

## SLAC Board of Overseers

The Board of Overseers of the SLAC National Accelerator Laboratory (SLAC Board) is appointed by the President of Stanford University to provide oversight of SLAC for the University, which operates the SLAC National Accelerator Laboratory (SLAC) for the United States Department of Energy. The Board's role is to provide guidance, oversight and advice to the President of Stanford University and SLAC management with respect to scientific and technical issues, long-range objectives, laboratory operations, budget and facility plans, land use, outreach, technology transfer, personnel matters, risks, and the relationship with the U. S. Department of Energy under the prime contract. In addition, the Board will perform the contractor assurance function to DOE on behalf of Stanford. The Board's primary focus is on SLAC's management responsibilities, which include:

- The creation and maintenance at SLAC of an intellectual environment conducive to the stimulation of imaginative research and development work for carrying out DOE's mission under the prime contract.
- The development of long-range objectives for the Laboratory, ensuring infrastructure, staffing and budget are appropriately established.
- The congruence of SLAC programs with Stanford University's research and educational missions.
- The provision of technically competent, productive and efficient scientific, engineering, professional, managerial and support personnel capable of performing outstanding, high quality work.
- Laboratory policies, programs and facilities, ensuring that a wide range of advice has been obtained from other laboratories, universities and industry as appropriate.
- Policies and objectives for cooperative research and educational programs between the scientific and technological community and SLAC, encouraging the training of students, teachers and other research personnel and securing vigorous participation in SLAC's programs by staff from other research institutions and industrial organizations, as appropriate, in a substantial and mutually beneficial manner.
- Ensuring that SLAC operates its facilities and carries on its programs in a manner consistent with the principles of Integrated Safety and Security Management, assuring the safety, operability and functional adequacy of all Laboratory facilities and systems and the health, safety and security of its employees and the general public while protecting the environment.
- Providing assurance to DOE that SLAC is operating as intended and within defined risk limits.

## **Board Committees and Subcommittees**

The Board, which has overall assurance responsibility for Stanford, will have the following standing committees, but may establish standing and *ad hoc* committees and subcommittees as it deems necessary. Each committee is responsible for assuring performance and providing added-value support to SLAC in its assigned area. Committee members may be drawn from both within and outside the Board.

**Finance and Audit Committee** (chair, Stanford University Vice President for Business Affairs)

Will focus on SLAC's financial and administrative policies, processes and systems as they support the SLAC mission and SLAC's control systems as they protect DOE and Stanford University assets.

**Human Resources Committee** (chair, Stanford University Executive Director of Human Resources)

Will focus on SLAC's HR administrative policies, processes and systems, including the compensation system and the succession planning process, as they support SLAC's mission while conforming to Stanford University's human resource policies and practices.

**Operations Committee** (chair, Stanford University Associate Vice Provost, Environmental Health and Safety)

Will focus on that SLAC's ES&H administrative policies, processes and systems, including strategic and operational plans and their adequacy to accomplish SLAC's mission and ensure safety, security and organizational compliance for staff, the public and the environment.

**Scientific Policy Committee** (chair selected by the Stanford VP for SLAC in consultation with committee membership)

Will focus on the development, implementation and direction of SLAC's scientific policy as it is aligned with and forwards DOE mission needs, as well as Stanford University's educational and research goals.

## **SLAC Board Membership**

Stanford University Vice President for the Stanford Linear Accelerator Center (Board Chair)

Stanford University Vice President for Business Affairs

Stanford University Executive Director of Human Resources

Stanford University Associate Vice Provost, Environmental Health and Safety

Stanford University Vice Provost and Dean of Research

Scientific Policy Committee Chair

## **Ex Officio Members**

Stanford University Vice President and General Counsel

## **Committee Charters**

### **Finance and Audit Committee**

The Finance and Audit Committee of the SLAC Board of Overseers (SLAC Board) seeks to ensure that SLAC's financial and administrative policies, processes and systems support the SLAC mission and that its control systems are working as intended to protect DOE and Stanford University assets. This includes evaluating the strategic goals, action plans and organizational systems that are in place as well as identifying possible areas for improvement.

The primary focus of the Finance and Audit Committee will be on ensuring that SLAC's goals and action plans for operations and Business Services are meeting the appropriate strategic timelines and targets. The committee will meet a minimum of twice per year, about one month before the SLAC Board. Each meeting should be of sufficient length (typically 1-2 days) to allow information gathering and synthesis as well as time to prepare a draft report of the meeting for the SLAC Board.

The area of focus for the Finance and Audit meetings will be determined by the SLAC Board Chair, the Committee Chair, the Laboratory Director and the Laboratory Chief Operating Officer. Specific agenda and details for each meeting will be coordinated between the Finance and Audit Committee Chair (the Stanford University Vice President for Business Affairs) the SLAC Points of Contact for that meeting, in coordination with SLAC COO.

The Committee will prepare a written report of its meetings, to be delivered to the SLAC Board Chair and the Stanford University President. This report will be made available to the SLAC Board within a reasonable time prior to each SLAC Board meeting which will occur approximately one month after the Finance and Audit Committee meeting.

