

## **Purpose**

The Greenhouse Gas (GHG) Management Institute's advisory board is designed to provide strategic guidance and a thoughtful sounding board for the Institute. The advisory board helps ensure that the Institute remains true to its mission. The advisory board will play a special role during the initial period following the launch of the Institute in helping to promote and provide strategic direction for its development.

## **Advisory Board Members**

Each year an advisory board teleconference will be held to review progress, address strategic questions, and plan for the coming year. The advisory board may also hold one or more additional conference calls at other times of the year as particular issues develop. Advisory board members are expected to join at least one of these calls per year.

Although, the advisory board may request to review the GHG Management Institute's budget and financial accounts each year, the advisory board is not a formal Board of Directors and does not have fiduciary responsibility for the Institute. This responsibility lies with the Board of Directors of the GHG Experts Network under which the Institute is doing business. Ultimate responsibility for program implementation lies with the project staff, but the staff takes seriously its commitment to operationalize and reflect the views, opinions and recommendations of the advisory board.

### ***Advisory board members' responsibilities include:***

1. Track developments in the GHG management and accounting field and remain current with the GHG Management Institute's activities through participation in conference calls and informational updates from the GHG Management Institute staff.
2. Participate in at least one international conference call per year, as requested. Members who are unable to attend conference calls for 18 months in a row may be asked to resign.
3. Assist in advancing the goals and mission of GHG Management Institute, as appropriate, through public speaking, professional work, and outreach to contact networks.
4. Act as stewards of the GHG Management Institute's mission and help ensure that the work of the Institute secretariat and allied groups appropriately advance its mission.
5. Engage in a reflective, self-evaluative process to improve advisory board effectiveness.

### ***Terms and Selection:***

Members of the advisory board serve in their individual capacity for a fixed term of three years, with the possibility of renewal for a second three-year term, if invited to do so. At each annual conference call, the advisory board, with support from the Managing Director and Dean of the Institute, will review the composition of advisory board and make recommendations for additions or modifications. An executive committee of the advisory board will be formed and will appoint new members to the advisory board, after soliciting feedback on proposed new members from the wider board. Executive committee members

can be asked to leave by the Chair if they fail to fulfill the responsibilities outlined within these terms of reference.

Advisory board membership is selected to provide the mix of expertise necessary to inform the GHG Management Institute's mission. At any one time, the Institute strives to have 12 to 15 active members on its global advisory board to represent key constituencies of the Institute, selected to provide representation in the following key categories:

- Geographic diversity
- Technical, financial, marketing, legal, and management expertise

Although individual members may be selected because of their role in key organizations, they serve on the advisory board in their *individual capacity*. If due to job changes or attrition, the advisory board loses links to an important networks or constituencies, the executive committee will prioritize filling this gap during the next round of recruitment.