

**Gulf of Maine Council  
Secretariat Team  
Terms of Reference • June 2014**

**Purpose**

The Secretariat Team serves the Gulf of Maine Council on the Marine Environment (GOMC), Working Group, and Management and Finance. Its purpose is to advise the Secretariat on matters related to routine policy, budgetary, logistical, and contract issues. The Secretariat Team develops options to facilitate the smooth operation of the organization for implementation by other GOMC groups, and ensures continuity in change of Secretariats.

**Organization**

- a. **Membership:** The Secretariat Team consists of a representative from the immediate past, current, and future jurisdictions to serve as the Secretariat. The Council may appoint additional members by consensus of its members.
- b. **Chair:** The Working Group Chair facilitates the Secretariat Team's calls, meetings, and processes.
- c. **Meetings:** The Secretariat Team is expected to conduct the majority of its business through telecommunications and email. It may meet as needed and agreed upon by its membership.
- d. **Decisions:** The Team has limited decision-making abilities. It may take action on matters directed to its attention. Decisions will be made by consensus. The Secretariat Team will forward its decisions as recommendations to the body that requested its involvement.
- e. **Support:** The Council Coordinator, Gulf of Maine Association Executive Director, and the Development Coordinator provide support to the Secretariat Team and participate in its discussions as needed.