

**CHARTER**  
**BOARD OF DIRECTORS**  
**SOUTHEAST ALASKA INVENTORY AND MONITORING NETWORK**

***I. Introduction***

This document establishes a Board of Directors for the Southeast Alaska Inventory and Monitoring Network. Its purpose is to outline the procedures by which the Board will implement and manage the long-term vital signs monitoring program and thereby fulfill one component of the Natural Resource Challenge.

The Southeast Alaska Network consists of three units of the National Park Service, Glacier Bay National Park and Preserve, Klondike Gold Rush National Historical Park, and Sitka National Historical Park. A four-member Board of Directors will consist of the superintendent of each park, and the Alaska Regional Inventory and Monitoring (I&M) Program Manager. The Southeast Alaska Network I&M Program Manager, the Glacier Bay Chief of Resources, and the Alaska Regional Science Advisor will serve as non-voting members of the Board.

***II. Responsibilities of the Board of Directors***

The Board of Directors (The Board) shall oversee the development and implementation of a comprehensive long-term monitoring program for the Southeast Alaska Network. It shall be responsible for directing the inventory and monitoring program of the network and for decisions concerning planning, budgets, personnel, schedules, reporting, and program accountability. The Board shall insure that the monitoring program is built upon a collaborative vision for the network and considers the mandates, needs, interests, and goals of all park units.

The Board shall work to maintain the integrity of Vital Signs Monitoring funds and staff and assure that monitoring resources are not diverted or reassigned to other programs. Additionally, The Board shall ensure that park staff selected to participate in the Southeast Alaska Network are fully committed to vital signs monitoring and establish personnel appraisal systems that reward Network cooperation. Ultimately, The Board shall respond to what we have learned through long-term monitoring and instigate new management actions or modify existing management actions where necessary to protect or restore park ecosystems.

***III. Procedures***

***Board Meetings:*** Any member can call meetings of the Board, but there will be at least one formal meeting annually. Meetings may be held in person or by teleconference. The Board may also choose to decide matters by electronic mail with the consent of all voting members. At the first meeting, the Board shall elect a Chair who shall be responsible for

calling and conducting future meetings. The Southeast Alaska Network I&M Program Manager shall serve as staff to the Chair to arrange meetings and logistics, produce agendas, record and distribute the minutes of board meetings, and coordinate efforts between the Board and the Technical Committee.

***Alternates and Quorums:*** If a park superintendent cannot attend or otherwise participate in a meeting of the board, they may assign an alternate. The attendance of all voting Board members or their alternates shall be required to constitute a quorum.

***Decision Making:*** Actions of the Board will require the unanimous consent of the voting members. If the Board cannot reach a consensus decision, the matter will be referred to the Regional Director. All decisions will be documented with responsible individuals and deadlines identified, as appropriate.

***Technical Advisory Committee:*** The Board shall create a Technical Advisory Committee to provide technical assistance and advice to the Board. The Technical Advisory Committee is a linkage between scientists and managers, between NPS and other natural resources agencies, and is crucial to establishing a shared vision of desired ecosystem conditions, for specifying how the vision can be achieved, and for monitoring and measuring progress toward goals. The Technical Advisory Committee is comprised of natural resource managers and scientists (including scientists from outside of the NPS who work in the parks and are familiar with park issues) and chaired by the Southeast Alaska Network Program Manager. The Committee is a working group, decision-making, and technical oversight body. The core decision-making body shall consist of the Alaska I&M Program Manager, the Southeast Alaska Network Program Manager, and the Chiefs of the Resources Management Division from each of the three Network Parks. This authority may be delegated, with approval by the Board. Additional internal or external scientists are to be named to the committee, as needed, to support Network planning and operations. The Board, with guidance from the Southeast Alaska Network Program Manager, will ensure that membership is reflective of the resource issues, management challenges, and ecological breadth encompassed by the Southeast Alaska Network.

Specific tasks of the Technical Advisory Committee will include:

1. Compile and summarize existing information about park resources,
2. Plan and conduct a scoping workshop to develop a strategic monitoring plan,
3. Develop a strategic monitoring plan,
4. Evaluate proposals, sampling designs, methods and protocols,
5. Provide guidance and resources needed to sustain on-the-ground inventory and monitoring efforts,
6. Assist the Southeast Alaska Network I&M Program Manager in the preparation of the Annual Work Plan and Annual Report,
7. Assist the Southeast Alaska Network I&M Program Manager in planning and conducting a Five Year Program Review.

