

Terms of Reference of the Point Lepreau Steering Committee

The Point Lepreau Observatory, a project of the SJNC, was started in 1995. The Committee was created in 1996 to manage the project and has evolved and operated without formal terms of reference during the past five years.

The following terms of reference outline the proposed structure and reporting relationship of the Point Lepreau Steering Committee (the Committee) to the Saint John Naturalists' Club Inc. (SJNC).

PURPOSE

1. The Steering Committee shall be responsible for the successful operation of the Point Lepreau Bird Observatory. Those responsibilities include:

- a) Planning future operation
- b) Raising adequate funding.
- c) Recruiting volunteers and paid observers.
- d) Co-operating with NB Power management and security officials,
- e) Establishing and maintaining appropriate count procedures,
- f) Collecting and entering data into the database,
- g) Safely storing the data collected,
- h) Analysing the data.
- i) Maintaining the observatory building.
- j) Providing a site for use by other naturalist organisations and individuals,
- k) Preparing and circulating annual and other reports,
- l) Educating naturalists and the public about PLBO projects, and
- m) Informing the SJNC executive and members regularly about PLBO activities.

STRUCTURE and TERM

(a) The Committee shall consist of the SJNC President (ex officio), a Committee Chair, and at least four other members.

(b) The Committee Chair shall be appointed by the SJNC, on the recommendation of its Nominating Committee, to serve for a term of three years.

(c) The other members shall be appointed by the SJNC, on the recommendation of its Nominating Committee, to serve for a term of one year.

(d) Elected members may serve for an unlimited number of consecutive terms.

(e) The Committee shall appoint a Secretary from among its members.

(f) Should a member be unable to complete a term, upon recommendation from the Committee, the SJNC President shall appoint a replacement to serve until the next annual meeting of the SJNC.

REPORTING TO SJNC

1. The Committee, through its Chair, shall be responsible to the SJNC President and shall provide a report on operations whenever requested.

2. The Committee shall report to the SJNC membership at each regular Club meeting.

3. The Committee shall submit a written summary of the past year's activities at the annual general meeting of the SJNC.

4. The Committee shall publish an Annual Report that summarises the past calendar year's operations as well as an analysis of the data collected during the year. This report shall be distributed to stakeholders, supporters, and to the SJNC.

5. The PLBO budget year shall correspond with the SJNC budget year. The Committee shall present an annual budget to the SJNC Executive Committee in time for review and inclusion in the SJNC annual budget.

6. Any spending not included in the annual budget shall be submitted for approval by the membership of the SJNC.

7. The SJNC Treasurer shall control all cash receipts and disbursements and shall provide a financial statement as needed.

8. The SJNC President shall execute all contracts.

EFFECTIVE DATE

These Terms of Reference shall become effective when approved by the SJNC membership.
January 2001