

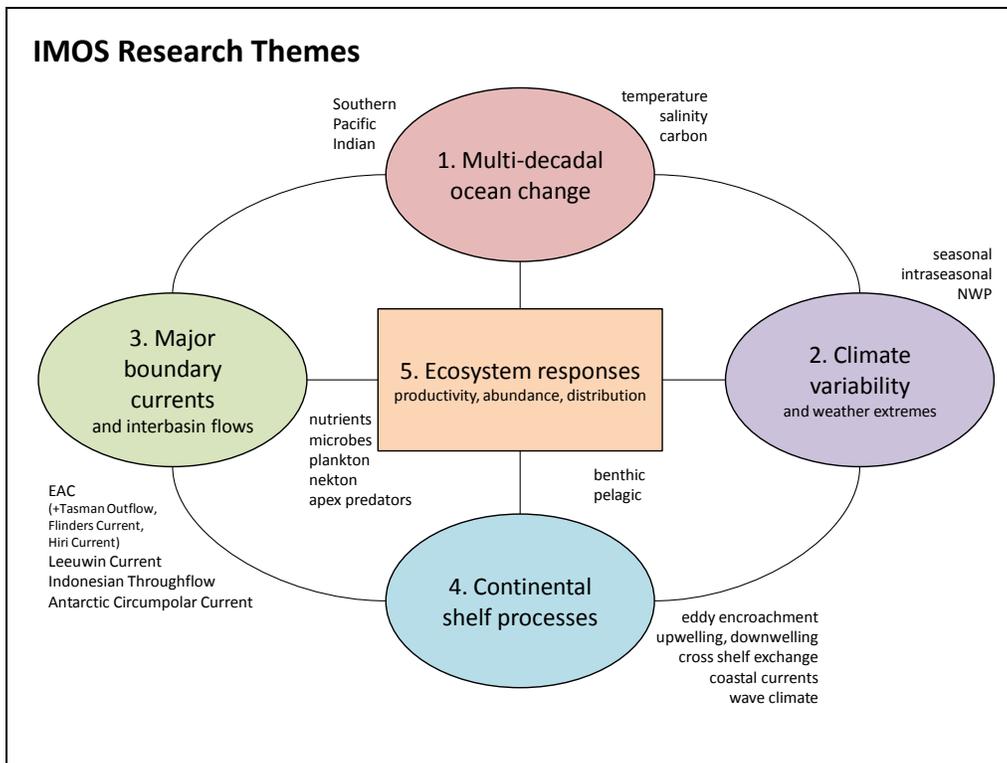
1.3	Governance	Steering Committee – Terms of Reference
Responsible Officer		Scientific Officer
Approved by		Director
Approved and commenced		June 2011 and updated August 2015
Review by		September 2016

**BACKGROUND**

The details of the work of the Nodes, leadership and meeting structure is documented in IMOS Policy “1.4 Node Leadership role description”. That Policy should be read in conjunction with this one.

**ROLE OF THE STEERING COMMITTEE**

The marine community has formed regional Nodes, which provide the scientific rationale and research goals for marine observing. The Steering Committee consolidates scientific thinking in the Nodes and forms a national perspective that guides the preparation of annual business plans for the Facilities. This will be achieved by the Nodes having a shared focus on five major national research themes, and developing their Node plans within this context as overseen by the Node Steering Committee. The IMOS research themes are shown in the Figure below:



The Steering Committee also assists the IMOS Office in assessment of annual business plans and reports from the Facilities.

## **MEMBERSHIP**

The leaders of six IMOS Nodes (which include the deputy Node leaders, see Policy 1.4), the eMII Director and the IMOS Director (who is also the Chair) form the IMOS Steering Committee. The IMOS Scientific Officer is Secretary.

## **MEETINGS**

The Steering Committee will meet at least twice yearly, or more regularly as required. Meetings may be called by the Director or any of the Members. The Chair and Secretary will finalise the Agenda and venue (in consultation with Members) and email papers at least a week ahead of all meetings. Where possible meetings will be held via teleconference, attached to the Annual Meeting or at a location most convenient to all Members to minimize costs and travel time.

The Chair or Secretary will document outcomes of the meeting and forward these to Members within a week of the meeting, along with any action items.

The IMOS Office will pay venue hire and catering costs, but travel and accommodation costs will be met by the Node sponsor Institutions.

**Versioning:** *Updated August 2011 following discussion by the Steering Committee in for discussion and acceptance by the Advisory Board at its September 2011 meeting. Minor update done August 2015.*