

NORTHEAST PARC STRUCTURE

Northeast PARC has always been an organization fueled by the enthusiasm and commitment of its members to the conservation of reptiles and amphibians. This document attempts to define those roles and is always open to alterations as necessary to maintain the momentum and dedication of its members. The following is meant to provide information to those wishing to participate at higher levels than annual meeting attendance. Any of the following information can change based on consensus of the Northeast PARC steering committee.

Co-Chairs (2)

Steering Committee (up to 15, including co-chairs)

Treasurer (1)

Secretary (1)

Workshop/Materials coordinator (1)

Webmaster (1)

Annual Meeting Host & Planner' (1)

Annual Meeting Planning Committee

Editorial Board (1 coordinator, 2-5 reviewers)

Working Group Leaders (1-2 per working group)

Participants (unlimited)

Co-chairs

Term

PARC co-chairs typically serve on a **two-year**, staggered term, with a Senior and Junior Co-chair framework. Each year a new Junior chair is elected, and the former Junior becomes the Senior chair. The Senior chair typically is the primary point of contact, and as new officers begin their two-year term as a Junior chair, the Senior will provide some guidance to the Junior. Both officers work together as a team; one is not subordinate to the other. Individuals may serve additional (consecutive or subsequent) terms if re-elected. A chairperson can only be nominated if the nominee has volunteered.

- 1. In the event that the senior co-chair position becomes vacant, the junior co-chair will assume the senior co-chair position. If the junior co-chair position becomes vacant, the NEPARC steering committee will nominate an interim junior co-chair. At the annual meeting, the interim junior co-chair has the option to be nominated for consideration of continuing the role as co-chair. In the event that a NEPARC junior co-chair resigns prior to completing one year, the senior co-chair may choose or be asked by the steering committee to remain as senior co-chair for one additional year.*

Duties and Responsibilities

Co-chairs are primarily responsible for the following tasks:

1. Coordinate with NEPARC 'Annual Meeting Host & Planner' and 'Annual Meeting Planning Committee' to:

- a. Identify and secure venue, speakers, agenda, registration details, and delegate related tasks
 - b. publicize meeting date, theme and/or objectives
 - c. leading/facilitate meeting discussions or delegating as needed
 - d. ensure that meeting minutes are sent in a timely fashion
 - e. follow-up on action items periodically
 - f. follow-up with technical working group chairs and tasks periodically
2. Serve as voting members on National PARC's Joint National Steering Committee (JNSC) by:
 - a. participating in monthly JNSC conference calls
 - b. attending annual JNSC meetings
3. Report NEPARC activities and project progress to JNSC
4. Report National PARC activities and project progress to NEPARC Steering Committee
5. Coordinate and review content for the National PARC website and/or NEPARC website
6. If possible, attend and represent PARC at Regional/local herpetological and related conferences and events

Travel

Although travel to annual NEPARC meetings will be the responsibility of the co-chairs, situations may call for partial or complete funding from NEPARC funds. In addition to the time commitment, prospective officers should also consider other necessary incidental costs (telephone, postage, copying, internet charges, etc.). Prospective co-chairs should discuss the role with their current employer, to determine if the employer will approve and support their involvement, including travel expenses to NEPARC meetings, staff time and agency resources. Co-chairs can also appoint delegates to attend national meetings if they themselves cannot attend as well as accomplishing other tasks. Arrangements will also be made so that people unable to travel to national meetings can still attend/participate via teleconference.

If sufficient money is available within Northeast PARC's account and neither of the co-chair's employers is able to pay for travel expenses, the steering committee can vote to allocate funds towards co-chair travel to National PARC meetings. NEPARC will not allocate money for more than one co-chair to attend each meeting. If both co-chairs wish to participate in the national PARC meeting and both need financial assistance, the senior co-chair will be given priority.

