

ALASKA SEAFOOD MARKETING INSTITUTE

Subject: Committees - Operational

Policy Category: Committees

Approved By: Board of Directors

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Committee Role: As representatives of the harvester community, species groups, and the domestic and international marketplace, committees play a key *advisory* role for ASMI programs. Committee members are also important *allies and advocates* for ASMI.

Committee Purpose: Committees should

- Center discussions within the framework of ASMI’s mission and focus on issues which fall within the scope of ASMI.
- Provide strategic direction to assist Program Director and staff and give feedback on program tactics.
- Provide market and species insights to inform program strategies and tactics.
- Make recommendations to the Board on the proposed budget of a program.

Personnel and day-to-day operations are not within the scope of committee responsibilities. These areas are the responsibility of the Program Directors and the Executive Director, with the guidance of the ASMI Board.

Committee General Information and Responsibilities

- **Representation:** Represent the best interest of the Alaska seafood industry and not specific region or company interest.
- **Advocacy:** Promote and advocate ASMI marketing programs, activities, and successes to the industry, trade, gear groups and public.
- **Appointment:** The ASMI Board shall appoint committee assignments. Committee vacancies shall be filled at the discretion of the Chairman of the Board subject to ratification at the next regularly scheduled Board meeting. Per Board discretion, priority consideration is given to individuals who are dues paying members (harvester/processor). The Board may remove committee members who are no longer a dues paying member (harvester/processor) of the Alaska seafood industry.

- **Term:** All committee assignments shall be for a 3-year term, unless otherwise determined by the Board. Committee assignments will be effective immediately, unless otherwise determined by the Board.
- **Number of Assignments:** Persons should serve on only one operational committee. The exception to this policy is when seats are specifically designated as members of other committees.
- **Size of Committees:** Committee size shall be kept to not more than 9 members except as specifically authorized by the Board.
- **Make-up of Committees:** Committees shall be composed of the best qualified persons from the industry with priority given to dues paying members (harvester/processor).
- **Voting Members:** Only active dues paying members (harvester/processor) are considered voting members of operational committees. Others are non-voting advisory members or ex officios. **Effective as of 9/2018*, members appointed prior to this are grandfathered in with voting rights. Applicable to members appointed after this date.
- **Chairmanship:** The chair and vice chair of each committee shall be elected by the members of the committee for a two-year term. Multiple terms are permitted if not consecutive within the same role.
- **Chairman Election:** Should two or more candidates be nominated, the election for chairman and vice chairman will take place by closed ballot.
- **Absenteeism:** Committee members shall be removed if they fail to adequately participate in committee tasks and meetings. The Committee Chairman or Program Director shall be responsible for notifying the Chairman of the Board through the Juneau office about member inactivity.
- **Assigned Positions:** If the committee member ceases to be involved in the Alaska Seafood industry the seat may be reassigned by the chairman of the ASMI Board to another qualified person. Exceptions to this rule are members who are assigned because of a specific skill by the Board.
- **Compensation:** Committee members will serve without pay but will be provided travel, lodging and per diem to attend meetings in accordance with State of Alaska travel policies. Committee members serving on the Global Food Aid Committee and the Certified Seafood Committee will not be compensated for travel, lodging and per diem.

Committee Chair Responsibilities

General Duties:

- Maintain enough regular contact with committee members as necessary in order to plan productive meetings.
- Keep meetings on track and follow the agenda as written or as amended.
- The Program Director reviews requests from interested parties who would like to serve on their committee and make recommendations to the Board. Program Director may consult the committee chair as needed.
- Make recommendations to the Board, Executive Director on behalf of the operational committee in the following areas:
 - Objectives, strategies and tactics of program
 - Proposed budget of program

Meetings and Attendance:

- Election: should two or more candidates be nominated, committee chairs will be elected by closed ballot election every two years.
- Term: all committee chair assignments shall be for a 2-year term.
- Committee members shall be removed if they fail to adequately participate in committee tasks and meetings and/or are no longer a dues paying member (harvester/processor). The committee chairman or Program Director shall be responsible for notifying the ASMI Executive Director and the chairman of the Board through the Juneau office about member inactivity.
- Frequency: committees will meet at the call of the chair as needed to facilitate the business of the committee. Virtual meetings are preferred for single topic issues. Meetings will be cleared in advance with the Executive Director.
- Attend Board Meetings: operational committee chairs or vice chairs may periodically be requested to attend to address a specific agenda item.

Meeting Procedures:

- A draft agenda shall be created by the Program Director in coordination with the committee chair and submitted to committee members as far in advance of the meeting as possible. Committee chairs will work with the staff to develop the agenda based on input. Staff will publish a final agenda giving reasonable public notice in accordance with Alaska open meeting laws.
- Run meetings in a timely efficient manner with the following goals in mind:
 - Center discussions within the framework of ASMI's mission.
 - Engage committee members to the fullest.
 - Ensure that motions and votes are made and recorded properly. Meetings may follow a practical interpretation of Robert's Rules of Order.
 - Ensure that committee members are representing the best interest of the Alaska seafood industry and not specific region or company interest.
 - Stay on track, keeping talk time related to only things that pertain to ASMI or fall within ASMI's scope.
- Committee meeting minutes will be submitted to committee members in draft form within 30 working days after each committee meeting.
- Only principal committee members will propose and vote on motions. Ex Officio members and Board member liaisons are non-voting members.
- Principal members are expected to attend the committee meetings. Substitutes/proxies are not permitted to fill a committee seat unless specifically authorized by the Board Chairman.
- Minutes will be distributed to the Board as well as the relevant committee.
- Minutes will be emailed to the Executive Assistant in Juneau. Draft minutes are posted on the website with the next meeting's agenda. Approved minutes are posted on the website.

Governance

- All committee members shall have working knowledge of and ensure that ASMI by-laws are known and followed.

Staff support for committees will be provided as follows:

- Salmon Committee Executive Assistant
- Halibut/Sablefish Committee Executive Assistant
- Whitefish Committee Executive Assistant
- Shellfish Committee Executive Assistant
- Technical Committee Technical Program Staff
- International Committee International Program Staff
- Domestic Marketing Committee Domestic Program Staff
- Communications Committee Communications Program Staff
- Certified Seafood Committee Executive Assistant
- Global Food Aid Committee Executive Assistant