

PLBO Committee Terms of Reference

(Finalized by PLBO Committee on June 13, 2022)

The Point Lepreau Bird Observatory (PLBO), a project of the Saint John Naturalists' Club ("SJNC" or "the Club"), was started in 1995. In 1996, the PLBO Committee (the "Committee") was created to manage the project. These terms of reference outline the structure, reporting relationship, and responsibilities of the Committee to SJNC.

PURPOSE

1. The Committee shall be responsible for managing the risks associated with the successful operation of the PLBO. The activities include the following responsibilities:
 - a) Planning operations and succession planning;
 - b) Securing 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) Storing the data securely;
 - h) Analyzing the data;
 - i) Maintaining the assets in good condition;
 - j) Providing a site for use by other naturalist organizations and individuals;
 - k) Preparing and circulating annual and other reports;
 - l) Educating naturalists and the public about PLBO projects;
 - m) Informing the SJNC executive and members regularly about PLBO activities;
 - n) Working with staff at the Point Lepreau Generating Station to establish and utilize security procedures for all activities at Point Lepreau;
 - o) Identifying safety issues and adopting appropriate precautions for all activities;
 - p) Following the regulations established by the Department of Fisheries and Oceans for operating on their property; and
 - q) Identifying and working with appropriate partners.

STRUCTURE and TERMS OF THE COMMITTEE

1. The Committee shall consist of five voting members: the chair and four members-at-large. It shall also include the President of the SJNC (ex-officio) and may include non-voting advisory and emeritus members. A quorum shall consist of four voting members.
2. The chair shall be a member in good standing of the SJNC, be appointed by the Club on the

recommendation of its Nominating Committee and serve for a term of up to three years.

3. All voting members shall be members in good standing of the Club and appointed by the SJNC, on the recommendation of its Nominating Committee, for a term of up to three years. (Rather than turning over all of the members of the Committee in one year, staggered appointments should be made in order to achieve continuity and to attract new skills and ideas).
4. Up to two, non-voting, advisory members may be appointed for a term of one year when deemed appropriate by the Executive of the Club and the Chair of the Committee. Advisory members may have expertise in funding opportunities, research methods, publishing opportunities, public relations, community networks or have other skills not otherwise available to the Committee.
5. Non-voting emeritus members may be appointed to the committee by the executive of the Club following the recommendation of the chair or the Club's Nominating Committee.
6. The Committee shall appoint a Secretary from among its members, with the Secretary to serve in that position for one year.
7. If the chair or a voting member is unable to complete a term, the President of the Club may appoint a replacement to serve until the next annual meeting of the Club.

REPORTING TO THE SJNC

1. The Committee, through its chair, shall be responsible to the SJNC and shall provide reports on operations whenever requested.
2. The Committee shall report to the SJNC membership at the annual general meeting of the Club by way of a written summary of the past year's activities. The Committee shall publish an annual report that summarizes the past year's operations as well as a short analysis of the data collected during the year. This report shall be distributed to stakeholders, supporters, and to the SJNC.
3. The PLBO budget year shall correspond with the budget year of the SJNC. The Committee shall present an annual budget to the SJNC executive committee in time for review and inclusion in the SJNC annual budget.
4. Any spending exceeding the annual budget shall be submitted to the membership of the SJNC for approval .

5. The SJNC Treasurer shall control all cash receipts and disbursements and shall provide a financial statement as needed.
6. The President of the Club shall execute all contracts and funding applications on behalf of the Committee.

PERIODIC REVIEW

The Terms of Reference shall be reviewed at each annual meeting of the Committee.

SUCCESSION PLANNING

The Sub-Committee responsible for revising these Terms of Reference spent considerable time discussing various ways of developing a succession plan. Sustainability of the Club's projects requires a plan to provide leaders who will make good decisions. Changes within the community and within the Club make it impossible to design a succession plan immediately. This Committee recommends that succession planning become a serious part of the agenda of the Committee each year.

EFFECTIVE DATE

These Terms of Reference shall become effective from the date they are approved by the executive of the SJNC.

Recommended by the PLBO Committee on June 13 2022

Approved by SJNC Executive on June 15 2022

APPENDIX A to PLBO Committee Terms of Reference

Duties of the Chair

1. Convene and preside over meetings of the PLBO Committee.
2. Provide periodic updates to the Committee between meetings.
3. Collaborate with the SJNC Treasurer to produce financial statements for the Committee, as needed.
4. Source and arrange annual funding for PLBO operations.
5. Draft and recommend an annual operating budget to the Committee and subsequently to the membership of the SJNC.
6. Manage PLBO expenditures in line with approved annual budgets.
7. Oversee operations at the PLBO, including recruitment and supervision of official observers and all contract employees.
8. Ensure all data from observations are promptly entered into the PLBO database.
9. Ensure all original data sheets are scanned and archived at the NB Museum at the end of each observation year.
10. Ensure that an annual data analysis is completed on the nine principal species (three scoter species, Common Eider, two cormorant species, two loon species, and Long-tailed Duck).
11. Ensure that the SJNC's *Policy for Sharing PLBO Data with Third Parties* is followed for all data requests.
12. Collaborate with representatives of NB Power, Canadian Wildlife Service, Department of Fisheries and Oceans, and all partners on matters pertaining to PLBO operations.
13. Ensure all eligible new volunteers receive appropriate security clearance, a list of approved volunteers is maintained, and that new volunteers are briefed on the safety and security policies.
14. Collaborate with the person who schedules visits to the PLBO to ensure visiting volunteers are booked at least 48 hours in advance of their visits.