

Interim Terms of Reference – National AAROM meeting Steering Committee

(Effective 06/06/2019)

1. Vision:

To work collaboratively to co-develop and co-deliver the annual National AAROM Meeting, which brings together AAROM Department Directors to discuss operational issues, share expertise, and develop concrete actions to strengthen the network of AAROM departments, in cooperation with Fisheries and Oceans Canada (DFO).

2. Guiding Principles:

- Awareness – Commit to raise awareness of the spirit and intent of the National AAROM meeting.
- Respect – Treat one another with fairness, integrity and respect and build upon the strength of our diverse talents, ideas and backgrounds.
- Openness – Communicate openly and honestly with one another and our colleagues.
- Collaboration – Promote partnerships and seek opportunities to work together more effectively.
- Innovation – Encourage creative thinking, opportunities for improvement and the exchange of new ideas.
- Consensus – Made by majority of the Steering Committee being in agreement.

3. Mandate

The Steering Committee will be Co-Chaired by an AAROM department representative appointed by the Steering Committee and a DFO Co-Chair selected by the Department. The Committee will operate using a consensus-based process to approve all decisions pertaining to the National AAROM meeting.

4. Objectives

The Steering Committee will:

1. Serve as a forum to co-design and co-deliver the annual National AAROM meeting.
2. Share ideas to ensure the National AAROM meeting addresses participants needs and focus on action-oriented outcomes.
3. Raise awareness about the purpose, objectives and modalities of the National AAROM meeting.
4. Develop materials to support discussions at the National AAROM meeting.

5. Membership

The Steering Committee will be comprised of Directors of AAROM departments and DFO NHQ with technical program knowledge (maximum of 10 participants).

Steering Committee members should:

- be AAROM program recipients with technical expertise or program authority;

- be enthusiastic about fostering positive relationships nationally between AAROM departments and DFO;
- ability to network with other AAROM departments; and,
- ability to participate in bi-weekly teleconferences and attend two in-person meetings.

Steering Committee will be composed of:

- 7 Directors of AAROM departments (including the host organization)
- 1 Mentee (changes annually)
 - Each year the Steering Committee will also provide a mentoring opportunity to a young Indigenous professional, currently working for an AAROM department, who will be supported to participate in all Steering Committee activities.
- 2 DFO National Headquarters employees

6. Meeting arrangements

Co-Chairs, a AAROM department representative and a DFO representative, will alternate facilitating the bi-weekly teleconference calls and two in-person meetings.

7. Responsibilities and deliverables

1. Co-develop and co-deliver an annual National AAROM meeting.
2. High-level oversight of event planning and budget.
3. Share subject matter expertise in the design of the meeting topics and sessions.
4. Participate in bi-weekly conference calls and two in-person meetings.
5. Help guide discussions and provide clarifications during the National AAROM meeting.
6. Select a different AAROM department to hosts the National AAROM meeting each year.
7. Develop and review meeting materials, both internal and external, in advance to ensure timely circulation to meeting participants.
8. Select a meeting facilitator(s).
9. Review and provide feedback on the final report.

8. Sub-committees

Sub-committees may be created to advance priority action items identified during the National AAROM meeting. A committee member may be asked to serve as chair of a sub-committee.

9. Administrative support

Travel and accommodation expenses related to the two (2) scheduled in-person meetings and the National AAROM meeting will be covered through an amendment to the host AAROM department's contribution agreement with DFO.

10. Review

The TOR will be reviewed annually after the National AAROM meeting.