

REVISIONS TO THE RESPONSIBILITIES AND STRUCTURE OF THE SURA JEFFERSON LAB COMMITTEE

Purpose of Revisions:

- To strengthen SURA's capability to oversee and promote the scientific mission of the Jefferson Lab (JLab),
- To gain feedback from the research community regarding SURA's management and operation of the JLab,
- To build an effective relations program in support of JLab and its scientific programs, to identify and promote leadership from the JLab user community in the larger nuclear physics and scientific communities, and
- To develop an educational outreach program that will give students access to top scientific talent at the Lab and its extended user community.

Structural Changes to Achieve Purpose:

Each SURA Council member (President) will have the right to appoint an individual from his/her institution to the JLab Committee. This appointee should be an individual involved in programmatic initiatives of the Lab and can, but need not be, the institution's Trustee. In addition to these "internal" members, the Jefferson Lab Committee will include "external" Trustee-at-large members appointed by the Executive Committee to strengthen support for the Lab and its scientific mission. Trustee-at-large members will serve three (3) year (renewable) terms and can be drawn from a non-member university, another government lab, or industry that is linked programmatically to JLab's research mission. The external committee members shall have the same rights and responsibilities vis-à-vis the Jefferson Lab Committee as internal members do, including service on its Steering Group (below).

The JLab Committee will have a steering group, known as the JLab Committee Steering Group, which will act on behalf of the full Committee whenever the full Committee is not in session. The Chair of the JLab Committee, who must be a Trustee, will Chair the Steering Group. Steering Group membership will be limited to thirteen (13) – up to ten (10) members nominated from among the membership of the Committee (internal or external) by the Committee for approval by the Board, and three (3) Trustees appointed by the Board. The President of SURA or his designee, the Director of JLab, and the Chair of the JLab Users Group will serve as ex-officio, non-voting (unless also a Trustee) members of the JLab Committee and its Steering Group.

It is SURA's intent that the will of the full JLab Committee will be carried to the Board through its Trustee members and carried forward to the Executive Committee by the JLab Committee Chair. The JLab Committee can appoint other officers of the committee, such as a vice-chair, and subcommittees as it deems necessary to carry out its responsibilities. Such officers may or may not be a Trustee; however, a vice-chair can only succeed the Chair as JLab Committee Chair if the vice-chair is elected in accordance with the SURA Bylaws.

JEFFERSON LAB COMMITTEE RESPONSIBILITIES

The Jefferson Lab Committee is responsible for monitoring, understanding, and evaluating all aspects of the Jefferson Lab operations and management, including its nuclear physics and photon science programs, and any SURA JLab related support activities, for example, the fellowship and sabbatical programs, the

SURA Residence Facility, etc., and recommend changes as necessary and appropriate for enhanced overall operation of the facility and its programs. Specifically, the Committee shall:

Assist in the achievement of the Jefferson Lab programmatic goals and objectives, including adequate funding of its programs. In particular, assist and support SURA by:

- providing a sound basis for advocacy of the Jefferson Lab programs and other programs supported by the DoE Office of Science,
- evaluating, developing, and implementing initiatives and programs that can enhance the effectiveness of the Jefferson Lab in advancing science and science education, and,
- monitoring and evaluating the progress of such programs and recommending needed changes.

Assure effective SURA oversight of the Jefferson Lab by advising the SURA President in the management and operation of the Lab. As a means of meeting this responsibility the Chair or his/her designee should attend and report to the full Committee the results of:

- meetings of the JLab Program Advisory Committee (PAC),
- meetings of the JLab Users Group Board, and,
- reviews of JLab, including its photon science program.

JEFFERSON LAB COMMITTEE STEERING GROUP RESPONSIBILITIES

In addition to acting on behalf of the full Jefferson Lab Committee when the full Committee is not in session, the Steering Group will:

- guide the work of the full Committee, for example, by setting the agenda for its meeting,
- oversee the implementation of Board approved recommendations of the full Committee,
- work with SURA and the Jefferson Lab to develop an annual relations strategy in support of the Lab's programs,
- advise the SURA President regarding user relations and/or recommendations regarding the scientific culture and leadership of the Lab,
- participate in near-term and long-range planning efforts in support of the scientific programs of the Lab,
- identify and nominate candidates for prizes and to positions in professional societies, and,
- develop an educational outreach program to maximize exposure of graduate students to the science of the Lab and its user community.

In carrying out these responsibilities, the Steering Group is expected to engage, as needed and appropriate, members of the full Committee. The intent of SURA is for members of the Steering Group to be leaders with good access within their own institution to key administrators who are responsible for their institution's relations program and hence can assist SURA and its Relations Committee in gaining broader support for nuclear physics in general, and the scientific programs of the Lab in particular.

The Steering Group of the Jefferson Lab Committee is expected to meet on a regular basis, at least quarterly, including a regular meeting before scheduled meetings of the full Committee that will be held in conjunction with the SURA Board of Trustees meetings. Members of the Steering Group are expected to attend the SURA Board meetings.