

NADP/TDep Committee Structure, positions, and responsibilities.

Version 2.0

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Introduction: TDep mission, background, and role in NADP

The National Atmospheric Deposition Program's (NADP) Science Committees focus on key areas of atmospheric deposition, scientific interest and/or applications. They are approved by the NADP Executive Committee and must be dissolved or renewed every four years. The Total Deposition Science Committee (TDep) was established in 2011 and its mission is to improve estimates of atmospheric deposition by advancing the science of measuring and modeling atmospheric wet, dry, and total deposition. TDep provides a forum for the exchange of information on current and emerging issues among atmospheric scientists, ecosystem scientists, resource managers, and policy makers. The committee is open to anyone interested in contributing the mission.

The specific charges of TDep are:

- Support the national networks that monitor atmospheric deposition by providing information on emerging measurement techniques, model development, and uncertainties associated with these approaches;
- Identify and prioritize knowledge gaps in the field of measuring and modeling atmospheric deposition and advocate for research to address those gaps;
- Coordinate with Critical Loads of Atmospheric Deposition Science Committee (CLAD) and other groups to advocate the use of the most scientifically defensible deposition estimates for critical loads and other environmental assessments;
- Provide expertise and advice on present and potential decisions and regulatory actions pertaining to the field of measuring and modeling atmospheric deposition; and
- Encourage greater communication and collaboration between groups from different disciplines and countries with interests in atmospheric deposition.

Additional information can be found on the TDep website (<http://nadp.slh.wisc.edu/committees/tdep/>).

The mission and charges of TDep are met via actions of a leadership team, a steering committee, and by the committee as a whole at biannual meetings held in the Spring and Fall.

The purpose of this document is to outline the structure of TDep as a Science Committee of NADP, the steering committee, the leadership team and its roles and responsibilities.

As a Science Committee of NADP, and together with the Technical Subcommittees, Advisory Groups, and ad-hoc groups, TDep must report to the Executive Committee (Figure 1).

