United States Department of the Interior

NATIONAL PARK SERVICE
Canaveral National Seashore
308 Julia Street
Titusville, Florida 32796

IN REPLY REFER TO:

July 2, 2001

Memorandum

To: Regional Director, Southeast Region

From: Chairperson Southeast Coastal Network

Subject: Charter for the Southeast Coastal Network

We are very pleased to present to you the Charter for the Southeast Coastal Network. All of the Superintendents in the Network have signed the document and we are eager to begin playing a leadership role in the inventory and monitoring aspects of the Network.

We are requesting that the Charter be signed by the appropriate Regional Officials and forwarded to the Washington Office.

Barbara Goodman
Chairperson, Barbara Goodman

John Tucker
Board Member, John Tucker

Robert Newkirk
Board Member, Robert Newkirk

Gordie Wilson
Board Member, Gordie Wilson

Martha C. Bogle
Board Member, Martha Bogle

Charter of the Southeast Coast Network

Introduction

The purpose of this document is to describe the basic practices that will be used to plan, organize, manage, and evaluate the Southeast Coastal Network's "Vital Signs" Monitoring Program. This charter is pursuant to the intent and purposes of the National Park Service Natural Resource Challenge with respect to the inventory and monitoring of natural resource ecosystem health within the Network.

The Southeast Coastal Network (SCN) is comprised of 17 units of the National Park System's 270 units that qualify for inventory and monitoring because of their significant natural resources. They include:

Canaveral National Seashore (CANA)

Cape Hatteras National Seashore (CAHA)

Cape Lookout National Seashore (CALO)

Castillo de San Marcos National Monument (CASA)

Charles Pinckney National Historic site (CHPI)

Chattahoochee River National Recreation Area (CHAT)

Congaree Swamp National Monument (COSW)

Cumberland Island National Seashore (CUIS)

Fort Caroline National Memorial (FOCA)

Fort Frederica National Monument (FOFR)

Fort Matanzas National Monument (FOMA)

Fort Pulaski National Monument (FOPU)

Fort Sumter National Monument (FOSU)

Horseshoe Bend National Military Park (HOBE)

Kennesaw Mountain National Battlefield Park (KEMO)

Moores Creek National Battlefield (MOCR)

Ocmulgee National Monument (OCMU)

Timucuan Ecological and Historic Preserve (TIMU)

Network member parks are committed to cooperate and foster an atmosphere of fairness, trust, and respect throughout the Network. They will pursue a inclusive approach in defining Network management issues and resources of concern, and in identifying the best locations to monitor these resources, as well as implementing the I&M Program using scientifically credible standards.

Board of Directors

The Board of Directors is comprised of five Network park Superintendents and the Southeast Region (SER) I&M Coordinator, with one superintendent elected to serve as Chairperson. The Board is elected by the Network Superintendents. Board member Superintendents serve for three years, while the Chair serves for two years. The Chair leaves the Board after serving as Chair. Terms are renewable other than the Chair, which rotates off at least one year after serving as chair. At a minimum, one new board member is added from the remaining parks every two years at the time a new chairperson is selected. Vacancies will be filled by the Chairperson with the concurrence of the remaining Board. The SER I&M Coordinator is a permanent member of the Board. The SCN Coordinator and Chairperson will facilitate meetings and communications of members and with all network parks. The SCN Coordinator will serve as advisor to the Board of Directors.

Responsibilities of the Board of Directors

The Board of Directors (Board) will promote accountability and effectiveness by reviewing progress toward goals, quality controls, and Network expenditures.

The Board will collaborate with the Network Coordinator, Science and Technical Committee, and Network parks' natural resource staffs in the overall design and implementation of vital signs monitoring and in other management activities related to the Natural Resource Challenge.

The Board shall contribute to and decide on strategies and procedures for leveraging Network funds and personnel to best accomplish vital signs monitoring and other natural resource needs of Network parks.

The Board is consulted on hiring of new personnel using funds provided to the Network and from other funds sources. They will seek additional funding from other sources to leverage Network funds provided through the Servicewide program.

