

Steering Committee Expectations

Since the Narragansett Bay Estuary Program's ("NBEP" or "partnership") formation in 1985, the Steering Committee ("Committee" or "members") has served as the organization's primary governing body. The Committee must include at least twenty (20) and up to thirty-five (35) members. It is led by an elected Chair and Vice-Chair. Members serve three-year terms that may be renewed indefinitely, and officers serve two years terms that may be renewed once. The Committee is comprised of diverse interests from across the NBEP's study area and functions as a stakeholder-driven partnership that sets the overall direction for the program. The Committee forum for open discussion, networking, and collaborative decision-making. It maintains internal governance consistent with NBEP's current *Guiding Principles for Management of the Narragansett Bay Estuary Program* ("Guiding Principles"). The Committee also approves our ten-year Comprehensive Conservation and Management Plan ("CCMP"), annual work plan, and Committee members and officer appointments. Primary expectations for Steering Committee members and NBEP adapted from the Guiding Principles are provided below:

Steering Committee

1. I will bring the perspective, experience, and commitment of my organization to the Committee.
2. In my capacity as a Committee member, my decisions and actions will be informed by what is best for NBEP.
3. I will attend and participate actively in all Committee meetings unless circumstances beyond my control prevent my attendance. In this case, I will either send a designated alternative in my place or provide timely notice in advance to the NBEP Program Director.
4. I will act in the spirit of collaboration and respect for the diverse organizations, people, and opinions that make up the Committee, the broader partnership, and those that work, live, and play in the Narragansett Bay Region.
5. I am responsible, collectively with my fellow Committee members, for understanding the Guiding Principles (and the included Conflict of Interest Policy) and ensuring my own and NBEP's adherence to them.
6. I am responsible, collectively with my fellow Committee members, for reviewing the work plans and budgets of the NBEP and will take an active role in understanding, approving, and monitoring consistency with budgets.
7. I will assist in the development, implementation, and revision of NBEP work products, including the Guiding Principles, Status and Trends Report, CCMP, annual work plans, and other organizational documents as requested.
8. As permitted by my organization and NBEP's Conflict of Interest Policy, I will support NBEP in its efforts to secure projects, funding, and new members that advance the partnership's work.
9. I will be accessible to NBEP staff for periodic inquiries, and upon request, will provide advice and feedback on any aspect of NBEP work.
10. If I am not able to meet my expectations as a Committee member, I will so notify the Committee Chair and/or NBEP Program Director, and it will be my responsibility to voluntarily resign. Further, I understand that I may be involuntarily removed from the Committee, with cause, as determined by a majority vote of my fellow Committee members per specific stipulations listed in the Guiding Principles.

Narragansett Bay Estuary Program

1. We will provide ample notice of the location and time of Committee meetings.
2. We will provide meeting support materials in advance of committee meetings, including but not limited to, agendas, program and financial reports, and past meeting minutes.

3. We will ensure all Committee meetings include a mix of program updates, opportunities to provide meaningful input on NBEP work, and time for new learning.
4. When conducting Committee meetings, we will clearly communicate in advance whether we are seeking input during specific sessions and what type of information we are seeking (e.g., comments, decision).
5. We will welcome input, ideas, and questions outside of meetings during normal working hours.
6. We will create a safe space for imaginative thinking, collaboration, and authentic interactions.
7. We will strive to deliver results that benefit all who live, work, and play in the region.
8. We will obligate to communicate directly with you if Committee member expectations are not being met.
9. We will respect your time and talents and access them with great care.
10. We will inspire collective accomplishment, comradery, and fun.

In signing this document, I agree to meet the expectations outlined above to the best of my ability and to the extent that it is consistent with directives and policies of my organization.

Steering Committee Member Printed Name

Signature

Date

On behalf of NBEP, in signing this document, I agree to fulfill the expectations above to the maximum extent of my ability under the Guiding Principles, EPA funding guidelines, and the New England Interstate Pollution Control Commission's Employee Handbook.

Program Director Printed Name

Signature

Date