

# Chapter Conservation Coordinator

The Chapter Conservation Coordinator performs a variety of tasks aimed at managing a committee of dedicated individuals to strategize, plan and implement effective mission related to conservation efforts in conjunction with staff and council leaders. The primary task of the coordinator is to organize the committee, communicate committee efforts and events to the board and council as well as facilitate a partnership with applicable Trout Unlimited (TU) staff.

The Conservation Coordinator will lead an organized and active team to implement year-round, mission related conservation activities to support priority waters in alignment with TU staff. The coordinator must be aware of TU's (TU) mission, vision, research, [strategic plan](#) and [National Conservation Agenda](#) to help guide efforts.

The coordinator may also work to identify conservation issues in their chapter area with the council and TU staff in order to develop a plan of action. Actions may consist of river clean-ups, tree plantings, fish rescues, relationship building through site tours with key elected officials, facilitating new types of hands-on restoration, promoting conservation email action alerts to the community, and more. Conservation and science resources can be found in the [TU Tacklebox](#).

## Key Responsibilities

The coordinator must be a current TU member who will ensure that the following responsibilities are completed (personally or by delegation):

- Organize a committee to identify local conservation issues and to create an action plan in partnership with the council and staff
- Review the [TU Leadership Manual](#) to be aware of advocacy limitations as well as TU's mission, [strategic plan](#) and [National Conservation Agenda](#) to guide committee efforts.
- Plan and implement year-round, conservation-related activities to support local priorities in alignment with the council and staff
- Attend meetings to stay abreast of conservation issues
  - The coordinator may attend council and staff organized meetings in addition to meetings outside of TU
  - Look for Watershed Associations, Land Trusts and other local conservation-based organizations that you can work with on projects
- Assist with committee recruitment, coordinate a welcoming orientation for new committee members and provide continued support for committee members
- Retain records of important committee efforts. These documents may include:
  - Committee roster
  - Training materials
  - Agendas and minutes
  - Position descriptions with task calendar

- Act as the communication conduit to keep the board, the council and staff abreast of upcoming activities
- May play a role in administration and updating of social media, website, newsletters, and other communications vehicles. These duties may also be assigned to an event or advocacy coordinator, webmaster, or other board position.

## **Elected By/ Reports To**

**Board of Directors/Board Chairperson, TU Government Affairs staff**

## **Term Length**

**Per by-laws**

## **Time Commitment**

Approximately 10 hours a month with a potential increase in hours to attend pertinent meetings & field time. Additional time required for committee work and other board commitments.

## **Budget Support**

**Limited**

## **Task Calendar**

January

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Work with council, staff, and other orgs to create a calendar of yearly conservation projects
- Reach out to Game & Fish or DNR depts to determine what projects you can assist with
- Communicate with the council and staff (prepare schedule for board review, attend board meeting, etc.)

February

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Review position documents and update as needed (legacy documents)
- Provide committee content to Communications, Advocacy & Events Committees

March-August

- Organize and schedule committee meetings to plan for upcoming legislative session
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc.)
- Encourage committee members to recruit potential committee members

- Provide committee content to Communications, Advocacy & Events Committees
- Execute actionable conservation items

#### September

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff

#### October

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Provide committee content to Communications Committee

#### November

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff
- Confirm committee volunteer hours with treasurer for Annual Financial Report
- Review position documents and update as needed (legacy documents)
- Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc.)

#### December

- Organize and schedule committee meetings
- Circulate meeting agenda with previous meeting minutes
- Communicate with the council and staff