

**AUTHORITY AND RESPONSIBILITIES OF CHIEF OFFICERS OF
STANDING SCIENTIFIC GROUPS (SSGs)
AND STANDING COMMITTEES (SCs)**

As a non-governmental scientific organization with limited resources, SCAR is dependent on volunteers to assume leadership positions. Key among these positions are the Chief Officers (COs) of the SSGs and SCs. SSGs and SCs are the highest level "working" committees directly below the Executive Committee and are responsible for managing and directing the majority of SCAR efforts. SSG COs are elected positions while SC COs are appointed positions.

For SCAR to be an effective organization, an engaged and committed leadership team is essential. Under the circumstances it therefore seems appropriate to have "Terms of Reference" describing these positions, so as to ensure that expectations are shared and commitments are met. The ToRs (below) describe what is required/expected of those who assume the position of CO of a SSG or a SC. SCAR senior management works as a team and it is critical that organizational authority and responsibilities can be delegated down to this level with an expectation that the tasks involved will be completed efficiently, effectively and on-time. Candidates should carefully consider these requirements before assuming the role of a SCAR CO. It is also important that the organisations from which COs come should recognise that volunteering to serve SCAR in this capacity will require some commitment of time.

Standing for election to Chief Officer of a Standing Scientific Group or appointment as Chief Officer of a Standing Committee requires that the individual and his/her organisation are willing to complete the tasks required to meet the following Terms of Reference (see Appendix 1 for a list of SCAR SSGs and SCs) .

The Chief Officer (CO) has the authority and the responsibility to:

- i. guide and coordinate the activities of the Group/Committee and its working groups inter-sessionally, with assistance from the Deputy CO and Secretary;
- ii. oversee (or delegate oversight of) the SCAR-maintained website for the SSG or SC, to ensure that it is up-to-date and informative;
- iii. direct and approve inter-sessional activities with the assistance of the SCAR Secretariat including the creation and/or dissolution of ad hoc action and expert groups, pending their approval by the Delegates or EXCOM;
- iv. convene at a minimum a biennial business meetings in preparation for the SCAR Delegates meeting, including production of an annotated agenda in advance of the meeting, assignment of agenda items to participants as warranted, chairing of the business meeting, authoring a report of the business meeting in a standard format, preparation and oral delivery of the report to the Delegates, and being available to the Delegates to answer any questions that may arise;
- v. chair all other Group/Committee or related meetings as required;
- vi. delegate responsibility within the officers of the Group/Committee to ensure that inter-sessional and sessional business is carried out effectively (e.g. especially for

- the management of finances and the writing of required annual and meeting reports);
- vii. ensure that Group/Committee's funds are expended in a timely and appropriate manner in concert with the mission of the Group/Committee and the intent of the Delegates;
 - viii. ensure that communication within the Group/Committee is regular, widespread and effective;
 - ix. represent the Group/Committee within SCAR, and as necessary within the ATS, and at a range of other meetings, workshops and conferences as required;
 - x. promote recognition and increase awareness of the role of the Group/Committee in the development and implementation of SCAR's programmes;
 - xi. be familiar with the Rules of Procedure for subsidiary groups, and ensure that the Group/Committee adheres to its terms of reference, procedures, membership, functioning and meetings as specified in the RoPs;
 - xii. ensure that the activities, recommendations and resolutions of the Group/Committee are consistent with the provisions of the SCAR Statutes, the decisions of SCAR governing bodies, and the Rules of Procedure;
 - xiii. ensure that its subgroups (Action Groups, Expert Groups and Scientific Research Programmes or SRP Planning Groups) meet the requirements placed on them by the Rules of Procedure;
 - xiv. serve ex officio on the SCAR Executive Committee and act as part of the senior management team of SCAR, attending meetings as required, and
 - xv. report on the activities of the Group/Committee to the governing bodies of SCAR at their regular sessions.

Appendix 1 List of Standing Scientific Groups and Standing Committees

SSG-LS Standing Scientific Group for the Life Sciences

SSG-PS Standing Scientific Group for the Physical Sciences

SSG-GS Standing Scientific Group for the Geosciences

SC-ATS Standing Committee for the Antarctic Treaty System

SC-ADM Standing Committee for Antarctic Data Management

SC-AGI Standing Committee for the Antarctic Geographical Information

SC-F Standing Committee for Finance