

Southern Region IPM Center Advisory Council Membership Guidelines

Proposed April 2005

Role of the Advisory Council:

The Advisory Council (AC) consists of a diverse array of representatives who have a stake in the mission of the Southern Region IPM Center (SRIPMC):

The Southern Region Integrated Pest Management Center (SRIPMC) fosters the development and adoption of IPM, a science-based approach to managing pests in ways that generate economic, environmental and human health benefits. We work in partnership with stakeholders from agricultural, urban and rural settings to identify and address regional priorities for research, education and outreach.

The AC provides a broad vision and guidance to the Steering Committee (SC) and SRIPMC staff and is a key link for the Center to stakeholder needs and priorities for pest management programs. Moreover, the AC is an important avenue for Center outreach. AC members will provide marketing and awareness of the Center to their own constituencies and beyond. Finally, the Advisory Council will afford its members the opportunity to communicate with and learn from each other.

Membership expectations:

AC members are expected to attend two annual meetings each year of their term. Members should read and respond to SRIPMC correspondence, and act as a conduit for Center activities to the particular group that they represent. They are also encouraged to give feedback to the SRIPMC from their representative group(s).

New Members:

The SRIPMC Director is responsible for recruiting new AC members when a position is open. The Director will accept input on potential members from any IPM stakeholder, and will actively seek input from the vacating member, state IPM Coordinators, existing AC members, and the SC. The Center Director and the SC make final determinations of membership. Nominations should be addressed to the Center Director.

Size of the Advisory Council:

Due to budget and efficiency constraints, the number of people on the AC is limited to approximately 40 excluding SRIPMC staff.

Advisory Council Composition:

The AC will include representatives from the stakeholder groups shown below. Individuals may represent more than one group. *Designates organizations with permanent seats.

Research and extension personnel from 1862 and 1890 land grant universities
 Non-land grant universities
 Agricultural consultants
 Animal and Plant Health Inspection Service (APHIS) *
 Sustainable Agriculture Research and Education Program
 Other related agencies (e.g. NASS, Foundation for IPM Education)
 Natural Resource Conservation Service *
 Southern Plant Diagnostic Network *
 State lead agency (e.g. Dept. of Agriculture) for pesticide regulations
 Non-governmental environmental organization
 EPA – national
 EPA – regional *
 Growers and grower organizations
 Extension IPM Coordinators, appointed by SERA003 committee *
 IR-4 Project *
 CSREES National IPM Program Leader *
 Office of Pesticide Management Policy *
 Association of Southern Region Extension Directors *
 Southern Association of Agricultural Experiment Station Directors *
 State Contact Project leaders
 Agricultural industry (agchem, biotech, etc)
 Southern IPM Center Director and Associate Directors *

Guests:

Stakeholders outside of the official AC may audit or participate in meetings, committees, and conference calls for specific reasons if approved by the Center Director. Expenses incurred may be reimbursed on a case-by-case basis.

Membership Terms:

Terms for most members are 3 years, with a targeted membership turnover of approximately one third each year. Terms run from January 1 to December 31. Several organizations have permanent seats on the AC. These are designated with an * in the list above.

Chair and Chair Elect Terms and Responsibilities:

The Advisory Council elects a Chair and a Chair Elect. Each position has a one-year term, with the Chair Elect succeeding to the chairmanship at the end of each term. The Chair and Chair Elect also serve on the Steering Committee.

The responsibilities of the Chair and Chair Elect are to:

- Moderate and facilitate the AC meeting
- Advise SRIPMC staff on the AC meeting agenda
- Serve as a contact for SRIPMC staff throughout the year, representing the entire AC on matters that require timely consultation.

- Provide the Steering Committee with an oral summary of the AC meeting, and present the recommendations of the AC to the Steering Committee
- Make suggestions for members of subcommittees

Renewal of membership:

In extraordinary situations (i.e. there is no other representing stakeholder group) an AC member may request that the SC grant a second, consecutive 3-year term. Once this second term has expired, the AC member is required to withdraw from the AC for the period of one year (beginning January 1) before seeking another renewable 3-year term.

Expenses:

Within the constraints of NCSU policy, the SRIPMC will pay for the following expenses incurred by the AC member during travel to AC meetings:

- Reimbursement for travel by air (up to \$900), train, bus, or automobile, also including shuttles or taxis to and from the airport, train or bus stations.
- Hotel accommodations including hotel rooms and parking.
- Food and beverages excluding alcohol.
- Other meeting expenses such as meeting rooms, AV equipment.
- Excluded expenses: phone bills, internet connection fees, alcohol, and room service.

Travel expenses will be reimbursed by check sent to the AC member, but some expenses (hotel, dining) may be paid for directly by the SRIPMC.

Lapsed Membership (excusing members):

Members are considered inactive when no communication exists between an AC member and any Center staff in response to SRIPMC business either by email, telephone, or meeting attendance for the period of a year.

Before excusing an AC member, the SC and all SRIPMC staff will be informed by the Center Director and upon the approval of the SC, a letter will be sent to the member informing them of the termination of their membership.

Members may also excuse themselves by submitting a letter to the Center Director, who will then forward the information to the SC. If possible, the departing member is encouraged to recommend a potential replacement.

Representation Contingencies:

If a search for replacements to fulfill each representation category is unsuccessful after attempting recruitment of nominees from IPM stakeholders, IPM Coordinators, AC members, and the SC, the position will remain open until a representative can be found. Some categories of AC membership have only one person who can serve as a representative of their stakeholder group. These positions may remain unchanged indefinitely.