



Midwest Regional Working Group of Partners in Amphibian and Reptile Conservation (PARC) Co-Chair Roles and Responsibilities

Last updated: July 2024

MWPARC is managed by two co-chair positions, each serving a two-year term. The co-chairs are responsible for the items listed below. Some of these are managed by the co-chairs together, whereas others are recommended for the senior co-chair or junior co-chair, specifically. These are *recommendations* for how to divide responsibilities, but co-chairs should discuss their individual strengths, goals, and needs.

- **Leading the MWPARC advisory board**, which includes
 - Setting the agenda for the year
 - Setting the agenda for each monthly meeting
 - Recording and sharing notes for each monthly meeting (Junior Co-chair)
 - Communicating with board members as a group and on an individual basis regarding MWPARC business
 - Soliciting nominations and conducting elections for the following year's incoming co-chair and new advisory board members (Senior Co-chair)
 - Assisting in the preparation and growth of the junior co-chair to transition into the lead co-chair role (Senior Co-Chair)

- **Ensuring MWPARC activities are executed in a timely and effective manner.**
This includes
 - Leading the sub-committee that organizes the annual MWPARC meeting (Senior Co-Chair)
 - Leading the sub-committee that organizes, advertizes, and awards the annual student travel grants
 - Facilitating MWPARC representation at local and regional conferences and events
 - Communicating with the Outreach and Communications Task Team and Webmaster to ensure MWPARC business is shared across all platforms
 - Maintaining and initiating revisions of existing organizational documents, such as this document and the Advisory Board Roles and Responsibilities

Document. Documents should be reviewed and discussed by the full Advisory Board if changes are needed.

- **Communicating with task teams and facilitating their activities as needed**
- **Serving as voting members of National PARC's Joint National Steering Committee (JNSC)**, which includes
 - Attending monthly JNSC meetings (at least one co-chair should be present)
 - Reporting regional activities and project progress to the JNSC
 - Voicing concerns or priorities of the MWPARC Advisory Board and members at JNSC meetings
 - Reporting National PARC activities and project progress back to MWPARC Advisory Board and members, when appropriate
- **Maintaining an organized and transparent budget for MWPARC activities (Senior Co-chair)**. If a Treasurer has been identified, then the activities below would be led by the Treasurer and the Co-chairs would serve a supporting role.
 - Communicating with Amphibian and Reptile Conservancy (ARC) about all financial matters such as
 - Awards
 - Contracts
 - Purchases
 - Organizing budget documents such that they are easily accessible to both co-chairs and to future co-chairs (in official Google Drive accounts)
- **Facilitating communication between the general public and the appropriate experts**. This may include connecting the public to members of the Advisory Board, or to others.
 - Responding to questions received through the website (parcmidwest@gmail.com account)
 - Connecting inquiring parties with herpetologists or other professionals who can answer their questions