The Board will solicit Professional guidance from and partnerships with other individuals and organizations.

Annually, the Board will review and approve the Network Annual Work Plan and associated budget.

Southeast Region I&M Coordinator

The SER I&M Coordinator is a voting member of the Board of Directors. He/she provides the SCN I&M Coordinator with professional and scientific direction and has program oversight and coordination responsibilities.

Responsibilities of the Southeast Region I&M Coordinator

The role and responsibilities of the SER I&M Coordinator have been fully articulated by the Regional Director's memorandum of December 8, 2000, including the following:

The SER I&M Coordinator is the selecting official and the supervisor of record of the SCN I&M Coordinator. He/she will be responsible for developing Critical Performance Elements; conducting periodic and annual performance appraisals; administering salary, benefits, leave, and attendance; and all other associated supervisory functions.

The SER I&M Coordinator consults with the Board of Directors regarding the hiring of specific staff identified in Annual Work Plans and other budget and planning documents.

The SER I&M Coordinator is responsible for timely distribution of funds attributed to the Network through

Regional Office accounts. The SER I&M Coordinator will be responsible for the accountability and tracking of all funds allocated to the Network. In this regard, expenditure documents such as DI-1's and other planning documents that require the expenditure of funds must be signed off by the SER I&M Coordinator before the funds can be obligated. The I&M Coordinator provides the Board of Directors with monthly status of funds accounting and tracking of projects. He/she will consult with the Board of Directors regarding the planned expenditures in any given funding cycle.

Southeast Coast Network I&M Coordinator

The SCN I&M Coordinator provides overall leadership, management, and coordination of the Network, and consults regularly with the SER I&M Coordinator, Science and Technical Committee, and Board of Directors to ensure efficient program management.

The SCN I&M Coordinator is responsible for maintaining the administrative record of the Network, including project direction and funding.

The SCN I&M Coordinator is the Chief Scientist for the Network and provides leadership in the development and implementation of inventory and monitoring protocols and special studies, and ensures scientifically credible products as programs outcomes.

It is expected that the SCN I&M Coordinator and subordinate staff will conduct a major portion of project business at Network parks relative to the approved study plans by the Board for "Vital Signs" monitoring.

Responsibilities of the Southeast Coast Network I&M Coordinator

The SCN I&M Coordinator is responsible for the development, management, and operation of the Network, with oversight and supervision by the SER I&M Coordinator and approval of the Board of Directors.

Subordinate Network program staff will be hired, supervised, and administratively supported by the SCN I&M Coordinator with concurrence from the SE Regional I&M Coordinator. The SCN I&M Coordinator is directly supervised by the SER I&M Coordinator and consults with the Science and Technical Committee to prepare a Network Annual Work Plan and associated budget for approval by the Board of Directors. He/she is responsible for managing funds allocated to the Network Program from a variety of sources, and is accountable for the appropriate expenditure of same following appropriate policies, laws, and regulations.

The Network I&M Coordinator serves as Chair of the Science and Technical Committee meetings and coordinates Committee business.

Science and Technical Committee

The Science and Technical Committee is comprised of natural resource managers, (elected by the Network Park Resource representatives with the concurrence of their Park Superintendent) and non-voting, volunteer scientists as needed. The Committee will include the SCN I&M Coordinator; park natural resource managers; and scientists with knowledge of sampling procedures, monitoring techniques, and statistical methods that will serve as reviewers to evaluate conceptual designs, monitoring strategies, and ecological relevance of monitoring proposals. Committee membership will be submitted to the Board of Directors for approval.

This Charter makes provision for and recognizes the opportunity to create a joint Network Science and Technical Committee or like body to serve more than one network. The Board of Directors will actively consider and vote on any such proposals.

