

**CHARTER
BOARD OF DIRECTORS
SOUTHWEST ALASKA INVENTORY AND MONITORING NETWORK**

I. Introduction

This document establishes a Board of Directors for the Southwest Alaska Inventory and Monitoring Network. Its purpose is to outline the procedures by which the Board will implement and manage the long-term vital signs monitoring program and thereby fulfill one component of the Natural Resource Challenge.

The Southwest Alaska Network (SWAN) consists of five units of the National Park Service. Katmai National Park and Preserve (KATM), Alagnak Wild River (ALAG), Aniakchak National Monument and Preserve (ANIA), and Lake Clark National Park and Preserve (LACL) are administratively managed as one complex by a superintendent based in Anchorage and support staff based in King Salmon and Port Alsworth. Kenai Fjords National Park (KEFJ) is managed by a superintendent and support staff based in Seward.

A three-member Board of Directors will consist of superintendents representing Lake Clark/Katmai National Park and Preserve, Kenai Fjords National Park, and the Alaska Regional Inventory and Monitoring (I&M) Coordinator. The Southwest Alaska Network I&M Coordinator and the Alaska Regional Science Advisor will serve as non-voting members of the Board.

II. Responsibilities of the Board of Directors

The Board of Directors (The Board) shall oversee the development and implementation of a comprehensive long-term monitoring program for the Southwest Alaska Network (SWAN). It shall be responsible for directing the inventory and monitoring program of the network and for decisions concerning planning, budgets, personnel, schedules, reporting, and program accountability. The Board shall insure that the monitoring program is built upon a collaborative vision for the network and considers the mandates, needs, interests, and goals of all park units.

The Board shall work to maintain the integrity of Vital Signs Monitoring funds and staff and assure that monitoring resources are not diverted or reassigned to other programs. Additionally, The Board shall ensure that park staff selected to participate in the SWAN are fully committed to vital signs monitoring and establish personnel appraisal systems that reward Network cooperation. Ultimately, The Board shall respond to what we have learned through long-term monitoring and instigate new management actions or modify existing management actions where necessary to protect or restore park ecosystems.

III. Procedures

Board Meetings: Any member can call meetings of the Board, but there will be at least one formal meeting annually. Meetings may be held in person or by teleconference. The Board may also choose to decide matters by electronic mail with the consent of all voting members. At the first meeting, the Board shall elect a Chair who shall be responsible for calling and conducting future meetings. The Southwest Alaska Network I&M Coordinator shall serve as staff to the Chair to arrange meetings and logistics, produce agendas, record and distribute the minutes of board meetings, and coordinate efforts between the Board and the Technical Committee.

Alternates and Quorums: If either park superintendent cannot attend or otherwise participate in a meeting of the board, they may assign an alternate. The attendance of both superintendents or their alternates shall be required to constitute a quorum.

Decision Making: Actions of the Board will require the unanimous consent of the voting members. If the Board cannot reach a consensus decision, the matter will be referred to the Regional Director. All decisions will be documented with responsible individuals and deadlines identified, as appropriate.

Technical Advisory Committee: The Board shall create a Technical Advisory Committee to provide technical assistance and advice to the Board. The Technical Advisory Committee is a linkage between scientists and managers, between NPS and other natural resources agencies, and is crucial to establishing a shared vision of desired ecosystem conditions, for specifying how the vision can be achieved, and for monitoring and measuring progress toward goals. The Technical Advisory Committee is comprised of natural resource managers and scientists and chaired by the Southwest Alaska Network I&M Coordinator. The Committee is a working group, decision-making, and technical oversight body. The Alaska I&M Coordinator, SWAN Coordinator, and Chiefs of Resources Management from LACL, KATM, and KEFJ are the core decision-making body. Park and Alaska Support Office (AKSO) scientists named to the committee will contribute technical support and attend meetings as needed. The Board, with guidance from the SWAN Coordinator, will ensure that membership of the technical committee is reflective of the resource issues, management challenges, and ecological breadth encompassed by the Southwest Network.

Specific tasks of the Technical Advisory Committee will include:

1. Compile and summarize existing information about park resources,
2. Plan and conduct a scoping workshop to develop a strategic monitoring plan,
3. Develop a strategic monitoring plan,
4. Evaluate proposals, sampling designs, methods and protocols,
5. Provide guidance and resources needed to sustain on-the-ground inventory and monitoring efforts,
6. Assist the Southwest Alaska Network I&M Coordinator in the preparation of the Annual Work Plan and Annual Report,
7. Assist the Southwest Alaska Network I&M Coordinator in planning and conducting a Five Year Program Review.

The products and recommendations of the Technical Advisory Committee will be presented to the Board for discussion and approval or modification. Sustained collaboration, interaction, and commitment among members of the Technical Advisory Committee are essential for the Network to achieve the goals of long-term vital signs monitoring. To facilitate this process, The Board delegates the Network I&M Coordinator with the responsibility for establishing protocols for the operation and performance of the Technical Advisory Committee. This responsibility will include setting standards for: 1) communication among Committee members; 2) procedures for reviewing and commenting on plans and reports; 3) establishment of timelines; and 4) making final determinations on the selection of sampling designs, monitoring strategies, and implementation schedules.

Monitoring Plan: The Network Coordinator and the Technical Advisory Committee shall prepare a strategic monitoring plan for the network that identifies vital signs to be monitored, justification for why these were selected, sampling protocols, staffing needs, and data management strategy. This plan shall be presented to the Board for its approval no later than January 31, 2004.

Annual Work Plan: Working with appropriate subgroups and others, the Southwest Alaska Network I&M Coordinator will present a proposed Draft Annual Work Plan to the Board for discussion, modification and approval no later than October 15 each year. The Annual Work Plan will identify specific accomplishments and products, responsible individuals and deadlines, an I&M program budget to which park or office funds are assigned, and additional and potential funding sources (both NPS and others).

Annual Report: Working with appropriate subgroups and others, the Southwest Alaska Network I&M Coordinator will present a proposed Annual Report to the Board for discussion, modification and approval. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with others and a budget summary. A detailed accounting of all I&M program funds assigned to each park and office will be appended to the Annual Report. This Annual Report will be widely distributed and posted at appropriate websites on the Internet. The Annual Report will be released no later than October 31 of each year.

Five Year Program Review: Beginning at the end of fiscal year 2008 and every five years thereafter, the Network will undertake a comprehensive program review to be conducted by national and regional NPS specialists, as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The Program Review shall provide the principal basis for any significant changes in program direction, as well as reassignment of resources to any park or office.

IV. Amendment

The Board may amend this Charter at any time by unanimous vote.

Approval Signatures

Superintendent, Lake Clark/Katami National Park and Preserve

Date

Superintendent, Kenai Fjords National Park

Date

Alaska Regional I&M Coordinator

Date