

MINNESOTA SEA GRANT ADVISORY COMMITTEE CHARTER

September 15, 2011

Minnesota Sea Grant facilitates interaction among the public and scientists to enhance communities, the environment and economies along Lake Superior and Minnesota's inland waters by identifying information needs, fostering research, and communicating results.



To achieve this diverse and ambitious mission—to apply the best available science and communication technology—Minnesota Sea Grant must draw upon some of those same Minnesotans for knowledge, advice and guidance. Our best source for this guidance is an active, well-informed, and engaged 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 MNSG programs;
2. To alert MNSG 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 MNSG's mission or provide resources for MNSG 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 MNSG programs to Minnesotans;
6. To provide input to MNSG review and monitoring processes, including:
 - Strategic and implementation plan development and evaluation
 - Periodic internal or national reviews
 - Research proposal review and prioritization

Membership of the Committee

MNSG Advisory Committee members represent a broad array of Minnesota, Great Lakes, and coastal interests. *Community members* include community leaders, organization/industry representatives and citizens. (See Appendix A.) *Institutional representatives* will reflect a broad cross-section of relevant tribal, state and federal management and research institutions. In most cases, representatives will be agency or organization directors, or their designees. Members may not be drawn from university units or institutions that typically compete for MNSG research funding, to avoid conflict of interest. (See Appendix B.)

Appointment of Members

The following shall govern committee membership:

1. Members are appointed by the University of Minnesota Duluth Vice Chancellor for Academic Administration (VCAA) and serve at the discretion of the VCAA.
2. The director of MNSG will solicit nominations from the Advisory Committee for new members, as needed. Committee membership should cover a broad 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 Minnesota communities, environmental science/management, or economy.

4. Members will normally serve for three 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 MNSG director.

Member Responsibilities

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

Members are expected to attend two regularly scheduled meetings per year, usually in Duluth. Additional 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 Minnesota Sea Grant.

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 facilitate the business agenda for the committee. Tasks include: providing timely advice, information and assistance to the director throughout the year; advising on the agenda and conduct of annual meetings. The chair will serve for a term of one to two years.
2. Members are sometimes encouraged to reach agreement on recommendations to MNSG, but consensus is not required. Diverse input is encouraged, and all recommendations and advice from the committee will be given careful consideration.
3. 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.
4. 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.
5. Advisory Committee meetings are open to the public. Public comments at meetings may be accepted at the discretion of the chair.

Committee Resources

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

MNSG will provide the following resources to the committee:

1. A meeting room, transportation, lodging (if needed), 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. Members will periodically evaluate the overall effectiveness of the committee and make recommendations for improvement. Evaluation indicators may include (but not be limited to) facilitation of partnerships, identifying new opportunities, and any other activities that enhance MNSG's mission and goals.
2. MNSG staff may also periodically evaluate the overall performance of the committee and make recommendations to the committee for improvement.
3. The MNSG Director, in consultation with the chair and the committee, will review this charter periodically and revise as needed.

APPENDIX A

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

- Aquaculture
- Commercial fishing*
- Media*
- Education and outreach*
- Engineering/construction*
- Environment and conservation advocacy
- Economic development that uses or impacts coastal ecosystems
- Port and harbor management*
- Recreation and tourism*
- Sport Fishing
- Elected Officials*
- Local government

APPENDIX B

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.

- Minnesota Department of Natural Resources*
- Minnesota Pollution Control Agency*
- Tribal Resource Agencies*
- US EPA*
- National Park Service
- U.S. Fish and Wildlife Service
- U.S. Geological Survey
- UM Extension
- US Forest Service
- US Coast Guard

* Current members

Adapted from Alaska Sea Grant Advisory Committee Charter