



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE
Office of National Marine Sanctuaries

Cordell Bank National Marine Sanctuary
P.O. Box 159, Olema, CA 94950
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February 28, 2011

Dear Friend of the Cordell Bank National Marine Sanctuary:

We are in the process of filling vacant seats on our Advisory Council for Fishing, Primary and Alternate; Research, Primary and Alternate; and Community-at-Large Marin County, Primary and Alternate. Beginning immediately, we will accept applications and nominations for council membership.

The Cordell Bank National Marine Sanctuary Advisory Council was established pursuant to Federal law to ensure continued public participation in the management of the sanctuary. Council seats are occupied by members representing research, conservation, maritime activity, fishing, education, Sonoma and Marin county community at-large, as well as federal agency partners. Individual council members act as liaisons between the Sanctuary and their constituent groups. The council holds a minimum of four regular meetings per year, and an annual retreat in the summer.

Enclosed is our sanctuary advisory council application kit, which includes a copy of the Council Charter and an application form, as well as some information about the sanctuary. Council members serve a term of three years.

We are looking forward to receiving completed applications at our office, attn. Kaitlin Graiff, PO BOX 159, Olema, CA 94950; or 415-663-0315 (fax), attn. Kaitlin Graiff; or kaitlin.graiff@noaa.gov; by **April 1, 2011**. Applications will be reviewed by a review panel consisting of myself and the advisory council's executive committee. The panel will help us narrow down the number of candidates for each seat to the top three. Of these, a council member will be chosen, and officially notified of their selection.

If you have any questions concerning the council, feel free to contact Kaitlin Graiff, Advisory Council Coordinator, at 415-663-0314 x105 or kaitlin.graiff@noaa.gov.

Sincerely,

Dan Howard
Sanctuary Superintendent



**CORDELL BANK NATIONAL MARINE SANCTUARY
ADVISORY COUNCIL APPLICATION FORM**

Before submitting your application, please review the advisory council charter provided in your application kit, and the 2010 Office of National Marine Sanctuaries (ONMS) Advisory Council Handbook available online at <http://www.sanctuaries.noaa.gov/management/ac/acref.html> (or you may obtain a copy from your local sanctuary – see contact information below). The council charter outlines the council responsibilities and governs the operation of the council; the handbook provides broader operational requirements for councils. In applying for council membership, you are agreeing to abide by the terms of the charter and the handbook. As a part of the selection process, please note the ONMS will conduct a LEXIS/NEXIS check and a departmental bureau check for potential conflict of interest and other issues in your background. Also review the information provided at the end of this form; it contains important legal guidance for the information you submit on this form.

Council members and alternates must be at least 18 years of age. The complexity of the issues addressed by sanctuaries and councils, the ability to effectively network with all ages of constituents, and the ability to travel to and attend meetings and retreats all necessitate this minimum age limit.

Please note that under federal law, federal government employees are not allowed to sit on the advisory councils in a personal capacity. State employees are allowed to sit on the advisory councils in a personal capacity, but must include letters of support on agency letterhead from their state supervisors.

Please indicate which seat(s) you are applying for, provide your contact information, and respond to the questions below. The ONMS may consider applicants for seats for which they have not applied if the ONMS believes they are qualified for that seat and are willing to serve in it.

The application deadline is **April 1, 2011**. Please return all pages of this application to Kaitlin Graiff, PO BOX 159, Olema, CA 94950; or 415-663-0315 (fax); or kaitlin.graiff@noaa.gov

Date: _____

First Name*: _____ **Middle:** _____ **Last:** _____

* Please include full first, middle and last names.

Seat(s) applying for: ___Fishing ___Research ___Community-at-Large Marin

Home Address: _____

Home Phone: _____

Home Fax: _____ **Home E-mail:** _____

Work Address (include company/organization name):

Work Phone: _____

Work Fax: _____ **Work E-mail:** _____

Please thoroughly address each of the following in an attached statement:

1. Reasons for interest in serving on the council, including a statement of guiding views regarding protection and management of marine resources
2. Formal community and professional affiliations and employment
3. Length of residence in area affected by the sanctuary, and if a year-round or seasonal resident of the area
4. Previous attendance of council and/or working group meetings
5. Particular expertise and experience germane to the goals and uses of the sanctuary, particularly in relation to the seat(s) for which you are applying
6. Description of your views of what the role of the council is, and how you will work to best support the sanctuary while on the council
7. Description of the amount of time you have to devote to council activities (council meetings, subcommittee meetings, working group meetings, council retreats, chairing subcommittee or working groups, reviewing written materials, constituent outreach)
8. Description of how you will coordinate with, consult with, and inform the members of the constituency you will represent
9. Other qualifications or information relevant to membership on the council:
The information obtained through this application process will be used to determine the

qualifications of the applicant for membership on the sanctuary advisory council. The ONMS intends affirmatively to disclose the applications only to ONMS staff and other members of the review panel. However, the ONMS may be required to disclose the applications in response to a court order, a congressional request, or a request from the public under the Freedom of Information Act (FOIA). If disclosure is requested under the FOIA, the ONMS will endeavor to protect the privacy of applicants by withholding personal information such as home addresses and telephone numbers. In contrast, statements of philosophy or opinions contained in the application would likely be released. Applying for membership on the council is voluntary.

Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Office of National Marine Sanctuaries, 1305 East West Highway, N/ORM6, Silver Spring, Maryland 20910.

Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

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