Responsibilities of the Science and Technical Committee

The Committee will advise the Board of Directors and Network parks on the development of the Network Monitoring Plan and identification of monitoring objectives by:

compiling and summarizing existing information about park resources and the findings and recommendations of scoping workshops;

assisting in the development of a network monitoring strategy;

assisting in the selection of indicator species, communities, and processes for "Vital Signs;"

evaluating initial sampling designs, methods, and protocols to assure they are scientifically credible;

participating in the development of the Annual Work Plan and Annual Reports;

reviewing annual data reports, I&M deliverables, and otherwise acting as a peer science review group; and

developing materials for and facilitating the Five Year Program Review.

Products and recommendations of the Science and Technical Committee will be presented to the Board of Directors for discussion, modification, and approval. When necessary, the SCN I&M Coordinator may recommend to the Board of Directors the formation of groups of scientists or specialists from within or outside the Science and Technical Committee to accomplish specific studies/tasks. No such group is formed without inclusion of a specific "sunset" provision.

Each year the Science and Technical Committee and the Board of Directors will prepare a budget for the Network including travel, per diem, and other costs associated with the conduct of Committee meetings. Science and Technical Committee costs are summarized in the Network Annual Work Plan.

Procedures

Board of Directors Meetings

The Board conducts at least one meeting annually. The SCN Coordinator publishes an agenda at least three weeks prior to the meeting, provides the Board with background information and is responsible for publishing the minutes of the meeting. At the conclusion of the Annual Meeting, the Board will decide the date and location of the next annual meeting.

Any of the 16 Network Superintendents may raise issues to the Board and may participate in conference calls, meetings or discussions.

The Board may conduct special meetings and use telephone conferences to deal with discussion or decision topics as necessary. The Network Coordinator is responsible for arranging annual meetings, special meetings, and telephone conferences of the Board of Directors and for publishing the minutes. The Network may use monitoring funds to pay for costs associated with conducting the annual meeting including Board travel and may pay for other appropriate network meetings if needed.

Conference calls will be arranged with no less than 48 hours notice, providing the issues and intent of the calls have been provided to the Board. Any designated alternate will also be sent notice of a special meeting or conference call.

Simple business matters and other easily resolved issues and decisions are delegated to the Network Coordinator in consultation with an available board member for decision.

Alternates and Quorums

Any Network Superintendent who cannot attend or otherwise participate in a meeting of the Board of Directors may assign an alternate from their park. Network Superintendents may not serve as alternates nor carry the proxies of other Superintendents. A simple majority of the members present at a special meeting or conference call constitutes a quorum.

Decision-Making

Decisions of the Board of Directors are made by majority vote. If the Board of Directors cannot reach a decision on the matter, it will be referred to the Regional Chief, Science and Resource Management, for arbitration. If the matter cannot be resolved through arbitration, it will be referred to the Regional Director for resolution.

Network Funding

Inventory and Monitoring program funds are made available to the Network as directed through the Annual Work Plan. Multi-park funded activities are distributed from Regional Office accounts under control of the SER I&M Coordinator. All I&M funds must be strictly accounted for by the SER I&M Coordinator using a discrete Program Work Element (PWE) code and disclosed in the Annual Report Appendix. The Network Board of Directors will be responsible for overall program direction and allocating, and approving, of Network funds and all other funds contributed by parks, other NPS programs, and/or other sources. The Network I&M Coordinator under the direction of the SER I&M Coordinator will track and account for all expenditures and present his/her findings to the Board.

Monitoring Plan

A Monitoring Plan identifying what, how, and where a resource will be monitored is prepared by the Network I&M Coordinator in consultation with the Science and Technical Committee and the SER I&M Coordinator for approval by the Board of Directors. The Vital Signs Monitoring Plan for the Southeast Coast Network will be submitted for approval within two years after Vital Signs Monitoring funds for the Network are provided.

Annual Work Planning and Reporting

The SCN Coordinator, in consultation with the Science and Technical Committee and other designated subgroups, prepares and presents a proposed Annual Work Plan to the

Board of Directors for consideration and approval no later than October 30th each year. Annual Work Plans will identify proposed and actual accomplishments and products, responsible individuals, cooperators, partners, funding from all sources, and a budget.