The products and recommendations of the Technical Advisory Committee will be presented to the Board for discussion and approval or modification. Sustained collaboration, interaction, and commitment among members of the Technical Advisory Committee are essential for the Network to achieve the goals of long-term vital signs monitoring. To facilitate this process, The Board delegates the Network I&M Program Manager with the responsibility for establishing protocols for the operation and performance of the Technical Advisory Committee. This responsibility will include setting standards for: 1) communication among Committee members; 2) procedures for reviewing and commenting on plans and reports; 3) establishment of timelines; and 4) making final determinations on the selection of sampling designs, monitoring strategies, and implementation schedules.

***Monitoring Plan:*** The Network Program Manager and the Technical Advisory Committee shall prepare a strategic monitoring plan for the network that identifies vital signs to be monitored, justification for why these were selected, sampling protocols, staffing needs, and data management strategy. This plan shall be developed in accordance with WASO guidelines as to content and timeline for delivery of interim and final products.

***Annual Work Plan:*** Working with appropriate subgroups and others, the Southeast Alaska Network I&M Program Manager will present a proposed Draft Annual Work Plan to the Board for discussion, modification and approval in time to meet the due dates outlined below. The Annual Work Plan will identify specific accomplishments and products, responsible individuals and deadlines, an I&M program budget to which park or office funds are assigned, and additional and potential funding sources (both NPS and others). The Draft Annual Work Plan will follow WASO specifications for such work plans, and will be submitted to WASO, through the Regional Director, by November 8<sup>th</sup> each year. A Final Annual Work Plan will be submitted to WASO, through the Regional Director, by January 31 each year.

***Annual Report:*** Working with appropriate subgroups and others, the Southeast Alaska Network I&M Program Manager will present a proposed Annual Report to the Board for discussion, modification and approval. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with others and a budget summary and will follow WASO specifications for such reports. A detailed accounting of all I&M program funds assigned to each park and office will be appended to the Annual Report. This Annual Report will be widely distributed and posted at appropriate websites on the Internet. The Annual Report will be submitted to WASO, through the Regional Director, by November 8<sup>th</sup> each year.

***Five Year Program Review:*** Beginning five years after completion of the 3-Year Start-up Review of the Network Monitoring Program, and every five years thereafter, the Network will undertake a comprehensive program review to be conducted by national and regional NPS specialists, as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management,

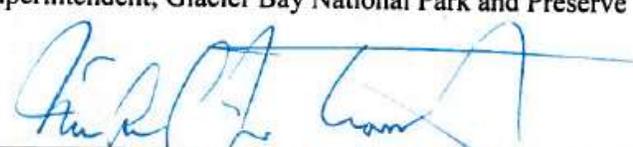
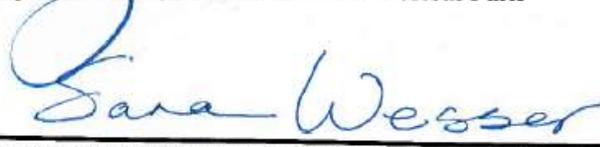
fiscal management, and staffing. The Program Review shall provide the principal basis for any significant changes in program direction, as well as reassignment of resources to any park or office.

**Safety:** Network personnel will meet all general and mission-specific National, Regional, and Park-specific training standards and field operations will be fully embedded within existing Park safety practices and procedures. Network staff will contact Parks in advance of planned operations, most commonly through a Technical Advisory Committee member, to discuss field logistics and review applicable safety practices. Where it is found that Network operations fall outside the scope of existing Park safety practices and procedures, new safety practices and procedures (e.g., Job Hazard Analyses) will be developed in cooperation with Network Parks. Upon arrival in a Park to undertake field operations, Network staff will connect with Park personnel to conduct a safety briefing and review applicable safety practices.

#### ***IV. Amendments***

The Board may amend this Charter at any time by unanimous vote.

#### ***Approval Signatures***

 _____ Superintendent, Glacier Bay National Park and Preserve	April 10, 2014 _____ Date
 _____ Superintendent, Klondike Gold Rush National Historical Park	4/10/14 _____ Date
 _____ Superintendent, Sitka National Historical Park	4/10/14 _____ Date
 _____ Inventory and Monitoring Program Manager, Alaska Region	5/5/14 _____ Date