

Star Island Rutledge Marine Lab (RML) Committee Charge [Updated 04/01/2012]

Preamble

Reasons and Intent of Staff Committees

To study issues and to make recommendations to the CEO.

To help get the CEO's job done.

To prepare [operational] practice issues for the CEO's deliberation. The CEO needs to know the choices and the consequences of these choices.

To know the charges of the various committees, so as to be able to support those charges rather than duplicate or interfere with them.

To have members that are receptive and open to ideas, have perspective and vision, are familiar with the SIC Strategic Plan Tactics, can give the necessary time, and can think in terms of Star Island Citizenship.

The CEO will:

- Have no more staff committees than needed.
- Be clear about the charge the CEO is requiring from each committee as the committees work to support the implementation of the SIC Strategic Plan Tactics.
- Ask each committee not to speak for the CEO.
- Require each committee not to interfere with delegation from the CEO to the staff.
- Ask each committee not to exercise authority over staff.
- Conduct a review process every two years to determine whether committee structure matches Strategic Plan priorities.
- Ask what each committee did over the past two years that was strategically vital.
- Ask what each committee can do over the next two years to meet the same standard.

Charge

The Rutledge Marine Lab (RML) Committee is charged with advising and assisting the CEO, through the SIC Staff Liaison to the RML, on RML operations and programs.

Mission Statement

To study the operations and goals of Star Island's Rutledge Marine Laboratory, including its programs for Conferences and educational outreach to other Island visitors, recommending improvements to SIC through the SIC Staff Liaison to the RML Committee.

Tasks

RML Committee Members are asked to contribute a minimum of 20 hours of service per year; more is welcome as needed.

Participate in the following meetings to discuss progress, and plans and to provide input to the RML Committee Chair to pass along to the Staff Liaison:

- monthly phone meetings (1-2 hours in duration) for the months of January-May each year;
- an in-person meeting on-Island or at a designated meeting location (e.g. Portsmouth SIC office) in June each year;
- one or two phone meetings in the fall to wrap up the season; and
- other meetings as decided by the group.

- Conduct needs assessment to identify key SI audiences and to create a plan for how RML will serve each audience throughout the season.
- Work with SIC staff to help the operation of the RML and to support the Island Naturalist. Activities might include assessing the needs of various audiences for RML visits and programs, providing advice on projects to serve current audiences, evaluating the children’s programming, writing guides (e.g., how to set up the telescope, how to use other equipment), updating summer programming.
- Support and participate in the summer RML volunteer program, and if necessary, assist with the recruitment of the Island Naturalist.
- Survey RML activities and facilities and meet with the Island Naturalist when on Island and report back to committee on lab needs/operations/programs.
- Identify opportunities to reach new Shoalers through seasonal programs.
- Work with staff on identifying sources of funding for equipment when needed.
- Help to protect the biological heritage of Star Island. For example, through the Property Standards Committee Liaison, for new projects, provide advice on how to minimize impacts of construction and operation on the natural habitats on-Island or recommend person(s) who could.
- Evaluate the RML Committee every two years to see whether the committee structure matches SIC Strategic Plan Priorities (see Preamble).
- Report on accomplishments over the past two years that were strategically vital (see Preamble).

Composition of Membership

Ideally RML Committee members should have experience on Star Island and have visited the RML often, participated in RML programs, or served in the RML as staff or as a volunteer. Professional experience in one or more natural sciences and an educational background is preferred. The Committee also should include:

- SIC Board Liaison
- SIC Staff Year-Round Liaison
- Island Naturalist (as liaison) – minimum June through August
- Liaison from Property Standards Committee

Current Membership and Terms

Name	Affiliation	First Term	Second Term
Meg McVey (Chair)	AS 1, PELRN	10, 11, 12	
Nicholas Mahoney	LOAS 1	07, 08, 09	10, 11, 12
Anne Ogilvie	IA, x-staff	09, 10, 11	12, 13, 14
Nick Bresinski	Pel, IA	12, 13, 14	
Karen Gordon	Pel, IA	12, 13, 14	
Charlie Stauffacher (Board Liaison)	SIUCC		
Justina Maji	SIC Staff Year-round Liaison		
Jean Stefanik	Property Standards Committee Liaison		
Arthur Eves	2011-12 Island Naturalist		