

2022 ANNUAL REPORT

TO: PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

FROM: CODE OF CONDUCT COMMITTEE

DATE SUBMITTED: 29 JANUARY 2023

In 2020, Rob Suryan, PSG Chair, formed an Interim Code of Conduct Committee (CoCC) that consisted of three members: Julia Parrish, Scott Pearson, and Michelle Kissling. At that time, Rob shared two formal complaints that potentially violated the Code of Conduct, which was adopted by the PSG membership in 2019, for the committee to review. Very quickly, the committee realized the need for a guidance document, hereafter Terms of Reference, that detailed roles and responsibilities, conflicts of interest, limits of authority, and case review and appeal processes. On February 24, 2022, the PSG CoCC Terms of Reference, along with several hypothetical scenarios to help with interpretation and application, was approved by the Executive Council, allowing the committee to proceed with its duties.

During 2022, the CoCC accomplished the following:

- (1) Per the Terms of Reference, we formed a full committee of eight members, including the three initial members to ensure continuity and consistency: Derek Harvey, Emma Kelsey, Kristin Brunk, Tom Good, Marc Romano, Julia, Scott, and Michelle. We did not identify an official coordinator and instead agreed to work equally as a team; however, Michelle agreed to serve as an organizer to arrange meetings, facilitate communications, etc. We met three times as an entire committee in the 2022 reporting year (i.e. February 2022–January 2023).
- (2) We developed a training program that includes hypothetical scenarios to help onboard new CoCC members. We completed that training with the five new members (Derek, Emma, Kristin, Marc, and Tom) in November 2022.
- (3) We developed a template to report findings to the Executive Council.
- (3) We reviewed and submitted reports of our findings on two outstanding cases (Cases #1 and #2) to the Executive Council in January 2023.
- (4) After submitting findings to the Executive Council, we met as a whole committee to debrief the process, discuss potential improvements, and identify parts of the Terms of Reference that need to be updated, revised, and clarified.