



Arctic and Western Alaska Area Committee Steering Committee Charter

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A. Purpose

The Arctic and Western Alaska Steering Committee performs the following functions:

- Create and maintain a comprehensive Strategic Plan for the Area Committee to achieve the Area Committee's mission and vision in accordance with statutory, regulatory, and agency policy;
- Oversee scheduling and operations of the Area Committee and coordinate its agenda;
- Establish, direct, guide, monitor, and approve the work of Area Committee subcommittees and workgroups;
- Ensure effective development, implementation, and maintenance of the Area Contingency Plan. Monitor and review updates to the Area Contingency Plan at regular Steering Committee meetings;
- Maintain awareness of agency-specific plan review deadlines, federally-required informal tribal consultation, and State of Alaska-required public comment periods;
- Monitor and review project status, as well as provide oversight of external project communications. Provide assistance to subcommittees and workgroups on special projects, when required;
- Allocate agency resources (personnel/budgets) to support Area Committee initiatives;
- Establish priorities when objectives conflict or as emergent issues impose changes to be considered;
- Resolve any conflicts and disputes, and help reconcile differences of opinion and approach; and
- Report on project progress to those responsible at a higher level, such as senior agency, organization, or industry leaders and elected or appointed governmental officials.

B. Membership

Area Committee: All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations. USCG policy differentiates between different levels of Area Committee participation.

- **Members:** Members must come from federal, state, local, tribal or territorial government agencies. The FOSC shall appoint members, in writing, to serve on the Area Committee for their COTP Zone.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable.
- **Observers:** While not designated in policy, observers are neither members nor members at large, but still attend Area Committee meetings. Area Committee meetings are open to the public.

Steering Committee:

- **Permanent Steering Committee Members:** The Federal On-Scene Coordinator (FOSC) and Northern Alaska and Central Alaska State On-Scene Coordinators (SOSC) are permanent members of the Steering Committee, in addition to the Area Committee Secretary, who is the USCG Sector Anchorage Contingency Planning Force Readiness Staff Chief, in accordance with Coast Guard policy.



Role	Title	Agency
FOSC	Captain of the Port, Sector Anchorage	USCG
SOSC	Northern Alaska SOSC	ADEC
SOSC	Central Alaska SOSC	ADEC
Area Committee Secretary	Chief of Contingency Planning, Sector Anchorage	USCG

- Additional Steering Committee Members:** The Federal and State OSCs together may select additional members or members at large to serve on the Steering Committee to advise OSCs on committee functions. The terms of office of all additional members or members-at large shall be three years. Terms shall be staggered so only one-third of the board’s representation rotates annually. There are no term limits for any one individual.

Role of Non-permanent Steering Committee Members: The Steering Committee may leverage the experiences, expertise, and insight of key individuals within agencies, organizations, and/or industry partners that are committed to ensuring appropriate strategic direction as it relates to the activities and actions of the AWA AC. Non-permanent Steering Committee members are not directly responsible for managing AWA AC activities, but they provide support and guidance for those who do. Thus, individually, additional Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through various project outputs;
- Appreciate the significance of issues under review for some or all stakeholders and consider their interests;
- Possess a genuine interest in all initiatives;
- Be an advocate for broad support for the outcomes being pursued across the entire portfolio of Area Committee projects;
- Have a comprehensive understanding of individual project management issues and resource allocation and mission priorities.

C. Meetings

Meeting Schedule and Process

The Steering Committee will meet bi-annually, or as required, to track issues, monitor the implementation progress of various projects, and ensure on-going support is provided to stakeholders.

The OSCs chair the Steering Committee and the Area Committee Secretary, or his/her designee, facilitates the Steering Committee meeting.

Meeting Agenda

At each meeting, all Area Committee subcommittee and workgroup chairs will brief the Steering Committee on the status of AWA AC projects. Steering Committee meetings agendas should consist of:

- A. OSC opening remarks
- B. Agenda Review
- C. Subcommittee and Workgroup Reports
- D. ACP review and updates



- E. Strategic Plan Updates
- F. New Subcommittee and Workgroup Tasking
- G. Upcoming Area Committee meeting agenda approval
- H. OSC closing remarks
- I. Plans, date and location for next meeting