the ONMS staff that manage councils and began providing coordinated support for councils from the national level. Between 2000 and 2005, the focus was on establishing a council at every sanctuary; this was successfully achieved with establishment of the *Monitor* NMS Advisory Council in 2005. Between 2005 and 2010, the focus was on maturing the established councils—in particular, fine-tuning the legal and policy parameters that councils operate within.

Beginning in 2010 the ONMS began a long-term effort to strategically elevate the ONMS sanctuary advisory council program to a new level, allowing councils to have an even greater impact on marine conservation and sanctuary communities through the management and designation of national marine sanctuaries. Enhancing the management and support structure for

councils via the CEC and formal recognition of the Council Cross-Cut is a critical first step in this multi-year effort.

In addition to the CEC, the ONMS has three other similar bodies for education, maritime heritage, and science. Operational details differ among the councils/committees, but the purposes are similar. This committee/council structure is intended to provide a mechanism for the ONMS to obtain valuable feedback and input at the site, regional, and national levels and will increase flexibility and capabilities in cross-cutting program areas. In particular, the structure will permit the sanctuary system to ascend beyond a collection of individual site programs into a deliberate, coordinated, national program that is larger than the sum of its parts.

### **Purposes of the Council Executive Committee**

The following are primary purposes for the CEC:

- *Provide advice and recommendations* to the ONMS senior leadership on sanctuary advisory council programs needs and priorities.
- *Enhance communication at site, regional and national levels* regarding sanctuary advisory council operations, opportunities, priorities, and strategies.
- *Coordinate* sanctuary advisory council activities and opportunities among sites, within regions, and nationally
- *Coordinate* and create synergies with other ONMS cross-cuts.

### **Council Executive Committee Responsibilities**

The following are primary responsibilities of the CEC:

- Communicate with the Council Cross-Cut team on a regular basis to ensure involvement in all relevant sanctuary advisory council-related discussions and decisions.
- Provide leadership to the Council Cross-Cut.
- Develop and implement a sanctuary advisory council member service recognition program.
- Develop and implement a mini-grant program for sanctuary advisory councils.
- Review and revise this charter six months prior to expiration.

The following are secondary responsibilities that should be carried out to the extent practicable and to the extent they do not adversely impact the primary responsibilities of individuals on the CEC:

- Ensure that an “adequate” capacity is sustained for support of sanctuary advisory councils across the Office of National Marine Sanctuaries. Provide guidance, support and feedback to the National Council Coordinator and Conservation Policy and Planning Division Chief on regional and national sanctuary advisory council programs, products and activities.

- Convey information about major sanctuary advisory council programs, products, activities, accomplishments, and needs to ONMS senior leadership.
- Assist with the development and implementation of a long-term plan that identifies council-related priorities, needs, and actions.
- Help organize and implement the annual Sanctuary Advisory Council Summit.
- Help organize and implement the annual Council Coordinator Meeting.

### **Council Executive Committee Membership**

The CEC is led by the National Council Coordinator. The CEC is composed of the National Council Coordinator, the National Council Liaison, and one council coordinator from each of the four regions. Each CEC member has a vote, whereas ex officio members are non-voting members.

CEC membership will be as follows:

- National Council Coordinator
- National Council Liaison
- Pacific Islands Regional representative (represents three sites)
- West Coast Regional representative (represents five sites)
- Northeast and Great Lakes Regional Representative (represents three sites)
- Southeast and Gulf of Mexico Regional representative (represents three sites)

*Ex officio* membership on the CEC is offered to the national coordinators of the other three cross-cutting programs – science, education and maritime heritage.

Temporary participation by non-members in meetings and on conference calls may be offered on an *ad hoc* basis.

### **Council Executive Committee Member Selection and Terms**

The CEC member selection process is as follows:

- The National Council Coordinator puts out a call for one individual from each region to serve on the CEC.
- Interested individuals hold discussions with their superintendent.
- If the superintendent concurs, that individuals' name is submitted to the regional director.
- The regional director works with the superintendents within the region to put forth one individual from the region to serve on the CEC.

With the exception of the lead (National Council Coordinator) and the National Council Liaison, which are permanent positions, CEC members will serve two-year terms, with two new members rotating onto the CEC each year to accomplish a staggered rotation and foster continuity. Each field site will be provided the opportunity to serve on the CEC as rotations allow. Membership

will consider seniority, expertise, availability, and interest. Should the superintendent and CEC lead desire, a single member could serve multiple sequential terms on the CEC.

