**Gulf of Maine Council – Organizational Assessment**

**2014-2015 Secretariat Year – Final Scope of Work**

**Process**

Working Group Chair and Council Coordinator will work with the ad-hoc Council Advisory Committee, Council members, and Working Group to conduct an organizational assessment of the Gulf of Maine Council during the 2014-2015 NH Secretariat Year.

* Council - An ad-hoc Council Advisory Committee will be convened to ensure Council involvement throughout the year. The committee will meet as needed to provide direction and feedback regarding the organizational assessment. The Council Advisory Committee will determine if and when supplemental virtual Council meetings are needed during the year. The full Council will be asked for feedback via email and / or telephone contact throughout the year. A set of preliminary recommendations and / or status report will be provided to Council for feedback in December 2014. Council will discuss and make decisions regarding final recommendations at the June 2015 Council full day meeting in New Hampshire.
* Working Group – Working Group will meet every other month during the 2014-2015 year to ensure consistent involvement and feedback in the organizational assessment.

**Initial Background Planning / Research**

* Assemble historic GOMC records for review. Examples include – initial founding documents, federal partner policies, inter-organizational agreements etc.
* Summarize and review decisions and feedback from June Council and Working Group meetings, and from public input received during GOMC panel at CZC 2014.
* Council Advisory Committee will review and provide additional input to the Strengths / Weaknesses / Opportunities and Threats (SWOT) analysis conducted by WG in June.
* Prepare scope for organizational assessment.

**Organizational Assessment**

* GOMC leadership.
  + Review role and relationship between jurisdictions, federal partners, non-profit partners.
  + Consider opportunities to broaden Council membership / leadership.
  + Identify potential options for Council consideration.
* GOMC organizational structure.
  + Evaluate existing and potential organizational structure.
  + Identify recommended options for Council consideration (ensure that recommendations reflect Council priorities identified at June 2014 meeting).
* GOMC internal management structure.
  + Evaluate the roles of management committees – Council, Working Group, Management and Finance, Secretariat Team.
  + Identify opportunities for streamlining structure.
* GOMC project / program committees.
  + Evaluate role of committees in light of GOMC Action Plan and Council member priority ‘types of work’.
  + Identify committees that best support Council priorities.
  + Identify options for committees that do not support Council identified priorities.
* GOMC and partner organizations.
  + Evaluate GOMC role in relationship to partner organizations such as Northeast Regional Ocean Council (NROC), Northeastern Regional Association of Coastal and Ocean Observing Systems (NERACOOS), Regional Association for Research on the Gulf of Maine (RARGOM), Bay of Fundy Ecosystem Partnership (BoFEP), Northeast States Emergency Consortium (NESEC), New England Interstate Water Pollution Control Commission, (NEIWPCC), International Joint Commission (IJC), and others.
  + Identify GOMC membership / affiliations with key partner organizations.
  + Identify potential opportunities for enhancing cooperation, collaboration, communication and efficiency among GOMC and partner groups.
  + Provide recommendations to Council for promoting cooperating, collaboration and communication between GOMC and partner groups.
* GOMA / GOMC Organizational Capacity
* Where appropriate, results and decisions from the organizational assessment will help inform the GOMA / GOMC budget development process for the 2015-2016 fiscal year.

**Recommendations to Council**

* Communicate regularly with Council Advisory Committee throughout the year.
* Consider potential impact of results / recommendations on current stated Action Plan.
* Prepare preliminary options for Council consideration and feedback in December 2014. A virtual meeting or conference call will be scheduled for December.
* Finalize draft recommendations by March 2015 to allow for feedback prior to June 2015 Council meeting.
* Prepare set of options for Council consideration at June 2015 meeting.

*This scope of work reflects feedback from the Council Advisory Committee and the Working Group.*