



## **Terms of Reference of the Greenlaw Mountain Hawk Watch Committee**

The Greenlaw Mountain Hawk Watch became a Saint John Naturalists' Club project in 2010. The Greenlaw Mountain Hawk Watch Committee (the Committee) was created to manage the project. The following terms of reference outline the structure and reporting relationship of the Committee to the Saint John Naturalists' Club Inc. (SJNC).

### **PURPOSE**

1. The Committee shall be responsible for the successful operation of the Greenlaw Mountain Hawk Watch. Those responsibilities include:
  - a) Planning future operations,
  - b) Raising adequate funding,
  - c) Recruiting volunteers and paid observers.
  - d) Co-operating with land owners and obtaining agreements for access to the land,
  - e) Establishing and maintaining appropriate count procedures,
  - f) Collecting and submitting data to HMANA,
  - g) Safely storing the data collected,
  - h) Analysing the data,
  - i) Maintaining the watch site in a pristine state,
  - j) Supporting the use of the site by other naturalist organisations and individuals,
  - k) Preparing and circulating annual and other reports,
  - l) Educating naturalists and the public about GMHW projects, and
  - m) Informing the SJNC executive and members regularly about GMHW activities.

### **STRUCTURE and TERM**

- (a) The Committee shall consist of the SJNC President (ex officio), a Committee Chair, the SJNC Treasurer (ex-officio), the Official Counter (ex officio) and at least two 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.

## **VOTING**

- (a) All members, including ex-officio members, are eligible to vote.
- (b) Members must indicate if they are in a potential conflict of interest. The remaining members of the Committee will decide if there is a conflict of interest and, should that be the case, the member in the conflict of interest position will excuse him/herself for the relevant discussion and vote.
- (c) In the event of a tie vote, the motion will be deemed to have failed.

## **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 regularly during Club meetings.
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 Committee shall assure an adequate level of insurance within the SJNC coverage.
6. The GMHW budget year will be May 1 to April 30 to best manage within normal funding agency time frames.
7. The budget shall be presented to the SJNC membership for review and approval.
8. Any spending not included in the annual budget shall be submitted for approval by the membership of the SJNC.
9. The SJNC Treasurer shall control all cash receipts and disbursements and shall provide a financial statement as needed.
10. The SJNC President shall execute all contracts.

**EFFECTIVE DATE**

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

Approved by the SJNC membership at a Club meeting on January 13, 2014