

ALASKA SEAFOOD MARKETING INSTITUTE

Subject: Committees - General

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

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.
- **Number of Assignments:** Persons should serve on only one 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.
- **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 miss two meetings without making prior arrangements. The committee chairman shall be responsible for notifying the chairman of the board through the Juneau office about absentees.
- **Assigned Positions:** If the committee member ceases to be involved in the processing or harvesting of Alaska Seafood the seat is 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
- Review requests from interested parties who would like to serve on their committee and make recommendations to the Board.
- 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
 - Ad hoc recommendations on policies and procedures to enhance the effectiveness of ASMI operational programs.

Meetings and Attendance

- Election: committee chairs will be elected by secret ballot election every two years.
- Term: all committee chair assignments shall be for a 2 year term.
- Absenteeism: The committee chairman shall be responsible for notifying the chairman of the board through the Juneau office about absentees. Committee members shall be removed if they miss two meetings without making prior arrangements.
- 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 will attend board meetings unless excused by the board chairman. When necessary, committee chairs may meet as a group before the board meeting to work out consolidated positions on issues.

Meeting Procedures

- A draft agenda shall be created by committee chair and submitted to committee members 4 weeks in advance of the meeting for their input. Committee chairs will work with the staff to develop the agenda based on input. Staff will publish a final agenda 2 weeks before the actual meeting according to 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 per 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 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 Juneau
- Halibut/Sablefish Committee Executive Assistant Juneau
- Whitefish Committee Retail Program Staff Seattle
- Shellfish Committee Foodservice Program Staff Seattle
- Technical Committee Technical Program Staff Juneau
- International Committee International Program Staff Juneau
- Retail Marketing Committee Retail Program Staff Seattle
- Foodservice Marketing Committee Foodservice Program Staff Seattle
- Responsible Fisheries Committee RFM Program Staff Seattle
- Conformance Criteria Committee RFM Program Staff Seattle