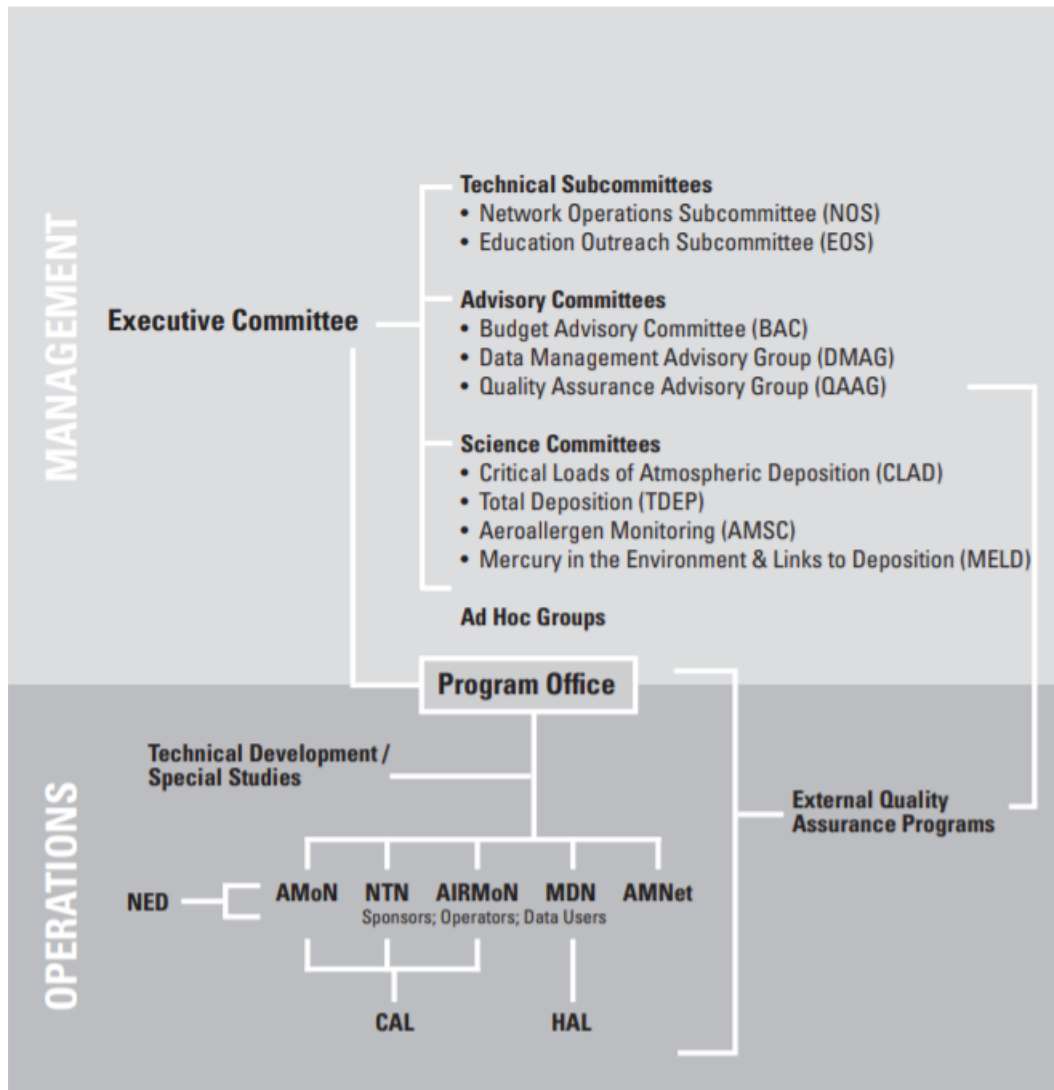


Figure 1. NADP organizational structure (from NADP Governance Handbook).

The Executive Committee provides program direction and acts on recommendations of the subcommittees, Budget Advisory Committee, and Quality Assurance Advisory Group (QAAG). TDep is a non-voting member of the Executive Committee. During annual NADP Fall and Spring meetings, TDep must be represented at Joint and the Executive Committee meetings. During Joint, agenda items, motions, and accomplishments of each committee are presented to the larger NADP community. TDep must also be represented at the NADP Education and Outreach Subcommittee (EOS). TDep is also recommended to have a presence at the NADP Network Operations Subcommittee (NOS), QAAG, and the Data Management Advisory Group (DMAG).

At NADP Executive Committee meetings, major products and activities of TDep are presented and any motions brought forward from TDep are presented and approved/rejected by Executive Committee vote. For more information about NADP committees, see the NADP Governance Handbook.

TDep Structure and positions

The structure of the TDep Science Committee is presented in Figure 2.

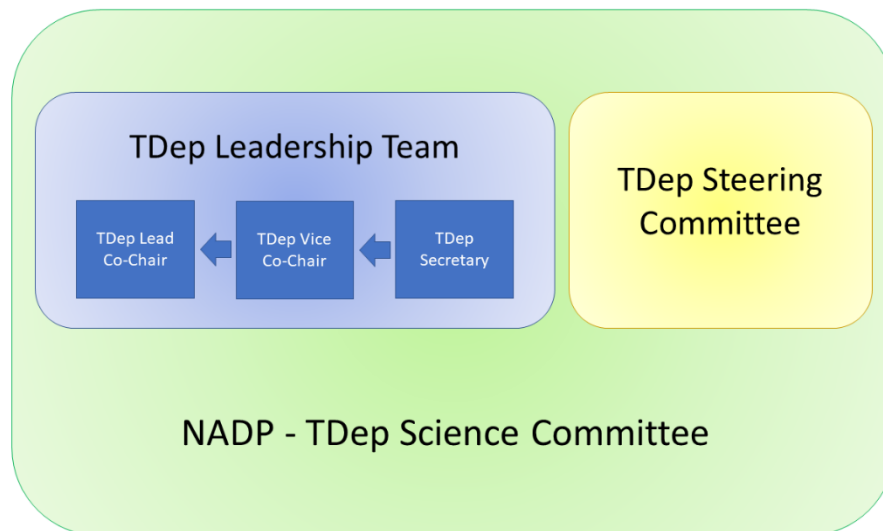


Figure 2. NADP-TDep organizational structure.

TDep consists of representatives from federal, state, and local agencies, academia, industry, consultants, and non-profit organizations. Membership is open to anyone who conducts total deposition measurements, models deposition fluxes, uses deposition data or has an interest in total deposition data.

TDep is managed and directed by two teams, a Leadership team and a Steering committee. In addition, there are currently also three workgroups (Stakeholder Outreach, Measurement Model Fusion, Deposition Uncertainty) and two representatives to NADP EOS.

The TDep Leadership Team consists of the Co-Chairs and Secretary. The TDep Steering Committee consists of the Leadership Team, past Co-chairs, the Workgroup leads, EOS representatives, and representatives of major NADP-funding agencies.

Positions and Responsibilities

Science Committee Members

Membership is open to anyone who asks to be included on the TDep mailing list. This can be an emailed request or by listing email address on the sign-up at biannual meetings.

