



# AusSeabed Executive Board–Terms of Reference

Version 3 05/09/2022

## 1 Background

AusSeabed is a national collaborative seabed mapping initiative comprised of representatives from several government, academic, and private sector organisations. The governance of AusSeabed is provided by a Steering Committee and an Executive Board. The Steering Committee's role is to develop and implement annual and forward-looking work plans that represent the interests of the community and seabed mapping sectors. The Executive Board operates as an agile, high-level strategic governance body to ensure the direction of the AusSeabed program aligns with the interests of the nation.

Amendments to the Executive Board Terms of Reference (TOR) can be brought forward to the Steering Committee for consideration and voting.

## 2 Purpose

The role of the Executive Board is to ensure that the AusSeabed is an enduring and sustainable program by providing strategic direction. The Executive Board operate as a representative of national interests and provide advice to align the program with other national programs, and the priority of the Federal Government.

The Executive Board work towards transitioning AusSeabed into an enduring, sustainably funded program. This includes identifying new funding opportunities, reviewing the progress of the program and prioritising activities within work plans that have been set by the Steering Committee.

## 3 Membership

The AusSeabed Executive Board comprises representatives of the five Australian Government agencies that are foundation members of AusSeabed: Geoscience Australia, the Australian Antarctic Division, the Commonwealth Scientific and Industrial Research Organisation, the Australian Hydrographic Office, and the Australian Institute of Marine Science. The Executive Board is a standing board meaning that membership is indefinite, and no expiry date on membership is set.

The board will have a two-year rotating self-appointed Chair. The renewal of the Chair position will occur biennially during the second (3<sup>rd</sup> quarter) yearly meeting.

The Chair of the Steering Committee will attend as a non-voting member on the Executive Board to ensure a direct link of communication between the two bodies. The AusSeabed Director will attend the EB meetings in the capacity as a non-voting member, to ensure Executive Board priorities are integrated into the Program. A secretariat will attend the meeting to provide administrative support and will be provided by the Chairing organisation. Neither the Steering Committee Chair, Director, nor the secretariat will have voting rights.

## 4 Roles and Responsibilities

### 4.1 Executive Board members

- Ensure that the strategic direction of the AusSeabed program aligns with national interests to deliver lasting benefit
- Advise on and approve the AusSeabed strategic plans and work programs developed by the Steering Committee
- Participate in the review of program progress and provide a sounding board for risk mitigation, innovation and program development
- Actively champion AusSeabed and help the steering committee demonstrate and communicate the value of the initiative to the marine community, government, and public
- Elect a Chair for the board, (with the agreement that the Chair's organisation will provide a secretariat)
- Record minutes of meetings and provide them to the Steering Committee within one month after each meeting
- Meet thrice a year with at least one of the meetings being face-to-face if feasible.

## 4.2 Chair

- Provide leadership and ensure the effective operation of the Executive Board.
- Plan meetings and workshops, and develop the agenda in conjunction with the Executive Board; ensure that agendas and supporting materials are delivered to members prior to the meeting.
- Chair the Executive Board meetings and AGM according to the meeting guidelines:
  - make the purpose of each meeting clear and explain the agenda
  - clarify and summarise progress as agenda items are dealt with
  - ensure action items are completed in a timely manner
  - run the meeting effectively and encourage broad participation in discussions by calling on different members
  - conclude each meeting with a summary of decisions, action items and their agreed time periods
- Ensure that decisions made at meetings are implemented.

## 4.3 Secretariat

- Maintain records and administration of the meetings.
- Uphold the legal requirements of governing documents.
- Undertake effective Committee communication and correspondence.
- Broadly distribute the outcomes, recommendations and findings of the Executive Board.
- Ensure documents arising from meetings are forwarded within two weeks after the meeting.