

Advisory Committee and NCO Staff Roles

This document is an addendum to the Charter and By-Laws of the USA National Phenology Network (USA-NPN), created to clarify the roles and expectations for Advisory Committee (AC) members and National Coordinating Office (NCO) staff.

Role of the Advisory Committee

- Advise the NCO on USA-NPN direction and specific NCO activities
- Facilitate a relationship between USA-NPN and the home institution or agency of individual committee members:
 - Ensure the home institution or agency's needs are considered in the planning of USA-NPN activities
 - Ensure the value of USA-NPN is recognized by the home institution or agency
- Facilitate the acquisition of funding for USA-NPN and NCO activities, as possible:
 - Communicate with funders
 - Collaborate on proposals
- Identify near-term opportunities and vulnerabilities (present – 3 years)
- Contribute to and advise on strategic planning (primarily 3-10 year time frame)
- The AC will have an opportunity to formally communicate with USGS leaders about the status, direction, and needs of the NCO twice annually, preferably timed just before the customary dates for budget and project reviews. This communication will take the form of a letter approved by the entire AC and sent by the Chair and Vice Chair to USGS leaders with budgetary and supervisory responsibility for the NCO.

Individual Advisory Committee Members are expected to:

- Participate on at least one sub-committee
- Attend bi-monthly teleconferences (more frequently as needed) and one in-person meeting each year

Role of NCO Staff

- Develop and communicate annual and longer-term strategic plans for NCO and USA-NPN
- Develop programs and infrastructure to accomplish USA-NPN goals
 - Information/web infrastructure, data management, quality control
 - Monitoring protocols
 - Observer recruitment, retention, and focus
 - Education and outreach programs to reach engagement goals
 - Partnership cultivation to meet both science and engagement goals
 - Coordinate major scientific and decision-support efforts and facilitate communication between scientists in the USA-NPN
- Facilitate the acquisition of funding for USA-NPN and NCO activities
 - Communicate with funders

- Collaborate on proposals
- Manage budget and operations for office

Individual NCO Staff Members Roles:

- The Executive Director (Jake Weltzin) and Assistant Director (Alyssa Rosemartin) are primarily responsible for the acquisition of funding, budget and office management, communications with the AC and co-organizing AC/NCO meetings.
- NCO Senior Staff are part of the USA-NPN Leadership, and participate in the usanpn-leaders@uwm.edu listserv and in leadership teleconferences and annual meetings.

Each Senior Staff member coordinates a program area as follows:

- Jake Weltzin – Executive Director
- Alyssa Rosemartin – IT Coordination/Assistant Director
- Theresa Crimmins – Partnerships and Outreach
- Ellen Denny – Monitoring Design and Data Management
- Carolyn Enquist – Science
- All NCO Staff members are expected to perform the job duties set out in work statements, and aligned to annual action plans.

Sub-committees

- NCO Staff and AC Members work together on sub-committees to accomplish their shared objectives.
- Standing sub-committees have defined roles and activities, established through sub-committee charters that clarify goals, sub-committee member roles/expectations, planning and deadlines
- Ad-hoc sub-committees have clearly defined products and an expected dissolution date
 - May be formed in response to opportunities for collaboration, proposals, products or other activities (e.g., NCA Contribution working group, Agency Listening Session organizing committee, RCN Planning).
- Both types conduct targeted activities that support USA-NPN goals
- Both types report regularly to the AC (typically quarterly)

Proposed Standing Sub-committees:

- **Science** – advise on science directions
- **Building the Data Set** – informing recruitment/training/retention of observers
- **Funding** (note that composition and activities will be based on expertise and avoidance of potential member conflicts of interest)
 - Solicit direct support from agencies and organizations
 - Develop grant proposals

- **Partner development** – communicate about USA-NPN to create well-informed connections that lead to collaborations and funding for NCO operations
- **Policy** – conduct outreach to affect national policies that consider phenology
- **Technical** – advise on technology and technology advancement