

**Northwest Straits Commission Science Advisory Committee
Articles of Association**

Approved 30 September 2022

Purpose:

The Science Advisory Committee (SAC) advances the use of science in all forms and from all sources within the [Northwest Straits Initiative](#). In this pursuit, the SAC serves both as an advocate for scientific approaches to the work of the Commission and the Marine Resources Committees (MRCs), and as a resource and helps network scientific communities of practice.

Roles and Responsibilities: The SAC primarily supports MRC project development and proposal process, it also contributes to the Annual Conference planning. Specific tasks include, but are not limited to:

- *MRC Projects:*
 - Advisory role to the Northwest Straits Commission (NWSC) staff for: assistance in defining and refining the MRC proposal process, including adaptive management of the Request For Proposals (RFP) text and illustrative examples, project reporting structures, and evaluation processes.
 - Evaluative role to the NWSC staff, providing review and feedback on MRC project proposals, outcomes of MRC work, regional projects, and Annual Conference.
 - Advisory role to the MRCs, providing advice on new and ongoing projects.
 - Work towards framing MRC projects at scales that have impacts larger than the individual project. For example, by connecting across MRCs, and other partners when applicable, to deliver regional impacts.
- *Annual Conference:*
 - A minimum of one SAC member (not the chair) will represent the SAC as part of the NWS Commissions annual conference sub-committee.
 - Additional SAC members may assist in defining and refining the Annual Conference. This may include identifying session topics, speaker suggestions and other activities surrounding science, monitoring, science education, and resource management. For example, providing, or identifying providers for training workshops attached to the Conference when applicable.
- *Additional tasks may include:*
 - Provision of expertise on specific topics, as requested by the NWSC Executive Committee or NWS Commission; this could necessitate the creation of ad hoc sub-committees.
 - Advisory role to the NWSC Executive Committee and NWS Commission, providing expert feedback on requests for endorsement and/or support for third party grant proposals or proposed legislation related to scientific matters.
 - Hosting training workshops for MRC members.

Membership: The SAC will contain no less than seven (7) and no more than twelve (12) members at a time, including the Chair of the Committee.

Membership should include a diversity of scholarly areas, such as:

- natural science in marine systems, including both geoscience and living marine resources
- social science in marine systems
- natural resource management in marine systems
- science education in formal and/or informal contexts representation across the career spectrum
- engineering, but not limited to civil and environmental engineering

These areas of expertise could come from the following areas:

- academia
- industry
- government, and specifically including tribal, state and federal representation
- non-profit and non-governmental organization and from across the arc of a career; for instance in academia
- current or former MRC members

All members will:

- be actively working on issues in, around and of the Salish Sea.
- be committed to facilitating equitable and active participation by members of the public in the monitoring, scientific inquiry about, and management of Salish Sea resources as specifically expressed locally at the county level, and through the Marine Resources Committee (MRC) process.
- actively pursue goals and habits that broaden representation in science, marine science, public involvement in science, and public involvement in the Northwest Straits Initiative in particular.

Recruitment:

All seated members are responsible for continuous recruitment of future Committee members. Additional recruitment will come from the Commission staff, the NWSC Executive Committee, and from all Commission and MRC members. Potential recruits and interested parties should be encouraged to contact the SAC Chair, or Marine Program Manager, for more information regarding duties and tasks of SAC membership. All interested individuals should seek nominations, including self-nominations, during the annual recruitment process in November/December; be willing to provide a short CV if asked; and be willing to engage in a conversation with the SAC. The Committee will seek members with experience in and/or an interest in:

- the Northwest Straits region, and the Salish Sea and Pacific Northwest more broadly
- public engagement in science, monitoring and stewardship
- Scholarly qualifications in a relevant discipline

Appointments:

Members will be appointed to two (2) year terms, staggered for stability and consistency. Reappointment to additional terms is possible.

Appointments will be made following a recruitment and review process, and where seated members of the SAC (not up for reappointment) review all prospective recruits, and discuss the selection of a slate that collectively fulfills the broadest constitution of the Committee. The final recommended slate will be reviewed by the Chair, with input from the NWSC Director and Executive Committee, and with the possibility of alternate invitations (including fewer, or more) to meet specific inclusion goals unmet by the proffered slate. The final appointment will be made by the SAC Chair.

Chair:

The Chair will be a member of the Northwest Straits Commission.

Staff:

The Committee will be staffed by the Northwest Straits Commission Marine Program Manager.

Meetings:

There are four full committee meetings per year, see annual calendar below. Two meetings, the MRC proposal review and annual project review and wrap up, will be held in person. Members may miss meetings, but more than half of the meetings missed will require a follow up from the Chair and Marine Program Manager to re-confirm interest and ability to participate. Meeting attendance expectation of individual committee members is two out of the four annual meetings. Continuation of two (2) or more missed meetings after follow up will result in removal from the SAC. Travel and accommodation costs to in person meetings and the annual conference are provided by the NWSC.

Sub-committees:

Members may elect to also serve on sub-committees. All sub-committees will be "ad hoc" - convened for a specific purpose and in pursuit of a particular product (e.g., a report for the Commission), and have a timeline of not more than one year.

Time Commitment:

Committee members are uncompensated. The estimated annual time commitment for SAC participation could include but is not limited to:

- Four (4) meetings for the full Committee (12 hours)
- Participation in the Annual Conference (16-20 hours)
- Participation in the Annual Conference planning sub-committee by minimum one SAC member (~ 8 hours)
- Participation ad-hoc committees if relevant to experience (~6 hours)

- Participation in in-person meeting if feasible (~8 hours)
- Meeting preparation and materials review/input (6-10 hours)

For a total annual time commitment of 50-56 hours

Annual Calendar:

| Meeting Timeline | Meeting Tasks |
|--|---|
| Meeting 1: late January- Late February | <ol style="list-style-type: none"> 1. Finalize slate of new appointments to SAC 2. Provide feedback on RFP for MRC projects (biannual task) 3. Designate SAC representative for Annual Conference planning subcommittee |
| Meeting 2: late June – mid-July* (meeting in person) | <ol style="list-style-type: none"> 1. MRC proposals due early June, sent to SAC for review and feedback 2. Provide feedback to NWSC staff and discuss MRC projects 3. Provide input and guidance on MRC outcomes to track. |
| Meeting 3: early September | <ol style="list-style-type: none"> 1. Update on Annual conference planning from SAC rep. Committee to provide input/ assist in recruiting speakers for chosen Annual Conference topics if needed. |
| Annual Conference: mid- November | Attend Annual Conference |
| Meeting 4: early December (meeting in person) | <ol style="list-style-type: none"> 1. Review and discuss outcomes of MRC work, regional projects, and Annual Conference for NWSC to capture in annual report. 2. Nominations for SAC appointment (if nominations and membership approach remain as is vs review panel for RFPs). 3. Discuss workplan/actions for SAC on specific expertise/training needs SAC could offer MRCs based on Conference and project work. |

*Note: project review timeline may vary depending on funding sources.