

**ORGANIZATIONAL GUIDELINES FOR THE
MIDWEST ASSOCIATION OF FISH AND WILDLIFE AGENCIES
WILDLIFE ACTION PLAN TECHNICAL WORKING COMMITTEE**

Mission: Advance wildlife and fish conservation in the member states of the Midwest Association of Fish and Wildlife Agencies (MAFWA) by providing a forum to facilitate program priorities and common objectives identified in the Wildlife Action Plans, activity that will result in coordinated conservation actions and recommendations to MAFWA on wildlife and fish diversity from the member states.

Objectives:

1. Provide a forum for the discussion of organizational structure, policy, delivery systems and effectiveness of member states programs that are designed to improve wildlife diversity and to address the needs of species of greatest conservation need (SGCN) as identified in their State Wildlife Action Plan.
2. Define common priorities, develop coordinated programs and projects, and seek multi-state grants to solve problems that are impacting SGCN in member states as identified in their State Wildlife Action Plan.
3. Stimulate an exchange of information among member states on legislation, administrative rules, program implementation, education, funding and research related to wildlife diversity and State Wildlife Action Plans.
4. Ensure coordination and cooperation among member states and federal agencies in dealing with programs to improve the status of SGCN.
5. Work closely with the AFWA's Teaming With Wildlife Committee, other regional committees, institutions, organizations and groups working to implement State Wildlife Action Plans.
6. Stay up-to-date on issues that impact SGCN population and habitat status and inform/advise the Midwest Association of Fish and Wildlife Agency directors on pertinent issues and solutions.

Membership: The membership of the MAFWA Wildlife Action Plan Implementation Technical Working Committee (WAPTWC) is open to member states, provinces federal agencies, agricultural and conservation organizations. Private citizens and other individuals may be invited to attend Working Group meetings. The Technical Committee will develop protocols for participation, representation and voting.

Officers: The members of the Technical Working Committee shall select a Chair. The Chair shall be an employee of a member state agency. The Chair and his/her member agency shall provide clerical support needed for conducting committee business and shall maintain a file of all minutes of committee meetings, correspondence and other items as necessary. The Chair's responsibility shall include, but not be limited to, organizing a minimum of one WAPWG meeting per year, maintaining WAPTWC files, preparing necessary correspondence and preparing a report of all WAPWG activities for submission to the MAFWA Executive Committee. The WAPTWC shall appoint a vice-Chair. The duties of the Vice-Chair will be to assist the Chair as required, assume the duties of the Chair in the event that the Chair is unable to perform those duties, and to succeed the chair when

her/his term is over.

Sub-Committees: Ad-hoc Sub-committees may be appointed by the Chair to investigate and report on specific issues. Sub-Committees will be appointed by the Chair upon review of requests from members or MAFWA for specific Committee action.

Meetings: The MAFWA WAPTWC will meet at least once per year. The meeting may be held in any member state or in conjunction with other regional or national meetings that are timely or to reduce travel costs. The schedule and duration of each meeting will be determined by the Chair after consultation with other members of the Working Group. Notice of meeting dates and locations will be made available to members far enough in advance to enable them to secure out-of-state travel authorization for attendance.

Meeting Agenda: The program will be organized to permit adequate time for discussion of agenda items. Each Technical Working Committee meeting should include a short (10-minute) report from each state on the status of action plan implementation in that state. Other topics on the agenda will reflect the current issues related to action plan implementation and progress toward meeting the objectives of the Working Committee. The Chair may request special reports from states and individuals on current topics. State and special reports will also be submitted in written format to permit the forwarding of them to agency directors, maintenance of proper files and provision of reports to other appropriate persons. Guest speakers may be invited to Working Committee meetings to make presentations on topics of interest. Short field trips may be arranged in conjunction with the meetings.

Attendance: To enhance an atmosphere of participation and exchange of ideas, attendance from all member states and provinces is strongly encouraged.

Business Meeting: A formal WAPTWC business meeting will be held in conjunction with any Working Committee meeting. The business meeting will discuss and determine specific recommendations to MAFWA. Recommendations to MAFWA must represent the majority view of member states/provinces.

- A. ***Report:*** Following any WAPTWC meeting, the Chair will prepare a report for MAFWA. The Chair will also send a copy of the report to all members of the Working Committee. WAPTWC members should brief their own administration immediately following the Working Committee meeting. The report shall contain a summary of the information presented at the Working Committee meeting, items covered in the business meeting, any recommendations from the Working Committee, appropriate handouts obtained at the meeting and names and address of all attendees. This report shall be submitted electronically to the President and the Recording Secretary of MAFWA 30 days in advance of the annual meeting of MAFWA.