

Cape Fear Arch Conservation Collaboration Executive Committee

Charter
Approved August 2011

Purpose

The Arch's Executive Committee ("committee") represents the 27 signatories of the Cape Fear Arch Conservation Collaboration's Memorandum of Understanding. The committee administers the workings of the collaborative and the protocols that were developed and agreed upon in May 2008. The committee, in conjunction with relevant working groups, directs the development and implementation of the Arch's community conservation vision.

Role

The committee serves as a clearinghouse for information and ideas from the Arch's signatories on the direction of the collaborative. The committee is a decision-making entity that forwards its recommendations on specific initiatives (i.e. website, etc.) to the full Arch for approval. The committee focuses on topics and decisions that are strategic in nature. Decisions are made by consensus. In cases where a short-term opportunity cannot be considered by the whole committee, a sub group will make a decision, and all committee members will be informed of this in advance. A committee chair will be appointed by the committee. The chair will be responsible for facilitating quarterly committee meetings and communicating the committee's actions to the full Arch meetings on a quarterly basis.

Duration

The committee is a long-term working group, with individual members rotating on a staggered biennial cycle.

Membership

Membership in the committee consists of 5-7 Arch MOU signatories who are willing and able to manage the collaboration's administrative functions. New members can be nominated by an Arch signatory and begin their service with the calendar year. The process should be staggered, so that new additions join the committee with members in the second year of their term for consistency sake. If members wish to renew their term, they may do so.

Time Commitment

The committee meets on a quarterly basis, usually preceding a Cape Fear Arch meeting and generally via telephone. Additional time will be required for individuals performing the task of committee chair, those coordinating quarterly meetings and those accepting special tasks.

Individual Expectations

- Represent Arch MOU signatories in setting the general direction of the collaborative as well conducting the administrative duties.
- Contribute to the development and implementation of the committee's annual work plan.
- Develop committee agenda items in coordination with committee chair.
- Add to discussion and decisions on issues before the committee.
- Participate in quarterly conference calls and attend quarterly meetings