Annual Report

The SCN I&M Coordinator, in consultation with the Science and Technical Committee and other designated subgroups, prepares and presents a draft Annual Report to the Board of Directors for consideration and approval on or before October 30th each year. Annual Reports detail specific accomplishments, products, lessons learned, coordination with others, and a budget summary. A detailed accounting of all SCN I&M program funds allocated to each park and office will be appended to and made part of the Annual Report. Thirty copies of the Annual Report will be published by the SCN I&M Coordinator for distribution no later than December 31 of each year to Network parks and the Region.

Five Year Program Review

At the end of the fifth Fiscal Year of Vitals Signs Monitoring, and every five years thereafter, the Network will undertake a comprehensive program review. The review shall be conducted by National Park Service specialists at the national and regional levels, and may involve qualified independent specialists from other agencies and organizations. The purpose of these reviews is to evaluate accomplishments, products, and protocols used for gathering data, data management, fiscal management, and staffing. Program Reviews provide the basis for any significant changes in program direction or reassignment of resources to any park or office with the approval of the Network Board of Directors.

Coordination

The Board of Directors will need to maintain close working relationships with the natural resources staffs of Network parks, the Science and Technical Committee, the SER I&M Coordinator, and the SCN I&M Coordinator. All Board of Directors meetings are open to all of these parties.

Members of the Board of Directors are encouraged to participate in and/or keep informed with respect to the work of the Science and Technical Committee. The SCN I&M Coordinator provides regular briefings to the Board of Directors by memoranda, electronic mail, or telephone.

The SER I&M Coordinator keeps in regular contact with the Science and Technical Committee and the Network I&M Coordinator.

Partnerships

The Network I&M Program works with others to achieve its "Vital Signs" inventory and monitoring goals. The Southeast Coastal Network cooperates with other agencies, academic institutions, and non-governmental organizations. Efforts will be made to partner with the Biological Resources Division (BRD) of the U.S. Geological Survey, and with the Cooperative Ecosystems Studies Units (CESU'S). It is understood that the Southeast Coastal Network I&M Program may evolve to include other land and resource managers (Federal, State, Tribal) in the Southeast Coastal biogeographic area. The Network Charter may be amended to identify the conditions under which membership in the Board of Directors may be expanded to include non-National Park Service participants. In no case will this be done without approval of the Network Superintendents.

Amendments

The Network Superintendents may make amendments to the Charter at any time.

Approval Signatures

Cape Hatteras National Seashore (CAHA) — Date: 07/09/01

Cape Lookout National Seashore (CALO) — Date: 07/11/01

Castillo de San Marcos National Monument (CASA) — Date: 07/16/01

Chattahoochee River National Recreation Area (CHAT) — Date: 8-16-01

Congaree Swamp National Monument (COSW) — Date: 07/31/01

Cumberland Island National Seashore (CUIS) — Date: 8/6/01

Fort Caroline National Memorial (FOCA) — Date: 7/24/01

Fort Frederica National Monument (FOFR) — Date: 8/9/01

Fort Matanzas National Monument (FOMA) — Date: 07-16-01

Fort Pulaski National Monument (FOPU)	8/10/2001 Date
Fort Sumter National Monument (FOSU) Charles Pinckney NHS (CHPI)	7/27/01 Date
Horseshoe Bend National Military Park (HOBE)	9-13-01 Date
Kennesaw Mountain National Battlefield Park (KEMO)	8-17-01 Date
Moores Creek National Battlefield (MOCR)	9-7-01 Date
Ocmulgee National Monument (OCMU)	8/22/01 Date
Timucuan Ecological and Historic Preserve (TIMU)	7/24/01 Date
Regional Director, Jerry Belson	1/7/02 Date
Regional I&M coordinator, Larry West	12/18/01 Date
Program Manager, WASO, Gary Williams	10/04/02 Date

Assoc. Dir., Nat. Resources, Mike Soukup

Date 10/11/02