

NECAN Steering Committee Terms of Reference

NECAN has matured from a grass-roots effort to one supported through NERACOOS, EPA, the NOAA OA Program, and other funds. While the *ad hoc* founding steering committee has served NECAN well during its development, it now sees value in a more structured approach. This document sets forth terms of reference for the NECAN steering committee. These are not meant to be permanent; they may be modified by the steering committee as future conditions warrant.

Steering Committee Functions:

1. Provide overall guidance and oversight of all NECAN activities
2. Collate and synthesize research findings on OCA
3. Respond to information requests from regional community interests
4. Develop long-range and annual goals for NECAN
5. Suggest and recruit speakers to NECAN webinar series
6. Recommend changes to the NECAN website
7. Provide materials for NECAN newsletter
8. Plan regional and national OA meetings and workshops
9. Promote NECAN in the appropriate local, statewide, and international forums
10. Alert the NECAN Steering Committee to new opportunities for partnerships, outreach, and funding
11. Provide annual research and monitoring priority updates as informed by regional community interest to federal and state agencies investing in FFOs and monitoring

Steering Committee Membership:

1. Steering committee membership is on a volunteer basis, there will be no compensation or travel support provided
2. The steering committee will strive to have geographic balance and a balance of interests represented (*e.g.*, chemical oceanography, biological impacts, social and economic science, communication expertise, industry, academia, government, NGO). Representation will include regional bodies extending from Long Island Sounds to Nova Scotia with particular interests in science extension and outreach organizations, academic and industry interest, regional climate and coastal marine science and management organizations, and relevant environmental monitoring. One SC member may fill more than one role on the committee. Targeted groups could include:
 - a. NERACOOS
 - b. NOAA HQ
 - c. NOAA North Atlantic Regional Team

- d. EPA Region 1
 - e. NROC
 - f. RARGOM
 - g. Sea Grant (from at least one state in the NECAN region)
 - h. Industry representative
 - i. At-large Representative from Canada
 - j. DFO or EC Representative
3. Chairs and co-chairs of NECAN Working Groups will be full members of the steering committee. These members will be appointed every 4 years by their working groups. (These roles could be filled by the representatives above, but could also be additional steering committee members)
 - a. Science Working Group
 - b. Outreach and Education Working Group
 - c. Policy Working Group
 - d. Industry Working Group
 4. The steering committee will be comprised of no less than 8 members and no more than 12.
 5. Steering committee membership will be for 4-year terms, with options for renewal.
 6. The process for adding members will follow these steps:
 - a. Nominees for the steering committee will be solicited from the NECAN mailing list, NECAN working groups and standing steering committee members every 4 years.
 - b. The current Steering Committee will evaluate nominees with regard to geographic balance, breadth of expertise, and
 - c. The Chair of the Steering Committee will contact nominees to assess their interest and availability.
 - d. Nominees will provide short biographical sketches and a statement of interest in coastal acidification.
 - e. The current Steering Committee will evaluate the nominees and decide on membership.

Steering Committee Meetings

1. The steering committee will meet on a roughly monthly basis.
 - a. Meetings will be via conference calls, with phone lines and WebEx capability provided by NERACOOS.
 - b. Monthly meetings will be to
 - i. Provide updates on working group activities
 - ii. Track progress on annual NECAN goals
 - iii. Plan NECAN webinars and any upcoming in-person meetings
 - iv. Respond to opportunities (such as RFPs and scientific meeting sessions)
 - v. Discuss emerging and changing priorities in the region relevant to OCA
 - c. Appropriate information from SC meetings will be included in the NECAN newsletter

2. The steering committee will have at least one full-day in-person meeting per year.
 - a. Location of the in-person meeting will be determined on an *ad hoc* basis, based on availability of venues.
 - b. In-person meetings will be for
 - i. Long-term strategic planning for NECAN
 - ii. Setting of annual NECAN goals and activities
 - iii. Group input on new initiatives and efforts
 - iv. Planning for larger meetings, such as regional OA science symposia
 - c. Meeting notes will be archived on the NECAN website