### **Human Resources Committee**

The Human Resources Committee of the SLAC Board of Overseers (SLAC Board) seeks to ensure that SLAC's HR administrative policies, processes and systems, including the compensation system and the succession planning process, support SLAC's mission while conforming to Stanford University's human resource policies and practices. This includes evaluating the strategic goals, action plans and organizational systems that are in place as well as identifying possible areas for improvement.

The primary focus of the Human Resources Committee will be on ensuring that SLAC's goals and action plans for operations and Human Resources are meeting the appropriate strategic timelines and targets. The committee will meet a minimum of twice per year, about one month before the SLAC Board. Each meeting should be of sufficient length to allow information gathering and synthesis as well as time to prepare a draft report of the meeting for the SLAC Board.

The area of focus for the Human Resources meetings will be determined by the SLAC Board Chair, the Committee Chair, the Laboratory Director and the Laboratory Chief Operating Officer. Specific agenda and details for each meeting will be coordinated between the Human Resources Chair (the Stanford University Vice President for Human Resources), the SLAC Points of Contact for that meeting, in coordination with SLAC COO.

The Committee will prepare a written report of its meetings, to be delivered to the SLAC Board Chair and the Stanford University President. This report will be made available to the SLAC Board within a reasonable time prior to each SLAC Board meeting which will occur approximately one month after the Human Resources Committee meeting.

### **Operations Committee**

The Operations Committee of the SLAC Board of Overseers (SLAC Board) seeks to ensure that SLAC's ES&H administrative policies, processes and systems, including strategic and operational plans are adequate to assure safety, security and organizational compliance for staff, the public and the environment. This includes evaluating the strategic goals, action plans and organizational systems that are in place as well as identifying possible areas for improvement.

The primary focus of the Operations Committee will be on ensuring that SLAC's goals and action plans for operations and ES&H are meeting the appropriate strategic timelines and targets. The committee will meet a minimum of twice per year, about one month before the SLAC Board. Each meeting should be long enough to allow information gathering and synthesis as well as time to prepare a draft report of the meeting for the SLAC Board. If in-depth review of a particular operational area is deemed necessary, the Committee may engage internal or external subject matter expertise to more closely evaluate selected operational areas or programs.

The area of focus for the Operations meetings will be determined by the SLAC Board Chair, the Committee Chair, the Laboratory Director and the Laboratory Chief Operating Officer. Specific agenda and details for each meeting will be coordinated between the Operations Committee Chair (the Stanford University Associate Vice Provost for EH&S) and the SLAC Points of Contact for that meeting, in coordination with SLAC COO.

The Committee will prepare a written report of its meetings to be delivered to the SLAC Board Chair and the Stanford University President. This report will be made available to the SLAC Board within a reasonable time prior to each SLAC Board meeting which will occur approximately one month after the Operations Committee meeting.

### **Scientific Policy Committee**

The Scientific Policy Committee (SPC) of the SLAC Board of Overseers (SLAC Board) seeks review the progress and direction of research at SLAC and to ensure that SLAC's

science policy is supportive of DOE mission needs, as well as Stanford University's educational and research goals, and is being executed in a manner that will advance the boundaries of scientific understanding. The SPC has maximum flexibility to consider all scientific, technical and educational matters pertaining to SLAC, including the interface with the Stanford Campus and User communities. The SPC will review Faculty development planning and may include in its considerations also those policies and administrative issues which affect directly the scientific, technical and educational work of the laboratory.

The SPC will report to the SLAC Board. The members of the SPC will be nominated by the Director of SLAC, approved by the SLAC Board Chair and invited to serve on the SPC by the President of Stanford University. The Chair of the SPC will also serve on the SLAC Board.

Membership of the Committee is to be between ten and fifteen scientists actively engaged in the fields of photon science, high energy physics, particle astrophysics and cosmology, accelerator science or other related fields. These scientists are to be appointed for three-year terms arranged in overlapping tenure. The composition of the Committee is to be chosen so as to strike a reasonable balance between experimental and theoretical scientists and also between scientists affiliated with universities and those affiliated with major government laboratories. Representation from Europe and Asia is advisable.

The SPC will meet twice a year. The area of focus for the SPC will be determined by the SLAC Board Chair, the SPC Committee Chair, and the Laboratory Director. The SPC Chair, in consultation with the SPC members, the SLAC Board Chair and the SLAC Director, will set the agenda. The SPC Committee Chair will submit a report to the SLAC Board Chair within two months following each of its meetings.

### **The Annual Assurance Letter to DOE**

It is anticipated that the new contract will require Stanford to provide an annual letter of assurance to DOE, whereby the University assures DOE that the Laboratory is operating as intended and that the University had conducted independent reviews of Laboratory performance to verify such. This Assurance letter will be prepared by the Chair of the SLAC Board based on input from the standing and ad hoc committees and transmitted to DOE pursuant to contract requirements.