

## **Midwest Regional Working Group of Partners in Amphibian and Reptile Conservation (PARC)**

### **Advisory Board Guidelines**

#### **I. Purpose**

The purpose of the Advisory Board is to provide advice, guidance, support and advocacy for the Midwest Regional Working Group of Partners in Amphibian and Reptile Conservation (MWPARC) and the promotion of amphibian and reptile conservation throughout the Midwest. The Board's role is advisory to the two elected co-chairs of MWPARC.

The Board serves as an advocacy group and will assist in promoting a positive image and good relations for PARC with their colleagues, locally, and throughout the Midwest.

#### **II. Roles and Responsibilities**

The primary role of members of the Board is to provide guidance and advice to the two co-chairs in matters relating to MWPARC activities, communications, and products.

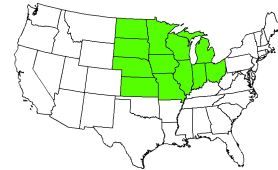
Additional responsibilities of members of the Board include:

- Communicating to the co-chairs emerging issues and activities related to amphibian and reptile conservation;
- Communicating with colleagues the activities of MWPARC;
- Identifying and recruiting additional partners to help fulfill the mission of MWPARC;
- Advising on the theme, agenda, and presentations of the annual meeting;
- May serve as working group chairs or as a liaison between the Advisory Board and a working group.

#### **III. Conference Calls and Meetings**

Regularly scheduled conference calls (currently 1<sup>st</sup> Monday of the month, 12:00 Eastern, 11:00 Central) will be the main method of participation for members, and therefore it is imperative that members regularly participate in these calls. Board members may be replaced at the discretion of the co-chairs should they miss more than 3 calls.

Advisory Board members are expected to attend the annual meeting and participate in a meeting of the Advisory Board scheduled during each meeting.



#### **IV. Membership**

The Advisory Board shall consist of up to 12 members representing the following categories or organizations, states, or agencies, and shall include at least one member from each of these categories:

- 1) The immediate past co-chair;
- 2) Western states: North Dakota, South Dakota, Nebraska, or Kansas;
- 3) Central states: Iowa, Missouri, Illinois, or, Minnesota;
- 4) Northeastern states: Indiana, Wisconsin, Michigan, or Ohio;
- 5) State wildlife agency;
- 6) Federal wildlife or natural resource agency;
- 7) NGO;
- 8) Zoo or museum;
- 9) Education/research institution
- 10) Industry (forestry, pet trade, energy, etc.)

Individuals may fulfill more than one of the above categories. For instance, an immediate past co-chair, who also lives in Indiana, and is a professor/researcher would fulfill three categories (1, 3, and 9).

In addition, two at-large members, regardless of their ability to fulfill one or more of the above categories, may also serve on the Advisory Board.

#### **V. Terms and Elections**

Advisory Board members shall serve a term of two years, beginning at the annual meeting in which they are elected and ending at the annual meeting two years later. Terms shall be staggered so that one-half of the Board seats are open for nominations at each annual meeting.

Prior to the annual meeting, nominations for the Board shall be solicited by the current senior co-chair, a slate selected by the current advisory board, and voted upon by the general membership at the annual meeting. Additional nominations to each position (in-coming co-chair and all Board positions) can be made from the floor during the annual meeting. Prior to being slated, an individual must agree to accept the position if elected. There is no limit to the number of terms an individual may serve.

Vacancies on the Board caused by resignation or removal for non-participation may be filled at the discretion of the co-chairs.