NEPARC STEERING COMMITTEE

Duties and Responsibilities

The NEPARC Steering Committee assists NEPARC co-chairs with strategic planning, priority setting, and communicating with NEPARC working groups, particularly in promoting continued action on NEPARC projects between annual meetings. It also assists the co-chairs in coordinating efforts and communication with National PARC and

the Joint National Steering Committee (JNSC). Active participation is a requirement, which includes attending monthly teleconferences (1-2 hours).

Election of Junior Co-chair

Two to three months before the annual meeting, prospective co-chair(s) should be identified during the monthly conference call. At the last meeting before the annual meeting, nominee(s) should have discussed and received approval from their agency for their participation. If there is more than one nominee, a majority vote by the Steering Committee during the annual meeting will decide. Nominees can not vote or be present during the voting process.

Terms

One year. No maximum term.

The steering committee shall not exceed 15 members, unless the consensus of the steering committee decides to increase the number of members.

Current members of the Steering Committee have the option to continue their participation as active members.

Composition

New Steering Committee members are elected during annual meetings through nomination by co-chairs, current steering committee members, or other members at the annual meeting.

The Steering Committee is composed of

- the two NEPARC co-chairs
- the meeting host for the up-coming annual meeting
- members representing various partners (see below). In order for the NEPARC Steering Committee to best represent the entire reptile and amphibian conservation community the following representation is desired:
 - at least 1 member representing academia
 - at least 1 member representing students
 - at least 1 member representing an NGO
 - at least 1 member representing a state resource agency
 - at least 1 member representing a federal resource agency
 - at least 1 member representing zoos, aquaria, and museums
 - at least 1 member representing the pet trade
 - at least 1 member representing resource-based industry

Any one member of the Steering Committee can meet representation for more than one of these groups (i.e. university professor that also works for USFWS and/or USGS-BRD).

In addition to these representatives, because it is important to maintain some historical continuity and institutional knowledge, former Steering Committee members and co-chairs may act as ex-officio members of the Steering Committee.

Travel

NEPARC funds will not be used to cover travel costs for members of the NEPARC steering committee. If a Steering Committee member is asked by the committee to represent NEPARC at a meeting, NEPARC funds may be made available.

Roles among steering committee members:

Steering Committee members may assume certain roles to help ensure efficiency and continuity of the group's responsibilities. Four roles are recommended here. Other specific roles or responsibilities may be developed if a need is identified.

Treasurer (1)

- Track expenses and revenue within NEPARC account.
- Update co-chairs and steering committee periodically in regard to funds available.
- Assist with the review and dispersal of funding for co-chairs to travel to JNSC meeting and annual NEPARC meeting expenses.

Primary Secretary (1)

Take notes at monthly steering committee conference calls focusing on actions that need to be accomplished. Send minutes to co-chairs for distribution to steering committee. Record minutes at annual meeting and provide them to co-chairs within 1 month after the meeting.

Setup the calling number for each of the monthly conference calls and distribute the calling information to the committee at least 2 weeks prior to the next call. An account has been created on freeconference.com for those who do not have access to such a service. Please refer to the "Instructions for setting up the call number" posted on the steering committee's Google group account for instructions on using the website.

Alternate Secretary (1)

Perform the above listed duties when the primary secretary is unable to.

Webmaster (1)

Update materials on NEPARC website as needed and/or as requested by co-chairs and/or steering committee.

Workshop/Materials Coordinator (1)

Oversee and facilitate NEPARC's presence at meetings throughout the year.

They will accomplish this through the following tasks:

- Assist meeting attendees by securing materials for presentation/distribution.
- Coordinate with PARC State Coordinator to access PARC materials.

- Coordinate with a NEPARC member attending each meeting to ensure space and materials are provided in adequate time
- Keep track of all available materials for attending members to distribute, and how many are distributed at each meeting.

NEPARC Meeting Host & Planner

Term

1 year – ends at the completion of hosted meeting and follow-up activities.

