

**Midwest Regional Working Group of
Partners in Amphibian and Reptile Conservation (PARC)
Advisory Board Guidelines
*Last updated: October 2022***

Vision: MWPARC envisions a Midwest region where all native amphibian and reptile species, and their habitats, are conserved and sustainably managed

Mission: MWPARC fosters data-driven conservation of native amphibians, reptiles, and their habitats through inclusive education, research, networking, and collaboration at the regional level

I. Purpose

The purpose of the Advisory Board is to provide advice, guidance, support and advocacy for the Midwest Regional Working Group of Partners in Amphibian and Reptile Conservation (MWPARC) and promote amphibian and reptile conservation throughout the Midwest. The Board's role is to advise the two elected co-chairs of MWPARC and actively contribute to the activities and functions of MWPARC. The Board also serves as an advocacy group and assists in promoting a positive image and good relations for PARC with their colleagues, locally, and throughout the Midwest. The document describes the expectations for Advisory Board members and is updated periodically to ensure they are relevant to the needs of MWPARC.

II. Roles and Responsibilities

The Board provides guidance and advice to the two co-chairs in matters relating to MWPARC activities, communications, and products. Additionally, members of the Board agree to:

- Ensure activities and engagement align with our Mission and Vision
- Participate in and contribute to the activities of and creation of products for MWPARC (see addendum) as detailed in the MWPARC 5 Year Plan;
- Communicate to the co-chairs emerging issues and activities related to amphibian and reptile conservation;
- Advocate for MWPARC (e.g., communicate with colleagues the activities of MWPARC);
- Identify and recruit additional partners and potential Board members (see membership) to help fulfill the mission of MWPARC;

III. Expectations for Participation

MWPARC is sustained by the active participation of all Board members. If a Board member does not meet the minimum expectations outlined below then they may not be eligible for re-election at the end of their term (see Section V: Terms and Elections). Decisions regarding re-election are at the discretion of the co-chairs. Board members should anticipate spending an average of 2-4 hours per month on MWPARC activities.

- Monthly conference calls will be the main method of participation. Members are expected to attend at least 8 calls a year.
- Members, based on their experience and expertise, are expected to actively provide advice and feedback to co-chairs by:

- o Engaging in discussions during monthly calls
- o Responding to emails
- Members are expected to attend the annual conference and participate in a meeting of the Advisory Board.
- Members are expected to contribute to the activities and products of MWPARC.

Acknowledging that MWPARC is volunteer-run, Board members are not expected to contribute to all activities, all year. However, members are expected to contribute as their expertise and time allow. See addendum for list of potential ways to contribute.

IV. Membership

The Advisory Board shall consist of up to 12 regular members plus a representative for each state chapter. Currently, there are three recognized state chapters within MWPARC: Michigan, Ohio, and Wisconsin. Therefore, the Advisory Board of MWPARC, as of 2022, may have up to 15 members (not including two co-chairs). Two at-large members may be appointed by the co-chairs for a specific task and serve on the Advisory Board. Inclusion and equity are part of [PARC's Core Values and vision](#) for herpetofaunal conservation and should be considered when recommending nominees to the Advisory Board.

Regular Board members represent the following categories or organizations, states, or agencies:

1. Immediate-past co-chair
2. Western states: North Dakota, South Dakota, Nebraska, or Kansas;
3. Central states: Iowa, Missouri, Illinois, or, Minnesota;
4. Northeastern states: Indiana, Wisconsin, Michigan, or Ohio;
5. State wildlife agency;
6. Federal wildlife or natural resource agency;
7. Tribal Government/Agencies
8. NGO;
9. Zoo or museum;
10. Education/research institution
11. Industry (forestry, pet trade, energy, etc.)
12. Consultants
13. Hobbyist

If possible, the Advisory Board should include at least one member from each of these categories. Individuals may fulfill more than one of the above categories. For instance, an immediate past co-chair, who also lives in Indiana, and is a professor/researcher would fulfill three categories (1, 3, and 10).

