

**Timber, Fish, & Wildlife (TFW) Policy Committee
Co-Chair Selection Process & Duties**

1.0 TFW Policy Co Chair – General

1.1 The TFW Policy Committee (“Policy”) aspires to operate with two Co-Chairs who provide facilitation and administrative leadership to accomplish tasks in a timely and efficient manner.

1.2 The Co-Chairs will be affiliated with two different caucuses.

1.3 Policy will strive to rotate Co-Chair positions through all nine voting caucuses over time.

1.4 Policy caucuses may offer a Co-Chair in addition to their voting caucus representative.

1.5 Although Policy Co-Chairs are highly desirable, the temporary inability to fill one or both of these seats does not preclude Policy from continuing to function.

2.0 Duties

2.1 General Description: The role of Policy Co-Chairs is to plan for and facilitate Policy meetings. Facilitation could occur in collaboration with the professional facilitator supporting Policy (resources permitting) and on occasion with the Adaptive Management Program Administrator (AMPA). Co-Chair facilitation focuses both on content and process, but the Co-Chairs’ focus is generally more weighted toward meeting content, while the Professional Facilitator is more focused on process – except where the AMPA can help facilitate discussions on technical content.

2.2 Specific Co-Chair Expectations. Co-Chairs will:

- i. Facilitate meetings by managing the consensus decision process and coordinating dispute resolution when necessary.
- ii. Develop meeting agendas and other materials with the facilitator and strive to make these available to participants within a reasonable time before meetings.
- iii. Ensure that meeting notes are recorded, reviewed, and approved in a timely manner.
- iv. Implement agendas by balancing the need for full discussion to attain closure or further issue definition with the need to maintain rigidity in order to give other topics their due respect and attention.
- v. Facilitate technical advisory subgroups to Policy, or ensure that adequate facilitation is otherwise being provided.

- vi. Communicate as needed with caucus representatives between meetings to ensure that issues of concern are placed on the agenda and topics are accurately and constructively framed for discussion. As needed, work with caucuses as needed to attempt to resolve inter-caucus issues.
- vii. Ensure AMP Board Manual provisions and “ground rules” are followed.
- viii. Be a model for the behavior expected of peers.
- ix. Report to the Forest Practices Board on the status of Policy’s accomplishments and deliberations at regularly scheduled meetings and/or as otherwise requested by the Board.
- x. Consistently attend regular and special Policy meetings. Strive for physical presence at all meetings with few exceptions.
- xi. Communicate with the AMPA, CMER Co-Chairs, and Forest Practices Board to maintain a working knowledge of the status of CMER Master Schedule Projects, budget and spending issues, and all matters relating to Policy consideration.

3.0 Co-Chair Terms of Service; Vacancies; Selection

3.1 Ideally, the term for a Policy Co-Chair would be two years.

3.2 Incumbents may serve more than one 2-year term, but must be approved each additional term by Policy consensus.

3.3 In the absence of both Co-Chairs, Policy will divide Co-Chair duties among Policy members on an ad-hoc basis.

3.4 Any TFW Policy caucus may nominate a Co-Chair candidate.

3.5 The Board will be updated on the status of a Co-Chair selection process, but Board approval of Policy Co-Chairs is not required.