



CHARTER – Geodetic Data Services Advisory Committee

Purpose

The UNAVCO Geodetic Data Services Advisory Committee reviews policies and effectiveness of the program in meeting commitments to its user community and in achieving the goals set in the UNAVCO Strategic Plan, and provides recommendations to the board and management. The Geodetic Data Services (GDS) program, with its subaward partners, provides a comprehensive suite of services including sensor network data operations, data products and services, data management and archiving, and advanced cyberinfrastructure. Data services are optimized to enable access to high-precision geodetic data, products, and metadata for use by researchers, and also adapted for accessibility and interpretation for educators, policymakers, and the public.

Membership

The number of members shall be no fewer than seven and no more than ten. Appointments will be consistent with UNAVCO policy

http://www.unavco.org/community/policies_forms/UNAVCO_Committees_Governance_Participation_Policy.pdf.

Three members of the Advisory Committee will serve as liaisons, one each of these committees:

PBO Working Group

Terrestrial Imaging Geodesy Working Group

WInSAR Executive Committee

The liaisons will ensure relevant communications between the committees.

A UNAVCO board liaison shall attend all meetings of the advisory committee. UNAVCO policy also provides for liaisons representing federal agencies or other constituencies, when needed. Such liaisons are non-voting members of the advisory committee.

Selection

The board of directors appoints committee members, relying on nominations from the committee, management, the board, and others as necessary. The board chair annually appoints the committee chair.

Term of Office

Each member serves a three-year term, typically to a maximum of two consecutive terms. Eligibility for subsequent terms is at the discretion of the appointing body.

Member Responsibilities

Each committee member is expected to:

- Attend scheduled, typically annual, face-to-face meetings and monthly teleconferences as needed
- Actively participate in the functioning of the committee, and provide broad representation of science community perspectives and interests
- Be available for individual consultation to the president and board chair
- May accompany a UNAVCO board or staff member in representing UNAVCO to sponsors or other constituencies
- Subscribe to unav_all, and other UNAVCO list services as appropriate
- Attend the biannual UNAVCO Science Workshop if possible

A chair and secretary shall be the committee officers. The chair:

- Presides at all committee meetings, sets the agenda, and conducts formal communications between the committee and board
- Ensures annual reporting of potential conflicts of interest for committee members, and managing such conflicts when relevant issues arise.
- Reports recommendations at all regular meetings of the board of directors, and attends at least one board meeting each year face-to-face.
- Attends UNAVCO's Annual Meeting and provide a report to the Member Representatives of the Corporation.



- Enrolls in the list services for UNAVCO's other advisory committees, in order to be informed on broader activities of governance.

The secretary:

- Manages the minutes and provides an annual summary of the activities of the committee, including scheduled meetings and attendance. These will be provided to UNAVCO Management and for regular meetings of the board.
- Manages potential conflicts of interest for the committee chair.

Liaisons:

- Attend all committee meetings or designate an alternate when absences are unavoidable.
- Act as a conduit for information of mutual interest among committees and working groups.
- The board Liaison ensures informal communication between the board and committee. When questions arise as to whether recommendations should go to the board or to Management, the board Liaison provides guidance or seeks clarification.

UNAVCO staff:

- The Geodetic Data Services Program Director represents UNAVCO Senior Management.
- A UNAVCO staff member provides administrative support to the committee.
- The president briefs each committee on UNAVCO's Strategic Plan on an annual basis.
- Each year, the president prepares draft letters of appointment for the membership and chair, with individual terms and the committee charge, to be finalized by the board chair.

Committee Charge

The Geodetic Data Services Advisory Committee (GDS AC) is appointed by and reports to the UNAVCO Board of Directors, and provides recommendations (1) to the board, on issues of governance, policy, oversight, resource allocation, or strategic direction and (2) to UNAVCO management, on issues pertaining to GDS management. Recommendations to management are conveyed to the board as needed by the board liaison, in reports, and through distribution of the minutes. The Geodetic Data Services Advisory Committee reviews the policies and effectiveness of the program in meeting commitments to its user community and in achieving the goals set forth in the UNAVCO Strategic Plan. The Geodetic Data Services Advisory Committee will meet at least once a year to review GDS operations, and make an annual report to the board. The Geodetic Data Services Advisory Committee interacts closely with the program director and the president.

Geodetic Data Services Advisory Committee responsibilities include:

- Reviewing the accordance of program resource allocation with the priorities established by the UNAVCO Strategic Plan
- Advising on the performance of the program with respect to program planning, yearly budgets and resource allocation
- Recommending guidelines for the use of the program resources, consistent with the terms of UNAVCO awards
- Developing new initiatives to enhance UNAVCO's effectiveness in meeting community requirements