

## **Scientific Steering Committee member/s**

PAGES activities are overseen by an international Scientific Steering Committee (SSC). The authority for all PAGES policies and activities resides with the PAGES SSC. Members are active scientists who represent the major disciplines in the paleo-sciences and provide geographical representation. Alongside expertise and nationalities, the SSC also aims to obtain a balance in gender and career stages.

The members each serve for a maximum of two three-year terms. The SSC meets once a year to guide and oversee the program as a whole.

### **1. SSC membership**

The PAGES SSC is made up of between 10 and 20 paleo-scientists. Their selection is made following a call for self-nominations.

### **2. Call for members**

The announcement of openings on the PAGES SSC is made four to six months in advance of the deadline for applications. The announcement is made via the PAGES website homepage, in several editions of the e-news and on social media.

The deadline date for applications is decided by the date of the annual SSC meeting, which is normally held in the first half of each year. The deadline for application submissions is normally four to six weeks before the SSC meeting.

The number of new SSC members depends on the number of outgoing members, but the number can also fluctuate depending on extenuating circumstances.

### **3. Procedure for selection of a new PAGES SSC Member**

The nominees' application documents are collated for the SSC to study prior to the annual SSC meeting. Candidates are then discussed at length by the current SSC on the first day of the annual meeting.

That evening, the EXCOM meets to work out a recommendation or recommendations, based on SSC feedback. The decision is presented to the SSC the next day for approval. The SSC then accepts the new member(s). The name(s) of the accepted applicant(s) is/are then emailed to Future Earth for final approval.

### **4. Length of tenure**

The normal term for each SSC member is three years, with the possibility of extension for one further three-year term. This means an SSC member can potentially be part of the group for a maximum of six years.

At the end of the first three-year term, the member is asked if he/she is willing to continue for another three-year term. If yes, the request for extension is then presented to the SSC at the annual meeting and must be accepted by the SSC as a whole.

It is also possible, at any time during his/her tenure, for an SSC member to terminate his/her membership, due to personal circumstances and/or other external commitments.

## **5. Start of office**

SSC membership begins on 1 January of the year after the selection process. The outgoing SSC members finish their tenure on 31 December of the same year that the voting process was instigated, therefore providing a seamless transition.

## **Executive Committee member/s**

The PAGES Executive Committee (EXCOM) is responsible for the final decisions on almost all PAGES matters. The EXCOM is in more regular contact with PAGES' Executive Director and the International Project Office.

### **1. Membership**

Currently, the EXCOM consists of five members of the current SSC group - the two co-chairs and three selected SSC members. The EXCOM is currently co-chaired by SSC members from the USA and Switzerland by virtue of the fact that these countries provided the bulk of PAGES' core funding in the past.

### **2. Procedure for selection of a new EXCOM Member**

All current SSC members are eligible to replace an outgoing EXCOM member, and all SSC members are invited to nominate a candidate. Informal discussions begin at the annual SSC meeting, and SSC members with an interest in joining the EXCOM are encouraged to make themselves known.

The selection process is then a two-round procedure, conducted via email.

#### Round 1:

Each SSC member is asked to submit their top candidates (the number of outgoing EXCOM members +1) from the current SSC membership to PAGES' Executive Director. This process usually begins in early September.

The Executive Director contacts the top two candidates (or more, depending on the number of outgoing EXCOM members) with the most votes. If they are willing to become an EXCOM member, they proceed to the second round.

If a nominee is not willing to join the EXCOM, the person with the next highest number of votes is contacted, and, if he/she is willing to become an EXCOM member, they proceed to the second round.

#### Round 2:

The Executive Director sends the names of the top nominees to the SSC for the final round of the selection process. The SSC members email the Executive Director their preference from the final two (or more) candidates by the end of September.

The Executive Director emails the preferences to the current EXCOM. The one(s) receiving the most votes will become the new EXCOM member(s). In the case of an equal vote, the Executive Director will make the final decision.

### **3. Start of office**

The nominated EXCOM member(s) will be invited to attend the next online EXCOM meeting, generally held in November, as an observer.

The official tenure begins on 1 January of the following year. The tenure of the outgoing EXCOM member(s) ends on 31 December of the year the new delegate(s) was/were chosen, therefore providing a seamless transition.

### **4. Emergency procedure**

In the rare case of an EXCOM member needing to leave before the end of tenure, the EXCOM members would contact the SSC and ask for new nominees. The procedure for selection described above (2) will take place immediately and the nominated EXCOM will start office as soon as selected.

## **Chair(s)**

PAGES co-chairs, in conjunction with PAGES Executive Director, are responsible for the majority of initiatives undertaken in PAGES' name. The co-chairs are members of the EXCOM and SSC.

### **1. Membership**

PAGES has two co-chairs. In the past they have been one from the USA and one from Switzerland, because institutions from these countries funded PAGES.

### **2. Procedure for selection of a new co-chair**

In consultation with the Swiss paleoscience community, a new Swiss co-chair is nominated by the outgoing Swiss co-chair and approved by the SSC and EXCOM. If another funder becomes involved, the SSC and EXCOM members from that country choose the co-chair.

- term of office: from 1 January until the end of SSC term.