

Terms of Reference for the ASMI RFM Committee

The RFM Committee has been tasked by the ASMI Board to provide oversight for the management of the RFM Program and specifically:

- Generate and maintain a Strategic Plan and Communications strategy for the RFM Program;
- Provide advice, direction and guidance to the ASMI Board and the RFM Team by way of meeting proceedings and recommendations.

Decisions of the RFM Committee are advisory to the ASMI Board.

Rules of Procedure for RFM Committee:

The ASMI Board of Directors appoints the RFM Committee members and determines the number of voting members. The Committee shall be chaired by an 'ASMI Board appointed' Chairperson. ASMI staff and specialist experts will attend meetings and the Sustainability Officer will act as secretariat. ASMI staff holds no voting rights.

The RFM Committee representation will be adapted from time to time by the ASMI Board to ensure it continues to represent the interests of the fishery regions, sectors and fisheries.

Members of the RFM Committee include persons knowledgeable and experienced in Alaska fisheries. Representation includes individuals from all of the major fisheries in Alaska, fishery communities, and individuals independent of specific fisheries but who have knowledge and experience in areas of fishery management, science, or other desirable disciplines. There is broad representation on the committee, and no particular fishery sector or region has a majority voice.

The normal term of office of the Chairperson and members of the RFM Committee shall be two years; duration of term may be influenced by the following provisions:

- any member of the Committee serving as a representative of an organization or company shall retire on ceasing to be employed by that organization or company;
- any member may retire by notice in writing to the Chairperson of the Committee;
- any person whose term of office expires shall be eligible to be reappointed to the Committee;

- the Chairperson may ask the ASMI Board for an incumbent member to be replaced if the member fails to attend meetings of the Committee regularly or no longer represents the relevant organization.

RFM Committee meetings are conducted in accordance with State of Alaska law and regulation (AS 44.62.310). Meetings are announced through official public notice procedures and are open to the public.

RFM Committee meetings shall be convened by notice in writing (including e-mail) to each member at such times as the Chairperson shall direct and not less than once a year. The Sustainability Officer acting as Secretariat shall be responsible for taking and presenting a correct record of the proceedings at each meeting.

The Chairperson shall confirm a quorum to convene a meeting. There shall be an acceptable balance of interests among voting members at the start of each meeting.

Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting, providing quorum exists.

The RFM Committee strives for decisions by consensus, but operates by majority vote when consensus is not attainable.

In the absence of the Chairperson at any meeting of the Committee, this position shall be taken by a member of the Committee selected by the Chairperson in advance or, failing that, elected by a majority of those present.

With the consent of the Chairperson, advisors may attend meetings of the Committee but they shall not be entitled to vote.

It is anticipated that members of the Committee will be asked to meet, either in person or via teleconference, approximately 4 to 5 times in a calendar year.

Confidentiality and Conflict of Interest:

Members of the Committee are appointed to support the objective of ensuring a robust and transparent independent Certification Program consistent with UN FAO key reference documents, policies and procedures. Members shall be:

- Willing to contribute to an overview process and lend their time and/or expertise without promise of remuneration, and able to attend meetings as required;
- Required to recuse themselves from decisions or voting on matters where they have a personal or professional conflict of interest that would interfere with or unduly influence their fulfilling the Committee objectives;
- Committed to neutrality, transparency and fairness in all dealings.

All RFM Committee members will be asked to provide a summary bio / resume identifying their relevant experience as a contributor to the RFM Committee and sign a conflict of interest and confidentiality undertaking which is below.

Should a conflict of interest arise, the member is requested to report this to the Chairperson as soon as reasonably possible. The Chairperson shall decide on and instigate appropriate action including recusal from voting on the subject matter from which the conflict arises. All such reported conflicts of interest and follow up action agreed shall be recorded on the RFM Committee files.

RFM Committee Member Agreement of Participation:

This document stands as a non-binding agreement of participation for the below signatory; the person named herein has agreed to participate as a RFM Committee member of the Alaska Responsible Fisheries Management (RFM) Certification Program.

Name: _____ Date: _____

Title: _____

Signature: _____