



## **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 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 regular members representing the following categories or organizations, states, or agencies. If possible, the Advisory Board should 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).

Two at-large members, regardless of their ability to fulfill one or more of the above categories, may also serve on the Advisory Board. Additionally, each state chapter of PARC within the Midwest PARC Regional Working Group shall have a representative on the MWPARC advisory board. Currently, there are three recognized state chapters within MWPARC: Michigan, Ohio and Wisconsin.

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

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

Nominations for the Board shall be solicited in July each year by the current senior co-chair. The solicitation will highlight the priority categories to be filled in any given election to encourage the diversity of board membership described above. Nominations will be solicited via email to the listserv, announcements on MWPARC social media, and suggestions from MWPARC members. 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. Once a slate of candidates is selected, the current senior co-chair will conduct an online, anonymous vote to fill the open positions. The vote will take place in early August, and will be announced via the MWPARC email listserv and MWPARC social media. The senior co-chair will announce the results of the election by



mid-August.

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

MWPARC co-chairs are elected from the current Advisory Board. In July, the current senior co-chair will solicit nominations (including self-nominations) from the current Advisory Board membership for the incoming junior co-chair. The current Advisory Board members will vote in early August for the candidates for junior co-chair.

The MWPARC treasurer is an exception to the regular election process, to avoid excess turnover in this important position. The MWPARC treasurer is drawn from the membership of the Advisory Board, and is not eligible for election every two years. If a treasurer is not meeting MWPARC expectations, the treasurer can be removed from the position at the discretion of the co-chairs, following a discussion from the Advisory Board.

