CHARTER – Geodetic Infrastructure Advisory Committee

Purpose
The UNAVCO Geodetic Infrastructure Advisory Committee (GI AC) 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 GI Program integrates all geodetic infrastructure and data acquisition capabilities for continuously operating observational networks and shorter-term deployments. Activities include development and testing, advanced systems engineering, the construction, operation, and maintenance of permanent geodetic instrument networks around the globe, field support for GPS campaigns and terrestrial laser scanning (TLS) observations, and engineering services tailored to PI project requirements.

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.

Four members of the Advisory Committee will serve as liaisons, one each of these committees:
        COCONet Working Group
        PBO Working Group
        Polar Networks Science Committee
        Terrestrial Imaging Geodesy Working Group
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 Infrastructure Program Director represents UNAVCO senior management.
- A UNAVCO staff member provides administrative support to the committee.
- The UNAVCO 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 Infrastructure Advisory Committee (GI 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 GI 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 Infrastructure 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 Infrastructure Advisory Committee will meet at least once a year to review GI operations, and make an annual report to the board. The Geodetic Infrastructure Advisory Committee interacts closely with the program director and the president.

Geodetic Infrastructure 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, including equipment and engineering resources as set out in the Cooperative Agreement
- Reviewing standards of instrumentation and software development for the program, working in concert with the Director to exploit new technology
- Developing new initiatives to enhance UNAVCO's effectiveness in meeting community requirements