

D R A F T

D. Clark, 05 October 2015

GEBCO Secretary Tasks*:

1. In 5 years, receive and read over 6,000 GEBCO emails. In 5 years, send over 4,500 GEBCO emails.
2. Take the notes of the GGC meeting and prepare the report
3. Take the notes of the TSCOM/SCRUM meeting and prepare a report or summary of the joint meeting.
4. Prepare yearly report to the IRCC. Canvas GEBCO members for input
5. Prepare report for IOC, either for the IOC Assembly or IOC Exec Committee meeting. They are held every other year. Canvas GEBCO members for input
6. Prepare other reports as required, e.g., for EIHC
7. Update IHO GEBCO Workplan every six months.
8. Develop the GEBCO Workplan every 5 years.
9. Make three circulars for the annual GEBCO meetings.
10. Work with local hosts of the GEBCO meetings to stage the GEBCO meetings.
11. Coordinate letters of invitation for visas for the GEBCO meetings with local hosts of GEBCO meetings.
12. Write invitation letters for GEBCO meetings
13. Update the RHC meetings list and canvas GEBCO members for input.
14. Compile attendance lists for annual GEBCO meetings
15. Act as POC for GEBCO; respond to GEBCO inquires
16. Keep GGC , TSCOM, SCRUM TOR-ROP suggested changes on hand, guide revisions as required.
17. Keep membership of GGC list current
18. Keep Yearbook of International Organizations entry current
19. Attend GGC meeting
20. Attend TSCOM-SCRUM meetings as appropriate and if necessary
21. Attend other meetings as required, e.g., IOC, RHCs, etc.
22. Shepard and compile revisions to required IHO publications, i.e., B7, etc.
23. Draft letters and emails for GGC Chair and other officers.
24. Capture presentations at TSCOM-SCRUM and GGC, reformat into PDF and send to BODC to load on GEBCO web site.
25. Coordinate and track Bathymetric Science Day activities with lead person
26. Record actions from GEBCO meetings, track progress, follow-up on actions
27. Keep GEBCO_folk email list current
28. Keep GEBCO web pages up to date
29. Track progress on GEBCO projects, e.g., Indian Ocean data compilation, etc.
30. Initiate, develop and iterate agendas for the GGC and TSCOM-SCRUM meetings.
31. Act as secretary for the Nippon Foundation-GEBCO Project Committee
32. Receive, read and forward if necessary IOC circulars
33. Serve as a POC for GEO
34. Monitor IHO circulars for GEBCO related actions, issues, etc. Forward and ask for action if necessary.
35. Function as part of the GEBCO "executive team"

36. Stay aware of ocean mapping issues and alerting the GEBCO executive as appropriate.
37. Hold Skype telecons as needed with GEBCO officers as required
38. Participate in various ways as required in GEBCO projects, meetings, events, etc., e.g., FOF forum
39. Track, account and assess 4 GEBCO financial accounts at IHB
40. Initiate and develop GEBCO Annual budget
41. Submit items for reimbursement to IHB including travel reimbursements, workplan tasks, etc.
42. Track financial accounts at UNH for the Nippon Foundation-GEBCO Training project
43. Monitor finances for other GEBCO projects
44. Prepare briefing book for GEBCO meetings for GGC Chair
45. Track and motivate GEBCO members for relevant actions needed to carry out GEBCO business.
46. Work with Chairman GGC to secure invitations for future GEBCO meetings

*Not acting as the formal GEBCO treasurer