

Sub- Committee Terms of Reference

Sub- Committee Name: Records Appraisal (sub) Committee (RAC)

Chair: Member elected by the HBOC Management Committee

Responsible to: HBOC Management Committee

Purpose: To ensure the veracity of Club records by appraising all bird records published in the HBOC Annual Bird Report.

Authority: Reports to the HBOC Management Committee

Timeframes, Reporting and Deadlines:

- A 'Records Appraisal Committee Report' is provided for each calendar year as an appendix to the Annual Bird Report (timeframes will vary according to the production of the Annual Bird Report).
- The RAC meets infrequently on an 'as-needs' basis to discuss issues such as assessment methods, taxonomy etc (though it does meet annually with the Annual Bird Report editor to review the draft bird report).
- The RAC chairperson shall maintain a register of all records assessed formally.
- All positions on the RAC will be deemed vacant after the Annual General Meeting each year. (i.e. March)
- The RAC chairperson will ask for expressions of interest to remain on the RAC and the names of the proposed members tabled at the March Management meeting for endorsement
- The RAC will be reappointed annually by the HBOC Management Committee, and the Terms of Reference will be reviewed at this time.

Composition:

- Consists of no more than eight (8) HBOC members and no less than six (6) HBOC members.
- Each member shall have an advanced knowledge of bird identification, distribution and be able to objectively critique records of other observers.
- The HBOC President or delegate is an ex-officio member.

Specific Areas of Responsibility:

1. The RAC is responsible for ensuring that all Club bird records (i.e. through the Annual Bird Report) are reviewed before publication.
2. Although all bird records are appraised, the RAC focusses on the assessment of "rare or unusual" records within an adopted framework established in conjunction with the Annual Bird Report editor.
3. The RAC chairperson, along with the Annual Bird Report editor, is responsible for maintaining a checklist of bird species recorded in the Hunter Region.
4. The RAC will work closely with the Annual Bird Report editor to ensure the Club bird checklist is maintained with regards to taxonomic changes, additional species or species required to be removed.

5. The RAC shall engage the assistance of other experts if required (and seek proxy votes under some circumstances).
6. Liaison with the NSW Ornithological Records Appraisal Committee (ORAC) and BirdLife Australia Rarities Committee (BARC) will occur to ensure the appraisal of bird records in the Hunter Region are being undertaken at the appropriate level.

Other Resources:

Nil