V. Terms and Elections (Starting in January 2022)

Regular Members: Advisory Board members shall serve a term of two years, beginning in January of the calendar year after they are elected and ending in December two years later. Terms shall be staggered so that one-half of the Board seats are open for nominations each year. Vacancies on the Board caused by resignation may be filled at the discretion of the co-chairs.

Nominations for the Board shall be solicited from the MWPARC community at the annual meeting each year by the current senior co-chair. The solicitation will highlight the priority categories to be filled in any given election to encourage the diversity of board membership described above. Nominations will be solicited via email to the listserv, announcements on MWPARC social media, and suggestions from MWPARC members. Prior to being slated, an individual must agree to accept the position if elected. There is no limit to the number of terms an individual may serve. Once a slate of candidates is selected, the current senior co-chair will conduct an online, anonymous vote to fill the open positions. The vote will take place in early November and will be announced via the MWPARC email listserv and MWPARC social media. The senior co-chair will announce the results of the election by mid-November. Newly elected members are invited to attend the December conference call before the official start of their term to facilitate a smooth transition.

Representatives for State Chapters: Advisory Board members representing state chapters are not elected each year by the MWPARC community. Instead, they are selected by the co-chairs of that chapter. The representative does not have to be a chair/co-chair for the chapter.

Co-Chairs: MWPARC co-chairs are elected from the current Advisory Board. In July, the current senior co-chair will solicit nominations (including self-nominations) from the current Advisory Board membership for the incoming junior co-chair. The current Advisory Board members will vote at the annual meeting for the candidates for junior co-chair. In the event that no current Board members are (self) nominated, the position of junior co-chair will be open to the MWPARC community. In this instance, voting for junior co-chair will be incorporated into the general Advisory Board election held in November.

Addendum of MWPARC Activities and Products

Board Members are expected to participate in some of the following activities each year in addition to meeting the minimum expectations described elsewhere in this document. By engaging with MWPARC, Board members will contribute to an inviting and active organization with the capacity for continued growth. The list below provides examples of potential contributions but it is not an exhaustive list.

- Contribute to Committees, Task Teams, and Internal Working Groups. Board members are encouraged to lead or actively participate in committees, task teams and working groups. Standing Committees, Task Teams, and Internal Working Groups include:
 - Annual MWPARC Conference Committee—help co-chairs find a venue, compile abstracts, invite keynote and workshop speakers, create the program, etc.
 - Communication and Outreach Task Team—edit monthly newsletter, manage social media network, compile contributions for distribution.
 - Species Specific Task Team—attend task team meetings, contribute to task team deliverables such as educational pamphlets, best management practice (BMP) documents, and conservation action plans (CAP)
 - Participate in short-term internal working groups (e.g., editing advisory board guidelines) to tackle issues as they emerge
- Organize symposia at other conferences
- Personally invite speakers to present at MWPARC conferences and symposia
- Represent MWPARC at conferences and events. This could include hosting a physical or virtual table, discussion group or networking session, etc.
- Judge student submissions for grants and awards
- Contact chairs and editors for local organizations to advertise MWPARC products and events

Advisory Board Members Term End Dates

Regular Members

*Jeff Briggler (MO)	December 2022
Daren Riedle (KS)	December 2022
Jen Moore (MI)	December 2022
Jen Lamb (MN)	December 2022
*Nate Engbrecht (IN)	December 2022
*Ryan Wagner (OH)	December 2022
*Jen Buchanan (KS)	December 2022
Dexter Mardis (KS)	December 2023
Drew Davis (SD)	December 2023
Michael Lannoo (IL)	December 2023
Brock Streucker (IA)	December 2023
Dreux Watermolen (WI)	December 2023

*Members who are not running for re-election. Last meeting in December 2022.

State Chapter Representatives

Gary Casper (WI)
(MI)

*Megan Seymour (OH)

Co-Chairs

Melissa Youngquist (IL)	December 2022 (Advisory board until 2023)
Travis Kurtz (MI)	December 2023 (Advisory board until 2024)