OFNC Bird Records Subcommittee (BRSC) - Terms of Reference

Composition

The BRSC is a subcommittee of the Birds Committee and is composed of seven full members, up to two alternate members, and up to two external readers. The chair or at least one of the full members must be a member of the Birds Committee. One of the full members may also be a representative of the Club des Ornithologues de l'Outaouais (COO).

Mandate

- 1. To maintain a database documenting significant avian occurrences and assure the credibility and integrity of those records.
- 2. To serve as an educational resource to the Club on matters related to bird identification and local distribution and abundance.

Duties

- 1. Maintaining a BRSC policies and procedures document.
- 2. Soliciting and evaluating bird reports and breeding records documenting significant occurrences within the Club's study area.
- 3. Reporting the results of all BRSC deliberations.
- 4. Maintaining a database of all submitted reports and supporting documentation for the use of future readers and researchers.
- 5. Producing the Ottawa area Bird Field Checklist and Bird Seasonal Checklist and periodically updating these on an as-required basis.
- 6. Providing advice to the Birds Committee on bird-related issues and publications.
- 7. Assisting Club members with rare bird identification, report preparation, and record submission.
- 8. Submitting appropriate articles for Club publication.
- 9. Reviewing unusual bird findings on all OFNC Bird Counts.
- 10. Forwarding any report of an "Ontario Review List Species" to the Ontario Bird Records Committee.