

Island Caucus Terms of Reference

January 28, 2020

Introduction

The NTHMP Island Caucus (IC) was created to provide a forum for NTHMP members who have island interests to focus on the risks associated with the development and maintenance of a comprehensive tsunami preparedness, mitigation, response, and recovery program that meets the needs of the islands.

Purpose

The purpose of the IC is to:

- Provide a forum for those who live and work on islands of the United States and partners to exchange information and ideas.
- Collaborate on activities of mutual interest to islands.

Authority

The National Tsunami Hazard Mitigation Program's (NTHMP) Island Caucus was formed with approval of the NTHMP Coordinating Committee at a meeting held February 5, 2016. This is a permanent caucus of the NTHMP.

Membership

Although attendance at Island Caucus gatherings is open to all, the core members are representatives from areas listed below.

- American Samoa
- Commonwealth of Northern Mariana Islands
- Guam
- Hawaii
- Puerto Rico
- U.S. Virgin Islands
- Alaska

The NTHMP Administrator is an ex-officio member.

The current official membership is maintained on the [NTHMP website](#). Outside experts and other stakeholders are welcome to participate in IC discussions.

Co-Chairs

The IC shall have two Co-Chairs, one from the Pacific and one from the Atlantic, selected

from the core members and approved by a majority vote of the NTHMP Coordinating Committee at the annual NTHMP meeting. Each core member has one vote. Elections can take place when there are a minimum of five voting members.

Co-Chairs have equal authority and powers to call meetings, preside, and report on IC activities to the Coordinating Committee.

Chairpersons will serve for two years with rotation staggered to maintain continuity in leadership. One Chair is elected in even years, and the other Chair is elected in odd years. Elections are held during the NTHMP annual meeting, and are affirmed by vote of the NTHMP Coordinating Committee at a meeting after the IC leadership vote is taken.

In the event a Co-Chair resigns from the position during his/her term of office, the NTHMP Administrator shall make a call for nominees from the IC membership within 30 days of the vacancy to IC members. Up to 10 days is allowed for the nominations period, but may be shorter if the IC is meeting in person.

A vote among the IC members will be conducted by the NTHMP Administrator within 30 days of close of nominations. The winner of the vote total will be recommended to the Coordinating Committee for confirmation at the next Coordinating Committee meeting. The new Co-Chair assumes the position upon Coordinating Committee confirmation to fulfill the remainder of the term of office for the person who vacated the position.

There are no term limits for IC Co-Chair positions, although it is desirable to limit each Co-Chair to two full two-year terms.

Communications

Meetings shall normally be held as desired by conference call or in-person when possible. Between meetings, communication will take place primarily by email and conference calls. A note-taker will be designated at the beginning of each meeting. Meeting notes and actions items will be summarized, and the Co-Chairs will provide them to the NTHMP for posting to the NTHMP web site as soon as possible after meetings conclude.

Activities

The IC shall discuss NTHMP efforts to ensure they are inclusive of island interests, and identify any modifications for improvement.

NOAA/NWS Grants duties: There are no grant duties for the IC.