

**Northeastern Area Association of State Foresters
Cooperative Forest Management Committee**

CHARTER

Mission/Purpose

The purpose of the Cooperative Forest Management Committee of the Northeastern Area Association of State Foresters (NAASF) shall be to provide annual training and opportunities for collaboration and information exchange among state forest resource program leaders, NAASF, and the US Forest Service Northeastern Area – State and Private Forestry (NA-S&PF) in order to advance forest stewardship efforts in the Northeastern Area. Further, the purpose shall be to advise, support, and coordinate with NAASF in the promotion and achievement of sustainable forest management throughout the twenty (20) state Northeastern Area.

Operating Guidelines

Organization

The Leadership Team of the committee shall be comprised of a Chair, Vice Chair, Immediate Past Chair, Secretary, and State Forester Liaison. Only state staff can serve as the Chair, Vice Chair, Immediate Past Chair, or Secretary. The Leadership Team shall manage the affairs of the committee and have full power to control and regulate all matters not provided for in this Charter or other official operating documents of the committee. It shall have the power to fill any vacancies and select the dates and locations of meetings.

The term of office for the Chair is one year, with the term beginning at the time of elections at each annual meeting. The Vice Chair shall succeed the Chair and be elected annually.

In the event that the Chair is unable to complete the term of office, the Vice Chair shall fill the vacancy. All other leadership vacancies shall be appointed by the Leadership Team, to serve until the next election. All members should serve with the expressed approval of the appropriate State Forester.

The Chair shall preside at meetings of the organization, serve as chairperson of the Leadership Team and be an ex-officio member of all subcommittees, oversee the business affairs of the committee with approval of the rest of the Leadership Team, appoint ad hoc teams and other special subcommittees as needed, act as a representative to NAASF and other organizations related to the purposes of the committee, and shall perform all other duties commonly incident to such office.

The Vice Chair, in the absence of the Chair, shall preside at committee meetings and act for and assist the Chair in conducting committee affairs as requested. The Vice Chair shall be the Chair of the Program Subcommittee for the annual meeting.

The Secretary shall keep the minutes of the organization, conduct its correspondence, announce meetings, act as custodian of its records, and perform other duties as assigned by the Leadership Team or Chair. The Secretary shall prepare a written annual report of the committee's activities.

Communications with NAASF

Communication with NAASF will occur regularly throughout the year . The committee is advisory to NAASF, and no actions related to the positions and actions of the committee are considered final until approved by NAASF. Annual committee work plans, and budgets will be reviewed and approved by NAASF, as per the NAASF bylaws.

Funding

The committee will annually make recommendations to NAASF for expenditure of federal program funds for any proposed or on going projects. NAASF is the decision making body with regard to decisions about such funds.

Subcommittees

The ***Program Subcommittee*** shall be appointed by the Chair and shall include a minimum of five (5) people including the Vice Chair, Secretary, member/delegate from the host state of the annual meeting, and member/delegate from each adjoining state. It is highly recommended that the Extension Resource Specialist of the host state be invited to be on this subcommittee. The Program Subcommittee will be responsible for the planning and implementation of the annual meeting including but not limited to the recommendation of the location and date to the Leadership Team, the content of the program, and the preparation of the budget.

Other special meetings of the committee (such as sub-regional meetings) may be proposed by the Program Subcommittee.

The ***Resolutions Subcommittee*** shall prepare or review proposed resolutions, policy statements, or issues briefs as required to meet the purposes of the committee or to communicate issues of importance to the NA State Foresters. The membership of the Resolutions Subcommittee shall be the Leadership Team plus any voting members proposing resolutions or actions. This committee shall meet as often as necessary, but at a minimum once annually.

Other subcommittees may be appointed by the Chair with advice and consent from the rest of the Leadership Team. Such committees shall be considered ad hoc and serve as needed.

Records

The Leadership Team of the organization shall keep such records as are necessary to document the history and actions of the committee including but not limited to the proceedings of the annual meeting, and minutes of Leadership Team and other committee meetings.

Meetings

The committee will hold an annual meeting. Additional meetings may be called by the Leadership Team.

The announcement of the annual meeting shall be mailed by the Secretary to each committee member and to the twenty (20) State Foresters a minimum of two (2) months preceding such meeting. The announcement shall contain dates, times, and location of the meeting along with a description of the program and business agenda. Other information such as costs, hotel accommodations, and services should be enclosed with the announcement.

The State Forester Liaison will attend the annual meeting and participate in the agenda for said meeting.

Cancellation of the annual meeting shall be authorized by the Leadership Team, with the advice and consent of the NAASF Executive Committee.

A quorum shall consist of thirteen (13) voting members present at any general meeting of the organization. A quorum of the Leadership Team shall be three (3). Decisions shall be based on majority vote.

Membership and Liaisons

Membership will include:

1. Forest resource management, stewardship, extension natural resource specialists or foresters, and other natural resource program leaders from the twenty (20) states that comprise the Northeastern Area;
2. One (1) staff member of the US Forest Service, NA S&PF;
3. Additional natural resource professionals as may be nominated by the membership and approved by a majority of the voting members or assigned by the respective State Forester.

The only committee members eligible to vote are state staff. The State Forester Liaison is considered an ex officio member and is therefore not eligible to vote. Each state has one (1) vote.

The Chair will work with the NAASF State Forester Liaison and the NAASF Executive Committee; other NAASF committees; US Forest Service, NA S&PF; and other organizations as appropriate.

APPROVED:

President, NAASF

Date