



## **Texas Sea Grant Advisory Committee Charter**

Texas Sea Grant's mission is to improve the understanding, wise use and stewardship of Texas coastal and marine resources. To achieve this mission, Texas Sea Grant (TXSG) develops and supports research, education and outreach programs and partnerships and relies on its citizens for knowledge, advice and guidance. The best source for such guidance is an active, well-informed and committed Advisory Committee.

### **Role**

The role of the Advisory Committee is to:

- identify needs, opportunities and priorities that can or should be addressed by TXSG programs;
- help create new connections, collaborations, partnerships and funding opportunities that will potentially further TXSG's mission or provide resources for TXSG programs;
- advise on TXSG vision, mission, strategic plan, goals and priorities;
- educate and inform state and national decision-makers of the relevance and value of TXSG programs;
- provide input to TXSG review and monitoring processes including evaluate progress towards TXSG strategic plan and periodic internal and national program reviews.

### **Membership**

Advisory Committee members represent the diversity of our citizens, partners and stakeholders. As such, the committee will consist of a broad cross section of individuals who represent different regions of the state, relevant local, state and federal management, teaching and research institutions, independent school districts, private entities, non-profit organizations and non-governmental organizations.

### **Appointment of Members**

The following shall govern committee membership:

1. The TXSG Director will solicit nominations for committee members from the Advisory Committee and TXSG Extension. Committee membership should include diversity in affiliation, gender, race, age, locality and interests;
2. Members are appointed by the TXSG Director and serve at his/her discretion. The normal term of appointment will be 4 years. Shorter or longer terms may be used to

maintain balance within the committee. A member may be appointed to serve consecutive terms.

### **Member Responsibilities**

Advisory Committee members agree to:

1. attend and participate in an annual face-to-face meeting;
2. participate in an annual teleconference, plus special committee meetings as required;
3. review and provide comments on draft documents related to TXSG vision, mission, strategic plan, goals and priorities;
4. participate in standing or ad hoc subcommittees if necessary;
5. participate in periodic program reviews conducted by the National Sea Grant Office, Texas A&M University or other external entities.
6. advise the TXSG Director at any time.

### **Committee Operating Procedures**

The following shall govern committee operations:

1. Committee Chairs shall be elected by the committee and will serve 4 year terms. The Chair will work with the Director to schedule meetings; develop the meeting agenda; advise committee on the need for subcommittees; lead and facilitate the committee; serve as chief spokesperson in representing the committee to reviewers, sponsors and the public;
2. Committee members are encouraged to reach agreement on recommendations to TXSG, but consensus is not required. Diverse views are encouraged and all recommendations and advice from the committee will be given thoughtful consideration.
3. The committee is not required to vote on most issues. Where a vote is required, a quorum shall be a majority of the committee.
4. Standing or ad hoc subcommittees may be formed by the Chair or Director to assist with planning and review functions, special initiatives or any other business requested by the director or deemed necessary by the committee.

### **Committee Resources**

All resources provided to the committee or its members are subject to university regulations. Members must work with TXSG administrative staff for reimbursement of travel or other expenses to ensure compliance with university policies and procedures.

TXSG will provide the following:

1. administrative support for meeting agendas, meeting location arrangements, teleconference arrangements, meeting supplies, recording meeting minutes, preparing meeting report summarizing decisions and actions, post-meeting evaluations and submission of travel reimbursements;
2. financial support for a meeting room, transportation, lodging, meals and refreshments for committee members to attend one face-to-face meeting annually;
3. additional support at the Director's discretion.

### **Committee Evaluation and Charter Review**

The following procedures shall govern the committee's continuing process improvement:

1. at the conclusion of each meeting, members will evaluate the content and conduct of the meeting and make recommendations for improvement;
2. members will annually evaluate the overall effectiveness of the committee and make recommendations for improvement;
3. members and the Director will review the charter annually and revise as needed.