

ALASKA RREA PROGRAM ADVISORY COMMITTEE CHARTER

Adopted May 1, 2019

The Renewable Resources Extension Act Program develops and supports extension programs and partnerships to provide the information, tools and skills to improve forest health, resiliency and productivity, to identify economic opportunities, and to increase knowledge for better forest management in Alaska.

To achieve this mission the RREA Program must draw upon stakeholders and experts in Alaska for knowledge, advice and guidance. Our best source for this guidance is an active, well-informed, and committed Advisory Committee.

Purposes of Advisory Committee

The purposes of the Advisory Committee is to give advice and recommendations for the RREA Program in Alaska and shall limit its activities to advising on matters that directly concern the program. The specific purposes of the Committee may include the following responsibilities:

1. To identify needs and opportunities that can or should be addressed by RREA programs;
2. To help create new connections, collaborations, partnerships and funding opportunities that will potentially further RREA's mission or provide resources for RREA programs;
3. To advise on priorities and assist in defining program direction;
4. To inform Alaskan forest landowners and managers about the role and value of RREA programs.

Membership of the Committee

The Committee will be made up of six members. Members serve voluntarily and are selected from areas across the state. The members should represent forest landowners, tribal and public land managers, and practicing natural resource professionals.

Appointment of Members

The following shall govern Committee membership:

1. Members are appointed by the program director for RREA and serve at the discretion of the program director. Membership will be reaffirmed annually.
2. The program director will solicit nominations from the Advisory Committee for new members, as needed. Committee membership should cover the broadest possible range

of interests and localities, recognizing not every interest or locality can be represented on the Committee at one time.

3. Members must reside in or be actively engaged in Alaska.
4. Members will normally serve for 2 years. Shorter or longer terms may be used due to member's availability and for balance within the committee.
5. Members may appoint a designee to participate on their behalf, at one meeting per year.

Member Responsibilities

Advisory Committee members agree to use their experience and knowledge for the benefit of RREA programs by participating in regular meetings, providing timely information and advice to RREA, and responding to occasional requests for input.

Members are expected to participate in a minimum of two of the three meetings per year. Members are encouraged to provide advice and information to the program director or staff at any time and to informally educate their peers and colleagues about RREA as appropriate.

Committee Operating Procedures

The following shall govern operations of the Committee:

1. The program director will work with the committee members to ensure that the business of the Committee is conducted smoothly.
2. Members are encouraged to reach agreement on recommendations to RREA, but consensus is not required. Diverse input is encouraged, and all recommendations and advice from the Committee will be given careful consideration.
3. Advisory Committee meetings are open to the public. Public comments at meetings may be accepted at the discretion of the program director. Meetings will be announced on the RREA website.
4. There will be at least one face-to-face meeting every two years. The priority will be given to holding a face-to-face meeting in conjunction with the Alaska-Yukon Wood Energy Conference or the Alaska Society of American Foresters annual meeting.

Committee Resources

All resources provided to the Committee or its members are subject to University regulations. Members must work with the RREA staff to ensure compliance. RREA cannot reimburse travel or other expenses that have not been approved in advance by the RREA program director.

RREA will provide the following resources to the Committee:

1. A meeting room, transportation, lodging, meals, and refreshments for members attending face-to-face meetings.
2. A teleconference arrangement for other meetings.
3. Meeting supplies, staff to take notes, and a timely written summary of decisions and action items.
4. Additional support at the program director's discretion for members engaged in Committee business.

Committee Evaluation and Charter Review

Periodic evaluation of an organization can lead to improvement over time. The following procedures will be followed by the Committee:

1. At the conclusion of each meeting, members will evaluate the meeting and make recommendations for improving future meetings.
2. Members will periodically evaluate the overall effectiveness of the Committee and make recommendations for improvement. Evaluation indicators may include (but not be limited to) advocacy for or on behalf of RREA, facilitation of partnerships and fundraising opportunities, identifying new opportunities, and any other activities that enhance RREA's mission and goals.
3. RREA staff may also periodically evaluate the overall performance of the Committee and make recommendations to the Committee for improvement.
4. The RREA program director, in consultation with the Committee, will review this charter periodically and revise as needed.