



## **Roles and Responsibilities**

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## Responsibilities of Steering Committee

- **Provide organizational governance:** The Steering Committee is responsible for strategic planning and ensuring that the organization stays true to its mission, vision, and core values.
- **Support and evaluate the Coalition Directors:** The Steering Committee ensures that the Directors have the personal and professional support he/she/they need to further the goals of the organization.
- **Monitor and strengthen programs and services:** The Steering Committee's responsibility is to confirm that programs/projects are consistent with the organization's mission and monitor their effectiveness.
- **Ensure adequate financial resources:** Assist in fundraising and in-kind support to secure adequate resources for the Coalition to fulfill its mission.
- **Enhance the Coalition's public standing:** The Steering Committee clearly articulates the network's mission, accomplishments, and goals to the public and garners support from the community.
- **Protect assets and provide proper financial oversight:** The Steering Committee assists in developing the annual budget and ensuring that proper financial controls are in place.
- **Contribute to a vibrant Steering Committee:** Ensure a healthy diversity of skills, experience, and passion on the DCO2 Steering Committee, which includes a robust nominations and recruitment process to cultivate new leadership and talent.

# Expectations of Each Member

## **Meetings and events**

- Attend and participate in meetings on a regular basis. Currently, the Steering Committee meets every month.
- Shared facilitation and notetaking. Facilitators create agendas with support from the Campaign Director.
- Review agenda and supporting materials prior to Steering Committee meetings.
- Attend conferences and special events, as possible.
- Commit up to ten (10) hours monthly on Steering Committee related business.

## **Circle participation**

- Join and actively engage in at least one standing Circle, ad-hoc committee, or on special projects.

## **Broader community**

- Keep current on developments in DCO2's field, including, but not limited to policy initiatives, industry shifts, and research activities.
- Help promote DCO2's mission and programs to the community.
- Inform the Coalition's work with the voice of folks on the frontlines and most impacted by offshore finfish farming (OFF).

## **Fundraising**

- Assist in fundraising efforts in a manner relevant to you (this might include soliciting sponsorships, supporting grant writing, etc.).

## **Active Participation/Removal**

- Active participation as described above is essential to the healthy functioning of the Steering Committee. A Steering Committee member shall voluntarily resign if the ability to actively participate for a period of 3 months is hampered. The member can also be removed by a majority vote of the rest of the Committee at any time due to nonparticipation or a violation of Don't Cage our Ocean Coalition core values.

## Additional Roles

### **Recirculating Farms Role**

Holds the administrative elements of the Coalition, including staffing, fiscal sponsorship, and a primary liaison. Publicly represents and upholds the mission and values of DCO2; serves as a strategic thinking partner; opens Steering Committee meetings but not facilitate; and, provides a supportive anchor for the Steering Committee overall.

### **North American Marine Alliance**

Provide any additional administrative / backbone support to Recirculating Farms, the Campaign Director, and/or the Steering Committee, as needed. NAMA will essentially be standing by to fill in any unexpected gaps that may arise in order to support the Coalition moving forward. In addition, NAMA will participate as an initial Steering Committee member with the same responsibilities and expectations as others.

### **Advisors**

As needed, advisors may be added to the Steering Committee to provide additional support and guidance. This may be in the form of organizational development, scientific expertise, fiduciary responsibilities, and/or conflict navigation. Advisors are temporary and not included in the overall composition and decision making processes of the Steering Committee. They also may serve on Circles.

### **Steering Committee Terms**

Initial Steering Committees Members volunteer to be on the Steering Committee. Half will serve a one year term, and the other half a two year term to preserve continuity. Members have the ability to be reelected for more terms, if so desired. The Initial Steering Committee will develop a governance structure and decision making process to operate.

After the first year, new SC members will serve the regular two year term. The Coalition members will elect and vote on new Steering Committee Members every two years. Members can serve consecutive terms. The Steering Committee will be no more than 6 members and will be diverse in race, gender, geographic scope, and interest. A Member is an organization, group, or cooperative, not an individual. There will be a primary contact and a secondary contact for each organization, if possible. A Steering Committee Member will sit on at least one Circle.

## Circle Outlines

Circles help move the work of the Coalition forward. Circles hold a shared purpose, vision, mission and responsibilities. A Circle Member is expected to take a lead role in a Circle to engage and activate Coalition members as a whole and within the respective Circle. Circles are open to all Coalition Members. Individual Advisors may serve on Circles.

### Stewardship Circle

**Purpose:** Lead the development of a strategic plan and mission statement for the Don't Cage our Ocean Coalition, as well as provide oversight of the governance structure. This Circle specifically will:

- Develop a process and timeline for the strategic plans;
- Review and finalize existing draft language for structures;
- Solicit input from existing members, potential members, and other relevant actors;
- Draft and vet strategic planning documents;
- Annually review strategic plan to ensure the Coalition is aligned with strategic goals.
- Lead the Steering Committee in a process to select officers as well as outline and articulate a coalition structure, including the appointment/election of SC Members.

### Communications Circle

**Purpose:** Provide leadership, support, and mentorship in the development of communications. This includes Social Media, action alerts, sign ons, letters to the editor and other communications related activities. Work closely with media consultants, Berlin Rosen. This Circle will specifically:

- Review and provide substantial input on communications messaging;
- Review traditional media activities, such as press releases and op-eds;
- Support the creation of press packages; and,
- Commit to shopping DCO2 op-eds and Letters to the Editor.

### Policy & Legislative Circle

**Purpose:** Lead the development of the Coalition's broad policy and legislative strategies together with the Campaign Director and Policy Director. This Circle specifically will:

- Act as the SC lead on policy and regulatory activities, and,
- Provide feedback and support to the Policy Director.

### Fundraising Circle

**Purpose:** Take a lead role in fundraising efforts, including sponsorships, grant writing and events. Collaborate closely with Campaign Director and Recirculating Farms Coalition.

## Coalition Structure

Members of the Don't Cage Our Ocean Coalition are organizations, groups, or cooperatives with a primary contact and second, if possible. Members are diverse in composition, regions, and primary focus, and they all commit to DCO2's mission, vision, and values.

### Don't Cage our Ocean Coalition Structure

