

Management and Finance Committee

Terms of Reference • December 2012

Purpose

Management and Finance (MF) serves the Gulf of Maine Council on the Marine Environment by managing and reporting on the Council's programmatic, personnel, finance, and budget directives.

- Programmatic – MF takes the lead and works closely with the Council, Working Group and Committees to develop and implement annual work plans that implement the five-year *Action Plan*. It oversees all related contract procurement procedures (e.g., requests for proposals, contract negotiations, contract reviews) including external and internal budget decisions.

It facilitates inter-committee coordination, establishes and monitors implementation of Council procedures (e.g., *Reference Handbook*), and coordinates internal policy. It organizes Council and Working Group meetings as needed including the development of agendas and reporting out of the results. It seeks to secure funding in support of approved Council initiatives and projects.

- Personnel – MF is responsible to the Council for all contractor/personnel decisions. In doing so it will delegate appropriate authority to the committees, ensure they have adequate support to perform this work and will make recommendations to the Council as needed.
- Finance and Budget – MF prepares the annual budget for Council and Working Group review and then oversees its implementation. (It can amend the budget if the changes do not cumulatively exceed 10% of the approved budget.)

Membership

Management and Finance is composed of a representative designated by each state and province, one provincial member at-large, one federal representative from each country, and one Gulf of Maine Association member from each country. The current Working Group chair serves as MF Chair.

Support

The Council Coordinator, Development Coordinator, Administrative Assistant, and the Executive Director of the Gulf of Maine Association provide the necessary contractor support. In addition, other Council contractors, agency representatives, and committee co-chairs may assist as needed and contracted.

Decisions

Decisions will be made by consensus.