

## ALASKA SEAFOOD MARKETING INSTITUTE

Subject:	Committees - Operational
Policy Category:	Committees
Approved By:	Board of Directors
Effective Date:	October 24, 1995
Revision Date:	October 16, 1996
Revision Date:	September 24, 1997
Revision Date:	October 27, 1999
Revision Date:	May 31, 2005
Revision Date:	November 16, 2015
Revision Date:	May 10, 2018
Revision Date:	September 18, 2018

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 are the responsibility of the Program Directors and the Executive Director, at 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:** Committee vacancies shall be filled at the discretion of the chairman of the board subject to ratification at the next regularly scheduled board meeting
- **Term:** All committee assignments shall be for a 3 year term starting at the annual All Hands Meeting. Appointments that take place outside the All Hands Meeting will have a retroactive start date of the prior All Hands.

- ***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.
- ***Voting Members:*** Only active dues paying members (harvester/processor) are considered voting members of operational committees. Others are non-voting advisory members. ***\*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 of each committee shall be elected by the members of the committee subject to approval of the board.
- ***Chairman Election:*** 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 Chair Responsibilities**

#### General Duties:

- Maintain enough regular contact with committee members as necessary in order 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 Committee Chair as needed.
- Make recommendations to 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: 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. The committee chairman or Program Director shall be responsible for notifying 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. Teleconferences or video conferences 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 attend board meetings on their own or 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
- Within two weeks of each committee meeting, the committee chair will write, with staff support if requested, a short synopsis of the meeting, noting areas of special interest to committee members, and the priorities of the chair, if any. Send the synopsis to the ASMI Chairman, respective ASMI committee co-chair, and

the Executive Director. The synopsis will serve as a cover page for the meeting minutes. Committee meeting minutes will be submitted to committee members in draft form within 30 working days after each committee meeting.

- Only principle committee members will propose and vote on motions.
- Principles are expected to attend the committee meetings either in person or by teleconference. Substitutes 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, who will post them on ASMI's 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 |
| • Responsible Fisheries Committee | RFM Program Staff            |
| • Fisheries Standard Committee    | RFM Program Staff            |