Workgroup Leads

Formation of workgroups requires a statement of objectives, a timeline for meeting the objectives, a list of resources (internal or external), and an active and committed lead.

A potential workgroup should get approval from the Steering committee. The assigned lead will make an announcement of intention to form at the next biannual meeting. At a subsequent biannual meeting, the workgroup lead will demonstrate it has met the requirements listed above. Confirmation as an 'official' TDep workgroup will require a motion and approval.

Workgroups will present their intent to continue every 2 years or be dissolved.

- Intent to continue can be a statement given by workgroup lead at biannual meeting update.
- It will include an update of workgroup objectives, if applicable.

Duties:

- Workgroup leads should hold at least one workgroup meeting between biannual TDep meetings and give an update at those meetings.
- The workgroup will be required to give an update during the Workgroup Update session of each biannual TDep meeting.
- The workgroup lead is strongly encouraged to attend the biannual meetings in person, but can defer to another workgroup member or give the update virtually if unable to travel.

Steering Committee Members

The TDep Steering Committee is an advisory committee which consists of the Leadership Team, past Co-chairs, the Workgroup leads, EOS representatives, and representatives of major NADP-funding agencies. Other members may also join by accepting an invitation.

A current member of the steering committee can nominate a new member. The nominating member must present the nominee's interest and their contributions to the group. The Steering committee will approve the nomination before the invitation is extended.

If a Steering Committee member is inactive (no attendance at monthly calls) for a one-year period, the Steering Committee will reach out to gauge if there is still interest in participating.

Duties:

- Participate in monthly steering committee calls.
- Attend biannual meetings. Member is strongly encouraged to attend in person, but can attend virtually if unable to travel.
- Assist in preparation for TDep biannual committee meetings.
 - Identification of speakers
 - Assist NADP Vice Chair with science symposium sessions related to deposition
 - Identify new areas of research and potential members/speakers
- Prepare factsheets and briefings related to deposition.
- Review and approval of TDep products and documentation (e.g. Annual Report, fact sheets).
- Assist the leadership committee in decisions on the website.
- Approve requests for Workgroup formation.
- Approve any formal changes to TDep committee structure or objectives.
 - Approve nomination of new TDep co-chairs and secretary

- Assist in the renewal of the Science Committee Charter to NADP Executive Committee (every 4 years; past renewals in 2016 and 2020).

Leadership Team:

Co-Chair (Two positions):

Term: A two-year tenure with staggered terms recommended to avoid reassignment of both co-chair positions within a single year.

Eligibility: Any member can be nominated by TDep member. TDep members who have previously served as a Co-Chair can be re-elected and serve multiple consecutive or non-consecutive 2-year terms.

Duties:

- Organize and facilitate TDep biannual meetings
 - Work with steering committee to draft an agenda
- Represent TDep and summarize achievements, motions, and biannual meeting proceedings in NADP Joint and Executive Committees
 - Ensure that TDep has representatives that engage with EOS
- Manage content on the NADP/TDep website and social media content (through EOS)
- Manage and update mailing lists
- Attend and co-lead TDep Leadership Team monthly meetings
 - Prep agenda for steering committee meetings
 - Prepare for biannual TDep meetings, products, relevant projects, website
- Write and distribute TDep Annual reports (includes Summary of accomplishments)
- Initiate and manage nomination and election of new Co-Chairs and Secretary
- Renewal of Science Committee Charter to NADP Executive Committee (every 4 years; past renewals in 2016 and 2020)
- Act as TDep’s “official voice” (i.e., write letters of support on behalf of TDep)

Secretary

Term: One-year tenure with option to move into Co-chair position after one year. Once nominated and approved, it is assumed that he/she is also elected and approved to serve as Co-Chair the following year. Secretary can decline the co-chair position option.

Eligibility: Any member can be nominated by TDep member. TDep members who have previously served as Secretary can be re-elected and serve multiple consecutive or non-consecutive one-year terms.

Responsibilities:

- Take minutes during TDep biannual meetings using the following protocol:
 - send notes to Co-chairs for initial review, followed by TDep committee for revision.
 - Make necessary edits and send revised minutes to TDep committee for approval within six weeks after meeting.
 - Ensure that minutes are posted on TDep website.
- Assist Co-chairs with TDep Annual reports and website/social media content

- Serve on TDep Steering committee.
 - Take unofficial notes to be sent to steering committee for revision, steering committee notes will not be made publicly available.
 - Send out Doodle polls for scheduling Steering committee meeting times.
- Meet on monthly basis with rest of leadership team
 - Take unofficial notes