

# Agreement to Accept the Responsibilities and Duties Required of Policy Advisory Committee Members of WeConservePA

Adopted by the Board of Directors on September 9, 2014

This agreement was developed in the spirit of fostering an efficient and productive Policy Advisory Committee and actively engaging each and every committee member in the mission of the organization.

The board of directors charges the Policy Advisory Committee to undertake the following activities to help WeConservePA increase the pace and quality of land conservation; ensure that land conservation is lasting; improve the effectiveness and efficiency of conservation efforts; and support economic activities that responsibly use the land and discourage those that do not:

- Identify policy issues potentially appropriate for WeConservePA deliberations and actions.
- Study and discuss potential WeConservePA strategies and actions, both proactively and in response to current events.
- Consider opportunities to improve public policy at all levels of government as well as private measures that could be taken by the land conservation community
- Make recommendations to the WeConservePA board and staff on these matters, both at the invitation of the board and staff and at the committee's own initiative.

In accepting a seat on the committee, a Policy Advisory Committee member accepts the following responsibilities and duties:

1. Attend and participate in *at least* three, *preferably* all four, of the regular quarterly meetings held each year in Harrisburg—barring extraordinary circumstances.
  - Notify WeConservePA staff of the inability to attend a meeting as soon as possible.
  - Read all materials provided for discussion at a committee meeting prior to the meeting.
  - Print or bring digital versions of these materials to the meeting.
2. Endeavor to attend WeConservePA retreats, which are occasionally organized (usually every couple years) to address public and organizational policy development, as well as the annual WeConservePA Conference.
3. Act as eyes and ears for WeConservePA in one's daily business, sharing observations significant to WeConservePA's work at committee meetings or with WeConservePA staff.
4. Volunteer for or willingly accept at least one special task each year and complete it thoroughly and on time.

5. Make a financial contribution annually to WeConservePA.
6. Stay generally informed about WeConservePA and Pennsylvania land conservation matters by reviewing WeConservePA emails.
7. Understand and communicate the work of the organization to others as appropriate (keeping in mind that committee members do not officially represent the organization). Garner support from individuals and organizations that are important to the mission of the organization as the opportunity arises.
8. Promptly respond to the occasional WeConservePA email survey pertaining to policy work.
9. Get to know other committee members and build collegial working relationships that contribute to consensus.
10. Work on the committee in the interest of advancing land conservation rather than any other partisan or personal agenda.

A committee member can expect the following support:

1. Materials to be reviewed for a committee meeting will be delivered via email four to five days in advance of the meeting. (Staff generally will not have print copies at the meeting.)
2. Committee members will have access to staff to respond to questions and concerns (but NOT to review the deliberations of a missed meeting).
3. Meeting dates for the coming calendar year will be set no later than September of the current year.

A committee member can expect the following in return for their work:

1. The board of directors will strongly value the deliberations held, the information provided and the recommendations made by the committee.
2. The board of directors will greatly appreciate the contributions made by individual committee members.
3. Committee members can have satisfaction in knowing they have made a difference in protecting the Commonwealth's natural resources.

I have carefully read this document. I agree to accept the responsibilities and duties outlined here if and when appointed to the Policy Advisory Committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**You may confirm in an email your agreement to these terms rather than returning this signed form.**