Should a CEC member find it necessary to step out of service prior to the end of his/her term, they should consult with the National Council Coordinator and their superintendent to identify a replacement. The replacement will serve out the remainder of the term of the departing member and will be eligible to continue service during the following term if desired by the superintendent and the individual.

### **Initial Selection of Council Executive Committee Members**

For the first three years of CEC operation (FY11, FY12, FY13), two representatives will serve three-year terms. This will provide for early continuity as well as the commencement of alternating two-year terms for all members beginning in FY14.

Terms for new members will begin October 1, at the start of the fiscal year following their selection.

### **Conflict Resolution Process**

The CEC success rests on the ability of each CEC member to participate fully in conference calls and meetings, and keep superintendents and regional constituents informed. CEC members must provide reasonable notice in advance if they will be absent from calls or meetings, and must arrange for alternative regional representation.

If there are issues with CEC member participation, communication or other matters, the conflict resolution process described below will be followed. If the issue is not resolved with the first step, only then will it be elevated to the next step in the process:

- Step 1: Conversation between National Council Coordinator and CEC member
- Step 2: Conversation between CPPD Chief, National Council Coordinator and CEC member
- Step 3: Conversation between CPPD Chief, National Council Coordinator and appropriate sanctuary superintendent
- Step 4: Removal from CEC

### **Council Executive Committee Meetings**

The council will meet once annually; the meeting will coincide with the annual Council Coordinator Meeting or Sanctuary Advisory Council Summit. All other meetings will take place via conference calls; scheduling to be determined.

Attendance and involvement by *ex officio* members or ad hoc participants will be determined on a case-by-case basis, depending on the meeting agenda, requirements, and expertise required.

## Member Responsibilities

It is expected that 2% (approximately 42 hours annually) of the CEC member's time and work plan will be devoted to CEC initiatives during their two-year service. Annually, the time is estimated to be broken out along the following lines:

- CEC meeting in conjunction with council coordinator meeting = 4 hours
- CEC calls (3 @ 2 hrs per call) = 6 hours
- CEC member communications with regional constituents = 4 hours
- CEC member communications with superintendent = 4 hours
- CEC tasks outlined under "CEC Responsibilities" = 24 hours

It is expected that all CEC members will include the following language as an activity within an existing or revamped critical element in their performance plans or if the CEC member is a contractor, include it within an annual work plan or scope of work:

*"Serve as the official National Marine Sanctuary representative to the ONMS Council Executive Committee.*

- *Prepare for and participate in scheduled meetings and calls.*
- *Communicate with other advisory council coordinators and sanctuary superintendents or supervisors on CEC matters.*
- *Work with the CEC in preparation of reports to be submitted to ONMS senior leadership with recommendations on CEC efforts as defined in the CEC charter."*

The Rating Officials are encouraged to discuss performance in this activity of the CEC member's work plan with the Conservation Policy and Planning Division Chief.

## Current and Historical Council Executive Committee Members

With the exception of the National Council Coordinator and National Council Liaison, all CEC members shall serve two-year terms (after the initial selection as noted in above section), with members rotating onto the CEC each year to accomplish a staggered rotation to foster continuity.

### **FY11 Membership TBD**

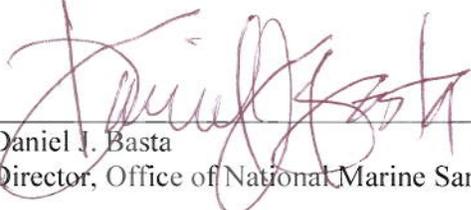
- Karen Brubeck, National Council Coordinator
- TBD National Council Liaison
- TBD Pacific Islands Regional representative
- TBD West Coast Regional representative
- TBD Northeast and Great Lakes Regional Representative
- TBD Southeast and Gulf of Mexico Regional representative

**Other Terms of the Charter**

1. The CEC shall operate pursuant to the terms of this charter.
2. This charter shall remain in effect for a period of five years from the date of signature. The charter may be amended prior to the expiration.
3. Six months prior to the expiration of the charter, the CEC will work with the Council Cross-Cut to review and revise the charter.

**ONMS Director Signature**

I hereby establish the ONMS Council Executive Committee and formally recognize the ONMS Council Cross-Cut.

  
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Daniel J. Basta  
Director, Office of National Marine Sanctuaries

9/20/10  
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Date