Heritage Fund Advisory Committee Charter

REVISED and APPROVED on 6/25/09

Purpose

The purpose of this committee is to increase opportunities for public involvement in the Department's Heritage Fund programs.

This committee may provide recommendations and advice for Commission consideration, as well as, establish another forum for the Commission and the Department to communicate to the public on accomplishments or issues associated with Heritage Fund programs.

1. The Department shall provide a Heritage Program orientation packet to committee members.

2. The public communications forum may include Heritage Program presentations to clubs, not-for-profit groups, Chambers of Commerce, Local governments, natural resource agencies and school boards or other educational organizations. Such presentations may involve committee representatives and department staff using Heritage Program resource materials.

3. Committee members are encouraged to participate in Department sponsored Heritage Grant workshops within their respective region of the state.

4. The committee Chair, after consulting with the Director, may appoint one or two committee members to each Heritage Grant Scoring Committee.

This Charter has been approved by the Arizona Game and Fish Commission; any changes or amendments to this Charter must be approved by the Commission.

Procedures

A. Membership

1. The advisory committee is made up of 15 members plus one Commissioner. Committee members will serve three year terms. The membership shall include two members representing each region, two members representing a statewide perspective, one member representing a national perspective, and one active commissioner. The Department shall be responsible for developing member recommendations for Commission consideration in appointment to the committee.

2. Each Department Regional Office shall submit a minimum of three nominations for consideration. The nomination process shall insure opportunities for committee representation to include private citizens, groups, clubs, not-for-profit organizations, natural resource agency representatives, Chambers of Commerce, Education, and other resource users, who are interested in serving on the committee. Director's staff shall submit nominations for the two members representing a statewide perspective, and one

member representing the national perspective. In addition, individual and groups may submit themselves for nomination directly to the department. The Director shall forward two names for each vacant position to the Commission for final selection. Final selections will be made during the appropriate Commission meeting during public session.

3. The emphasis of the Committee is on outreach and communication regarding all Heritage Fund programs; therefore, there shall be no more than one representative from any organization or agency. The department shall strive to insure broad based representation in developing its membership recommendations to the Commission.

4. Individual representatives on the advisory committee shall pay their own travel costs associated with meetings.

B. Meetings

1. All meetings shall be in accordance with the Arizona Open meeting Law, A.R.S. 38-431 et seq. Meeting shall be conducted in accordance with parliamentary procedure. Written or recorded minutes will be kept for committee meetings.

2. The Commissioner shall be the Chair of the committee and a Vice-Chair shall be elected by the committee at its first meeting annually. The Chair shall be responsible for the conduct of the meeting and the development of the agenda, in consultation with the department. The Vice-Chair shall act as Chair in the event the Chair is unavailable.

3. The Department shall be responsible for arranging and publicizing a meeting location and assisting in the development and distribution of the agenda. The Department shall also provide administrative support for the purpose of recording and distribution of committee meeting minutes.

4. Draft minutes shall be circulated to all committee members within 60 days following each meeting and shall be considered for approval at the next official meeting of the committee. Copies of approved minutes shall be sent to all committee members and to members of the Game and Fish Commission.

5. At the discretion of the Chair, a minimum of two meetings per year will be conducted.

6. Every effort shall be made to invite and accommodate as many members of the public as possible. Each meeting shall be accessible to persons with disabilities in accordance with The American with Disabilities Act of 1990, 42 USC sec 12101.

7. Each meeting shall end with an opportunity for the Committee members and public to ask questions of Department staff, submit ideas or requests for the next meeting agenda and make suggestions and/or recommendations to be brought to the attention of the Department or Commission. The Chair shall provide the recommendations to the Commission at a regularly scheduled public Commission Meeting.