

**Canadian Migration Monitoring Network (CMMN)/  
Réseau canadien de surveillance des migrations (RCSM)  
Steering Committee Terms of Reference**

**Definitions:**

**Canadian Migration Monitoring Network-Réseau canadien de surveillance des migrations (CMMN-RCSM)** is a collaborative initiative among independent member stations, Bird Studies Canada (BSC) and Environment Canada's Canadian Wildlife Service (CWS).

**Member stations** are stations that have been accepted as members of CMMN-RCSM, in accordance with criteria established by the CMMN-RCSM Steering Committee.

**CMMN-RCSM staff** are designated staff employed by partner or other organizations whose duties include some aspect of coordination, leadership, development, or data analysis for the network as a whole. Staff employed by member stations for their own purposes are not considered to be "CMMN-RCSM staff".

**Steering Committee** is the CMMN-RCSM Steering Committee mandated by resolution #3 passed unanimously by representatives of member stations at the CMMN-RCSM meeting on 16 October 2005.

**General Purpose:**

The CMMN-RCSM Steering Committee is responsible for supporting, promoting and developing the CMMN-RCSM, and for setting goals, directions, and priorities in consultation with the partner organizations (BSC and CWS) and member stations. This will serve as advice for CMMN-RCSM.

**Composition:**

The steering committee consists of 6-12 members, including up to 3 persons appointed by each of the partner organizations, up to 4 persons elected by member stations (normally at the CMMN-RCSM biennial meeting) and 0-2 persons appointed by the committee at its discretion. For members elected by member stations, and for those appointed by the committee, terms will be 2 years, renewable once for a maximum of 4 successive years. Partner organizations are responsible for appointing their representatives to the committee, and for determining the duration of their terms and their renewals. All steering committee members are expected to be active participants, and to submit their resignation if unable to contribute for an extended period. If any committee member does not fulfill their obligations to the steering committee, action may be taken by the committee chair or co-chairs. The committee's business will be directed by a chair (or two co-chairs) elected by members of the committee from those elected or appointed to the committee. The committee may appoint other officers from among its members as it sees fit.

**Specific responsibilities:**

- Define (and modify, as deemed necessary) CMMN-RCSM goals and vision statement consistent with those goals;
- set priorities, objectives, and timelines, consistent with available resources;
- develop policies and criteria for membership in CMMN-RCSM;
- establish protocols and guidelines for collection of migration monitoring data;
- appoint and oversee a Science and Technical Advisory Committee as required, which will report directly to the Steering Committee;
- appoint other sub-committees (that may include people who are not members of the Steering Committee), as needed to tackle specific tasks;
- request (via their supervisors) that CMMN-RCSM staff attend meetings, participate in committee work, and/or provide information, as needed;
- provide advice on the dispensation of network-wide funding;
- maintain an up-to-date list of CMMN-RCSM contacts within member stations, BSC, and CWS;
- report decisions, recommendations, actions and activities of the committee to the BSC President and appropriate contacts within CWS and the member stations;
- receive bi-annual reports from CMMN-RCSM member stations on their activities and accomplishments
- consult and seek input from member stations, BSC and CWS on goals, objectives, policy and any other issues that are likely to be of interest or concern to them;
- any other actions necessary to develop and promote the CMMN-RCSM.

**Responsibilities specifically excluded:**

- The Steering Committee will not manage CMMN-RCSM programs.
- The Steering Committee is not responsible for fundraising for individual member stations
- The Steering Committee is not responsible for tasks that would normally be assigned to paid staff. Although individuals may choose to be involved in such activities, they are not considered to be part of their responsibilities to the committee. Specifically the duties of members of the Steering Committee do not include research, development of analysis methods, analyzing migration monitoring data, calculating trends, assessing the status of populations, writing reports or scientific papers.

**Amendments to Terms of Reference:**

These Terms of Reference may be amended by the Steering Committee at any time. Proposed amendments must be circulated to committee members at least 1 month in advance of the committee meeting at which the amendments are to be proposed. To be adopted, amendments must be accepted by a two-thirds majority (directly or by proxy) of the Steering Committee.

*Accepted by the Steering Committee March 2006. Revisions accepted January 2007, April 2011, and July 2013. Circulated to all CMMN-RCSM stations for review 6 September 2013.*