

Science Atlantic Environment Division Committee

Terms of Reference

(April 2024)

Purpose

The purpose of the Science Atlantic Environment Division Committee ("the Committee") is to facilitate the organization of the annual Science Atlantic Environment Conference.

Committee Responsibilities and Activities

The Committee:

- Selects the university which each year will organize the Science Atlantic Environment Conference.
- Provides advice to the organizing committee of the Science Atlantic Environment Conference, established at the host university.
- Establishes and maintains conference awards and prizes.
- Provides judges to judge talks and posters at the Science Atlantic Environment Conference.
- Selects winners for prizes and awards.
- Governs the rules under which the Science Atlantic Environment Conference is run.

Reporting

- The Committee reports to the Board
- The Committee Chair is a member of the Committee of Division Committee Chairs

Membership

- Chair, Vice-Chair, and Secretary, elected by the membership
- Other Executive positions as the Committee determines
- One faculty representative in the relevant discipline from each member institution, selected by the member institution

Term

- Positions are for a two-year term (renewable)
- The Chair may hold a maximum of two consecutive two-year terms
- The Vice-Chair is usually expected to succeed as chair, following the Chair's two-year term.
- If the Chair resigns or otherwise becomes unable to fulfill their role the Vice-Chair automatically becomes Acting Chair.
- Regular terms begin on July 1st.

Meetings

- The Committee shall meet at least twice a year, once in the fall semester, and once during the Science Atlantic Environment Conference.
- The Chair shall prepare the agenda for the meeting, and the Secretary shall take minutes.

- The fall meeting shall occur online via a video-call platform (such as Zoom or Teams).
- Minutes shall be distributed via email to all members within two weeks of the meeting. Individual members are responsible for storing copies of minutes and forwarding old minutes to their successors at their institution.

Review of these Terms of Reference

These Terms of Reference will be reviewed by the Committee every five years or more frequently as needed. Changes will be brought to the Committee of Division Committee Chairs for discussion and then to the Board for approval.

Effective Date

Dates of Review of Terms of Reference