

NCWMA positions

Chair

Duration: 1 year

Responsibilities:

- Point of contact to public, agencies and associations
- Schedule meetings (rooms, public announcements)
- Distribute documents (minutes, operating plans, and other info) to members, community and other interested parties
- Ensure project/ task/ ad hoc committee compliance
- Facilitate group dynamics

Vice-Chair

Duration: 1 year

Responsibilities:

- Take meeting minutes
- Fills in for chair
- Assists with leadership and organization

Fiscal manager

Currently the NCWMA does not have any fiscal responsibility. As articulated in the MOU, ABDI will exist as the fiscal manager. The fiscal manager can exist outside the formal steering committee.

Responsibilities:

- Fiscal management
- Quarterly reports to Chair and Steering Committee

Steering committee

The steering committee is the core team of individuals that makes formal decisions about the operation of the NCWMA. This committee is composed of no more than one rep per agency or organization (11) and two cooperator positions which includes the chair and vice-chair position. Steering committee size may be re-evaluated in the future.

Committee members have voting rights and need to maintain active involvement. The agency/organization representative can be substituted at any time. The committee, chair or vice-chair has the power to call for a formal vote on any matter it sees fit. While formal committee status is limited to one individual per agency/organization, meetings are open and attendance is encouraged for all individuals.

Duration: flexible

Responsibilities:

- Develop annual operating plan
- Submit annual report to chair

Ad hoc committees- includes SC and others

Ad hoc committees can be composed of one or more individuals to focus on a specific task. These committees may include members of the steering committee or the public at large.

Potential focus areas:

- Getting funding/grant writing
- Education
- Mapping etc.
- Species specific groups

Responsibilities:

- Maintain communication with Chair
- Document progress