

**SOUTHEASTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES
HUNTING, FISHING AND WILDLIFE RECREATION PARTICIPATION COMMITTEE
(est. 2010)**

**OPERATIONAL GUIDELINES
(revised January 2017)**

BACKGROUND

The Directors of the Southeastern Association of Fish and Wildlife Agencies (SEAFWA) took action during their 2010 spring meeting in Lexington, Kentucky to modify the SEAFWA committee structure. This modification set the stage for development of a Technical Committee entitled Hunting, Fishing and Wildlife Recreation Participation (HFWRP) Committee. The SEAFWA Directors scheduled a meeting at the SEAFWA 2010 Conference in Biloxi, Mississippi designed to allow staff the opportunity to develop the Committee's charge and begin establishing the process by which it would function. The purpose of this Committee is to provide leadership and support that will facilitate the implementation of advancements in hunting, fishing, and wildlife-recreation participation throughout the SEAFWA member states. In an effort to effectively implement this new charge and committee structure, the following Operational Guidelines for the HFWRP Committee have been established and revised in conformity with guidance provided by the directors through the "Committee Structure and Guidelines" document.

MISSION

The HFWRP Committee was established to further SEAFWA's interest in promoting participation in the lifelong pursuits of hunting, fishing, recreational shooting and other wildlife-associated outdoor recreational activities by: serving as a clearing house for information regarding recruitment and retention efforts undertaken by member states; evaluating the effectiveness of these recruitment and retention efforts; providing recommendations to SEAFWA member states for directing agency resources toward applied research, programs and practices that serve to accomplish successful recruitment and retention efforts; providing opportunities for Committee members to collaborate and exchange information on matters relating to recruitment and retention within the SEAFWA region.

CHARGES

1. Inventory and assess state and national strategies for recruitment and retention of hunters, anglers, recreational shooters and other wildlife-related recreation participants.
- 2) Develop additional strategies for recruitment and retention of hunters, anglers, recreational shooters and other wildlife-related recreation participants.
- 3) Identify effective approaches for implementing these recruitment and retention strategies.

- 4) Recommend necessary actions designed to track and enhance the effectiveness of these recruitment and retention strategies.
- 5) Provide counsel to the SEAFWA Directors on recruitment and retention issues and accomplish other tasks as assigned by the Directors.
- 6) Provide an opportunity to exchange ideas, methods and approaches designed to effectively address recruitment and retention challenges and opportunities within the SEAFWA region.

MEMBERSHIP

- 1) Members of the HFWRP Committee shall be the individual(s), recommended by the state directors and appointed by the President of SEAFWA, representing each respective state fish and wildlife agency within the Southeastern Association of Fish and Wildlife Agencies. Each state shall be entitled to one voting member.
- 2) HFWRP Committee members may designate one person to serve as an alternate on their behalf at any HFWRP Committee meeting they are unable to attend. Authorized designees shall be fully entitled to represent an absent member in all matters.
- 3) Non-voting affiliate members may be representatives from the U.S. Fish and Wildlife Service, Region 4, Wildlife and Sport Fish Restoration Office (Federal Aid), Southeast Regional Office of the Wildlife Management Institute, and the Southeastern Section of The Wildlife Society. By a formal vote of the HFWRP Committee, other affiliate members may be recommended to the SEAFWA Directors for appointment.
- 4) The HFWRP Committee may conduct its business through various ad-hoc subcommittees appointed by the Chair. Ad-hoc subcommittees may be formed to address specific issues brought to the Committee's attention and may include, but not be limited to, licensing, laws and regulations, research and surveys, hunter education and data management. Subcommittees will be chaired by a member of the HFWRP Committee but may comprise non-member individuals with specific skills or knowledge and work for member states, as well as non-voting affiliate members.

Duties of Committee Chair

The Committee Chair shall be responsible for:

Scheduling committee meetings and preparation of agendas, including notification to committee members, the Executive Secretary and others as appropriate;

Making arrangements for accommodations where committee meetings are to be held, including

with the host of the SEAFWA Annual Conference and the Spring Directors' Meeting if committee meetings are to be held at these venues;

Conducting committee meetings in a manner to best accomplish the charge of the committee. Chairs have great discretion in running meetings but must insure procedures and rules sufficient to properly address the issues and matters being considered and the soundness of committee recommendations. Chairs should also insure that committee members have seating priority at the meeting table;

Providing written and verbal reports of committee meetings and recommendations to the SEAFWA Directors, Executive Secretary and others as appropriate. Written reports shall follow a report outline as attached and made a part of these guidelines. Reports shall be submitted within forty five (45) days from the date of the fall meeting and include a current listing of committee members and interested participants and their contact information, a recommendation for committee chair and a list of current and active members.

Determining if verbal reports are to be presented to the Directors at their scheduled meetings. Verbal reports should be made when committee recommendations require time-sensitive actions by the Directors; when direction or instruction from the Directors is desirable or required for the committee to address certain issues or matters; or when the committee feels that certain issues or matters are sufficiently important or urgent to advise the Directors personally at their meeting;

Determining, between meetings of the Directors, if issues or matters within the purview of their committee are of sufficient importance or urgency to bring to the attention of the President or Executive Committee;

Coordinating committee issues, actions and recommendations with the other SEAFWA committees which have overlapping responsibilities or mutual interests;

Making recommendations to the President for appointment of Committee Chair;

Design and implement a leadership continuity plan by providing for and development of potential committee chairs among respective committee members. Plan implementation may be facilitated through a combination of work assignments, leadership appointments and delegation of responsibilities so as to adequately provide a continuity of quality leadership in the absence of existing chair.

Maintaining files and other documents of historical or other significance to the committee and forwarding to succeeding chairs;

Selecting a designee to assume the duties of the Chair when the appointed Chair is temporarily unable or unavailable to carry out such duties;

Other functions as may be necessary, including communicating periodically with an assigned Director-liaison (if applicable) to fulfill the duties and responsibilities of the committee.

MEETINGS

The annual fall meeting of the HFWRP Committee shall be held in conjunction with the Annual SEAFWA Conference, or in the event that the Conference is not held, at a time and place determined by the Executive Committee. The HFWRP Committee chair shall attend the meeting of committee chairs called by the Executive Secretary each year at the Annual SEAFWA Conference.

A spring meeting of the HFWRP Committee may be held each year typically in April and preferably prior to the Directors' spring meeting to conduct HFWRP Committee business. A determination shall be made at the annual fall meeting regarding the member that will host the spring meeting, if applicable.

Special meetings of the members may be held at any time with ten (10) days advance notice, upon call of the Chair.

A member of the HFWRP Committee may participate in a meeting by means of conference telephone or other electronic communications equipment. Such participation shall constitute presence at the meeting.