

OCB SCIENTIFIC STEERING COMMITTEE

TERMS OF REFERENCE

SSC MEMBERSHIP

The OCB SSC was established in February 2006, and was created jointly by NSF, NASA and NOAA to promote, plan, and coordinate collaborative, multidisciplinary research opportunities related to carbon cycling and associated marine biogeochemical cycles and ecosystem processes. For a detailed description of SSC responsibilities, please refer to the SSC charge document. SSC members serve at least one term of 3 years with the option to serve one additional term via a re-nomination and re-election process. At the discretion of the existing SSC, some SSC members may continue to serve in an ex officio capacity, particularly if they provide a critical link to ongoing OCB-relevant scientific activities.

Every Fall, the OCB Project Office solicits nominations from the OCB community for new SSC members. All nominations are discussed by the current SSC. Voting takes place via electronic ballot, and results are tallied by the OCB Project Office. In addition to scientific expertise and leadership capabilities, SSC members consider the balance of geographic, institutional, gender, and career stage representation on the Committee.

SSC LEADERSHIP

To facilitate OCB leadership transition, the OCB SSC maintains a chair and a vice-chair at all times. The SSC chair and vice-chair provide counsel and leadership in the development of OCB products and activities that promote program breadth and balance.

Specific duties of the chair and vice-chair include:

- Working with OCB Project Office staff to develop agendas for and leading regular SSC teleconferences and meetings
- Interfacing with agency representatives on behalf of the OCB SSC
- Regularly advising the OCB Project Office in its SSC support role
- Take on leadership role promoting OCB with scientific community and federal agencies
- Attending OCB workshops and activities

Every other year, immediately following the nomination and election of new OCB SSC members, the OCB SSC casts internal nominations among current SSC members for the position of SSC vice-chair. SSC members then vote via electronic ballot and results are tallied by the OCB Project Office. The vice-chair serves a 2-year term working closely with the SSC chair, and at the end of 2 years, takes over as SSC chair for 2 years, for a total commitment of 4 years in an SSC leadership role. SSC members elected to the vice-chair position automatically have their SSC terms extended by 4 years. If the SSC chair resigns before the completion of their term, the vice-chair automatically steps in to fill the chair position. If the vice-chair position becomes vacant at any time (due to early chair or vice-chair resignation), the OCB Project Office coordinates an immediate internal nomination and election process to fill the vice-chair position as soon as possible.

PROJECT OFFICE LEADERSHIP

The OCB Project Office, which is based at the Woods Hole Oceanographic Institution (WHOI), facilitates activities initiated, organized and coordinated by the OCB Scientific Steering Committee (SSC). Broadly speaking, the Project Office roles fall into five categories: 1) Provide logistical support to the OCB SSC for its meetings, production of reports, and other SSC activities; 2) Organize

community workshops and symposia; 3) Communicate OCB products and activities to the national and international scientific community and broader audiences, serving as a clearing house for information related to U.S. and international ocean carbon cycle science programs; 4) Interface with relevant national and international carbon cycle science programs and activities; and 5) Develop education and outreach activities and products with the goal of promoting ocean carbon science to broader audiences, policy makers, and underrepresented students.

The OCB Project Office staff currently includes the executive officer (Benway), an OCB senior scientist (Doney), an ocean acidification scientist (Cooley), and an administrative associate (Zawoysky). The executive officer and OCB senior scientist work closely with the SSC chair to provide scientific direction and leadership for OCB and its SSC, and supervises other Project Office personnel. The OCB senior scientist primarily serves in a scientific and programmatic advisory capacity, and the executive officer, ocean acidification scientist, and administrative associate run the daily operations of the office.