

BSAC Management Team Terms of Reference

Background / Introduction

The BSAC Management Team has been created to deal with administrative, management and operational matters. It consists of:

- **Honorary Chair of the BSAC General Assembly,**
- **Chairman of the ExCom,**
- **Vice Chairman of the ExCom,**
- **Chairmen of the BSAC Working Groups (Demersal, Pelagic and Ecosystem Based Management Working Groups),**
- **Executive Secretary and Rapporteur.**

Matters dealt with by the Management Team

The BSAC Management Team will deal with administrative and organisational matters, including, but not limited to:

- Preparing drafts for work programmes and budgets,
- Discussing venues and agenda points for upcoming BSAC meeting,
- Addressing invitations to external meetings, projects and consultations etc.

Procedures, documentation, communication and reporting

- The Management Team will communicate mainly by e-mail and, if necessary, in person.
- The Management Team's meetings will be chaired by the Executive Committee Chair.
- The Management Team will meet whenever necessary (mostly anticipated before ExCom or other BSAC meetings).
- Any decisions to be made by the Team shall be reached by consensus. If that is not possible, the chair takes the final decision.

- Before each meeting of the Management Team, the Secretariat will inform the members of the ExCom about it.
- Meeting agendas and minutes will be sent to the ExCom.

These Terms of Reference take effect from 29th January 2019 and will continue until terminated.

These Terms of Reference can be amended by the Team if needed. The latest version of the ToR will be available on the BSAC website under **Home | BSAC | BSAC Administration**.