Duties and Responsibilities

The Meeting Host is responsible for much of the local planning for the NEPARC Annual Meeting. The person works with the NEPARC co-chairs, steering committee, and Annual meeting planning committee in the various tasks related to organizing the annual meeting.

Primary responsibilities include:

- Finding meeting location and coordinating with location staff
- Finding caterer and coordinating with catering staff
- Finding local accommodations and pricing
- Working with committee to establish appropriate meeting registration fees to cover meeting costs.
- Using some form of online registration (e.g. RegOnline) collect and disburse meeting registration fees.
- Creating the Attendee's List from the registration forms for distribution at the meeting (List of who attended the meeting and their contact information)
- Attending all or most monthly NEPARC Steering Committee conference calls
- Arranging for staffing of the registration desk at the meeting
- Creating meeting folders and nametags. The folders should include at a minimum the final agenda and a list of attendees, the latter including contact information. It would be nice for the folders to also have PARC brochures and information on areas of local interest near the meeting location.
- Organizing field trips at annual meeting (Optional).

Work with NEPARC Steering Committee to:

- Determine topics and speakers
- Determine registration costs
- Create agenda, registration form, etc.
- Announce meeting to listserves, etc.

Travel

No financial travel assistance will be provided for NEPARC meeting hosts.

Annual Meeting Planning Committee

Term

At least one year, no maximum number of years. The Annual Meeting Planning Committee is a sub-committee of the NEPARC Steering Committee. Ideally, 'Annual Meeting Host & Planners' will participate on the 'Annual Meeting Planning Committee' for at least one year after hosting the annual meeting. Participants at the annual meeting can volunteer to participate in the planning of annual meetings, steering committee members can participate, and/or the 'Annual Meeting Host' may nominate individuals to participate on this committee.

Roles & Responsibilities

Assist the 'Annual Meeting Host' with Roles & Responsibilities dealing with planning for annual meetings.

Travel

No financial travel assistance will be provided for members of the NEPARC Annual Meeting Planning Committee.

Editorial Board

Term:

Editorial Board shall consist of 1 coordinator and 2-5 reviewers. The coordinator and reviewers may be members of other committees and boards but are not required to be. Term shall consist of at least one year.

Duties and Responsibilities:

Coordinator:

- Communicate with co-chairs, steering committee, webmaster, and Editorial Board reviewers regarding status of NEPARC products.
- Review products generated by NEPARC working groups.
- Communicate proposed edits to Working Group Leader.

Reviewers:

- Review products generated by NEPARC working groups.
- Assist with development and execution of editorial board procedures to ensure efficiency among both the Editorial Board and Working Groups.

Reviewing Products for NEPARC:

- Working Group Leader submits product(s) to Editorial Coordinator for Editorial Board review. If needed, Editorial Board submits comments back to Working Group through the Editorial Board Coordinator. The Working Group addresses comments and resubmits to Editorial Board Coordinator. Once the document is approved by the Editorial Board, the Editorial Board Coordinator sends the document to the Webmaster to be posted to the website.

Travel

No financial travel assistance will be provided for members of the NEPARC Editorial Board.

Working Group Leaders**Term**

Working groups are created based on priorities identified by PARC members and are pursued as long as there is a need and sufficient interest in the issue. Most working groups are formed at annual NEPARC meetings. Each working group should have 1-2 leaders. Terms will vary depending on action items laid out by working group.

Roles & Responsibilities

- Coordinate meetings with other members of the working group.
- Assign tasks to other members of the working group.
- Coordinate status of working group tasks to the NEPARC co-chairs and steering committee.
- Assist with completion of tasks outlined by working group.
- Assess status and success of working group and implement changes when needed.
- Provide update of working group tasks at Annual NEPARC meeting.
- Within 1 month after the annual meeting, provide a 1-2 paragraph summary of working group meeting

Travel

No financial travel assistance will be provided for NEPARC working group leaders.