

KITSAP CONSERVATION AND STEWARDSHIP COMMITTEE CHARTER

1. ACTIVITY COMMITTEE NAME

The name shall be the Kitsap Conservation and Stewardship Committee.

2. AUTHORITY

This Kitsap Conservation and Stewardship Committee Charter is adopted by authority of the Kitsap Branch Council Charter.

3. PURPOSES AND MISSION

The mission of the Kitsap Conservation and Stewardship Committee is to promote safe and enjoyable conservation and stewardship activities and education that conserves the natural world. On behalf of the Kitsap Branch of The Mountaineers, the Committee offers activities and courses in Conservation and Stewardship, oversees the Branch's Conservation and Stewardship program, and recruits, develops and supports volunteer Conservation and Stewardship leaders.

Conservation and Stewardship Committee Responsibilities

- Work to achieve the mission and goals of the Kitsap Branch and The Mountaineers organization.
- Develop a diverse, open and inclusive population of members, students, instructors and leaders.
- Conduct Conservation and Stewardship courses and seminars. This includes establishing eligibility requirements for the courses as well as their equivalency.
- Set fees for the seminars, Conservation and Stewardship courses, and course equivalencies. The Committee will recommend fees based upon organizational guidance.
- Approve or reject Conservation and Stewardship Course graduation and equivalency petitions.
- Establish leader and instructor qualifications, and maintain a current Conservation and Stewardship Leader and Instructor list.
- Ensure Conservation and Stewardship trips are led according to Conservation and Stewardship Activity Standards, including regular review of feedback
- Ensure proper maintenance and replacement of Conservation and Stewardship equipment managed by the Committee.
- Coordinate with the clubwide Safety Committee investigating Conservation and Stewardship accidents originating from trips sponsored by the Kitsap Conservation and Stewardship Committee and make recommendations or adjustments as appropriate.
- Administer Conservation and Stewardship awards and leader incentives.
- Annually review Kitsap Branch Conservation and Stewardship policies and documents.

4. MEMBERSHIP

Membership on the Kitsap Conservation and Stewardship Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation. Current Conservation and Stewardship leader status is desired but not required.

5. GOVERNANCE

The Kitsap Conservation and Stewardship Committee is composed of an Executive Committee and a minimum of three (3) At-Large Members. The Committee shall be responsible for the governance of the Activity, including but not limited to making rules and determining policy for the Activity's programs and property, managing the budget, and furthering Activity interests.

5.1. Executive Committee

The Executive Committee shall, at minimum, consist of two officers:

- Chairperson
- Vice-Chairperson

The Executive Committee may create, restructure, or dissolve sub-committees to carry out purposes of the Activity, appoint sub-committee officers and members, and delegate certain powers and duties to sub-committees.

The Kitsap Conservation and Stewardship Chairperson shall be elected by the Kitsap Branch Executive Committee. The Vice-Chairperson shall be appointed by the Chairperson.

Informally, following an election, the incoming Vice-Chairperson shall function as the Chairperson-Elect, tasked with learning the role and responsibilities of the Chairperson and serving in place of the Chairperson in their absence. If the outgoing Chairperson is willing to continue to serve on the Committee in any capacity, they shall function as the Immediate Past Chairperson, tasked with assisting the current Chairperson and Vice Chairperson in matters of governance, procedure, and best practices, as needed.

5.2. Term Conditions and Stipulations

Each Officer (elected or appointed) shall serve for a period of two (2) years, with terms ending on September 30th of the odd year. Elected officers may serve multiple terms, but not more than two (2) consecutive terms. In the event that a replacement cannot be found for the Chairperson, the Executive Committee may extend the incumbent's term for up to two (2) additional years. In the event that the incumbent does not agree to an extension then the Executive Committee may appoint any qualified individual until a replacement can be found.

5.3. Officers' Duties

Each Officer shall serve as the liaison to counterparts in other Branches, and attend meetings pertinent to the position, as well as executing any additional tasks assigned by the Chairperson. Additionally, each officer in the Executive Committee shall perform the duties as assigned.

5.3.1. Chairperson

The Chairperson shall:

- Preside at all regular Committee, Executive Committee, and special meetings.

- Confirm all sub-committee chairs.
- Be the spokesperson for the Committee.
- Oversee the operations, activities, programs, and budget of the Committee.
- Interface with the Kitsap Branch Treasurer and Program Center Staff, as necessary. Prepare annual budget.
- Provide periodic reports to the Kitsap Executive Committee.
- Oversee the financial affairs of the committee
- Prepare annual budget
- Recruit, train, and mentor new activity leaders.
- Interface with the Kitsap Branch Safety Committee, the Kitsap Branch Safety Officer, and the Safety Officers of other Activities, as necessary.

5.3.2. Vice Chairperson

The Vice Chairperson shall:

- Act in place of the Chairperson in their absence.
- Assist the Chairperson with duties of the office.

7. VOTING

Due to size constraints of the Kitsap Conservation and Stewardship Committee (i.e., 2 member minimum), items of business which are not mutually agreed upon between the Chairperson and Vice Chairperson shall be presented to the Kitsap Branch Executive Committee for discussion and vote. A simple majority vote, from a face to face meeting OR email, is required in order for this business to be adopted.

8. BUDGET SIGNATURE AUTHORITY

The Chairperson shall have the authority to commit/disburse budgeted funds. Once the budget limit has been reached then any and all additional requests must be brought before the Branch Treasurer. All disbursements must be submitted for approval by the Branch Treasurer or Branch Chair.

10. MEETINGS

Regular meetings of the Committee shall be held annually, or more frequently. Regular meetings and a proposed agenda shall be announced in advance.

11. REMOVAL OF MEMBERS

No Committee Member shall be removed from the Committee except for good cause. The process of removal may be initiated upon a two-thirds vote of the Kitsap Branch Executive Committee. An Activity Member may be removed from the Activity roster in accordance with the policies and procedures then in place for the removal of volunteers by The Mountaineers and/or the Kitsap Branch Council.

12. AMENDING THE ACTIVITY CHARTER

Amendments to this Activity Charter may be proposed by petition by any Committee Member or Activity Member. A two-thirds vote of the Committee is required to enact an amendment.

Amendment History:

The Activity Charter was first approved by a verbal vote of the Executive Committee on January 2021.

The Activity Charter was first approved following review and consent of the Kitsap Executive Committee Branch Chair on March, 2021.