

# TERMS OF REFERENCE

## SOUTHERN ALBERTA NATIVE SEED COLLABORATIVE

### **Vision**

Reliable, high-quality, ecologically appropriate native seed sources are available for restoration projects in Southern Alberta.

### **Mission**

To advocate for and facilitate the growth of a sustainable, locally sourced native seed industry to supply the needs of restoration projects in Southern Alberta.

### **Background**

The Southern Alberta Native Seed Collaborative (SANSC) was assembled informally in 2018 for the purpose of sharing seed and seed collection resources among local organizations. Initially composed of a few governmental organizations, the group quickly expanded to include NGOs, independent consults, growers, and industry representatives, all with a common interest of improving the availability of local seed.

## STEERING COMMITTEE

### **Purpose**

The Steering Committee will be formed in January 2024 and have a two-year term. During this time, it will be responsible for the development of the SANSC strategic plan and establishment of Working Groups focused on implementing the Strategic Plan. The Steering Committee will make decisions regarding SANSC activities or directives following consultation with the Advisory Committee.

### **Structure**

The Steering Committee will be formed of members of SANSC. Members can be anyone working within the fields of restoration, seed production, harvesting or related policy. Representation from multiple areas within the native seed industry is preferred. A Chair and Co-chair will be nominated and elected to lead the Steering Committee.

### **Commitment**

Members commit to a two-year period. During this time, they attend monthly virtual meetings as well as dedicating some time outside of these meetings to actively working on the SANSC strategic plan and associated actions. Once the strategic plan is developed, meeting structure may transition to less frequent Steering Committee meetings to focus on Working Group meetings that tackle specific aspects of the strategic plan.

## ADVISORY COMMITTEE

## **Purpose**

The Advisory Committee is responsible for providing feedback on the strategic plan to the Steering Committee. Once the Strategic Plan is in place the Advisory Committee will be responsible for assisting with plan implementation.

## **Structure**

The Advisory Committee will be formed of all remaining SANSC members not on the Steering Committee. Members can be anyone working within the fields of restoration, seed production, harvesting or related policy.

## **Commitment**

Members commit on an annual basis. Members are expected to attend meetings twice annually and participate in reviewing and providing feedback for the strategic plan outside of meeting time. They may also choose to join one of the Working Groups established by the Steering Committee.

## **WORKING GROUPS**

### **Purpose**

Working Groups are responsible for implementing specific actions identified in the Strategic Plan.

### **Structure**

The Working Groups will be formed of SANSC members from either the Steering or Advisory Committees and can be of an appropriate size needed to achieve their specific objective. Each Working Group is responsible for designating a leader. Working Groups report to the Steering Committee on progress in achieving SANSC objectives.

### **Commitment**

Working Group will determine the frequency of meetings required to implement their specific objective. Members will be expected to dedicate some time outside of scheduled meetings.