



## California Association of Resource Conservation Districts Forestry Committee Charter

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**Mission:** The mission of the California Association of Resource Conservation Districts (CARCD) Forestry Committee is to provide expertise, advice and support to conserve, restore and sustain the health, diversity and productivity of California’s forested landscapes.

**History:** The CARCD Board of Directors has sponsored a forestry committee for several decades to provide expertise, advice and support to private landowners and partners. Formerly known as the CARCD Forestry and Fuels Committee, the CARCD Forestry Committee, renamed in November 2017, served a secondary purpose as the co-lead with the California Department of Forestry and Fire Protection (CAL FIRE) of the State Forest Stewardship Coordinating Committee (FSCC) from 1998 to mid-2017. As of June 2017, the CARCD Forestry Committee relinquished its co-lead responsibility associated with the FSCC but remains an appointed and active member of the FSCC. The change was made to streamline functions, clarify requirements and improve operations of each separate committee.

**Role:** The CARCD Forestry Committee (Committee) serves as an advisory body to the CARCD Board of Directors, to California’s Resource Conservation Districts (RCDs) and to the USDA Natural Resources Conservation Service (NRCS) to address statewide forestry issues and opportunities.

**Responsibilities:** As authorized by the CARCD Board of Directors, the Committee’s primary responsibilities are to:

- Provide:
  - Recommendations and assistance to the CARCD Board of Directors concerning priority forestry issues and geographies for focused program delivery and to encourage landscape stewardship;
  - Recommendations and assistance to the NRCS concerning forest landowner financial assistance programs; and,
  - Recommendations and assistance concerning the implementation and updating of the State Forest Action Plan.

- Collaborate, consult, coordinate and participate with the FSCC, federal agencies and organizations that address State, Federal and private forestry issues, including providing recommendations and assistance to the FSCC concerning the Forest Stewardship and Legacy Programs.
- Build the strength of RCDs in forestry and provide necessary support.
- Serve as a network for communication regarding important forestry topics among RCDs, forestry agencies, organizations, communities and others.
- Increase forest landowner and public awareness of emerging issues affecting California's forested landscapes.
- Provide review of regular CARCD resolutions pursuant to Article X of the CARCD Bylaws.

**Membership:** The Forestry Committee is open to participation by all interested parties, including RCD board members and staff, partners, government agencies, farmers, ranchers, forestry consultants, natural resource specialists and independent citizens. Broad participation is welcomed and encouraged; however, to the extent possible, the committee shall be composed of representatives from:

- An appointed member from each CARCD Regional RCD,
- Up to three RCD members-at-large, and
- Any workable number of Agency partners.

Representatives from the following categories are encouraged to participate as committee members or agency representatives to provide technical expertise or pertinent information, though Agency/organization restrictions may be placed on the level of their participation:

- Natural Resources Conservation Service,
- US Forest Service,
- CAL FIRE,
- California Department of Fish and Wildlife (CDFW),
- University of California Cooperative Extension Service,
- Registered Professional Foresters/Consulting foresters,
- Private forest landowners,

- Conservation or environmental organizations, and
- Forest products industry.

Committee membership and participation shall be solicited by the CARCD Board of Directors through a general announcement on the CARCD webpage (<http://www.carcd.org/home0.aspx>), announcement to the Regional RCD Chairs, Listserv announcement and written or oral invitation. Recommendation of Committee members shall be made by the CARCD Board of Directors and Committee Chairs. The CARCD President shall make committee member appointments. Appointments shall be for a 3-year term with the initial members serving staggered terms as determined by the President and made at the first board meeting in the appropriate calendar year. The President may reappoint members for consecutive terms.

While broad participation is encouraged, if any member is disruptive, interferes with Committee productivity or does not regularly participate, the Chairs can remove that member after consultation with the CARCD President. Otherwise, resignation from the Committee should occur through written notice by the member to the Committee Chairs.

**Structure:** The Forestry Committee shall be led by a Chair and Vice Chair. The Chair and Vice Chair shall be from a CARCD Member District and at least one of these positions, to the extent possible, should be a CARCD board member. The Chair shall:

- Provide leadership to the committee,
- Represent the committee, as needed,
- Participate on the FSCC,
- Facilitate productive conversations and Committee progress,
- Make subcommittee assignments,
- Schedule meetings,
- Provide meeting minutes on the Forestry Committee website (<http://www.carcd.org/forestry0.aspx>) and written or oral Committee reports to the CARCD Board of Directors.

CARCD will provide staff support wherever possible.

*Chair Selection* – The Chair and Vice Chair will be recommended by the CARCD Board of Directors and appointed by the President every three years. Applications will be sought from the CARCD Board and membership. The Board will recommend the Chairs at the first regular Board meeting of the calendar year. The President, following recommendation of the Board, has the right to appoint or recruit the Chairs or to leave the seat open for an indefinite period of time. Because the Committee will be critical to the functioning and messaging of CARCD, if deemed necessary, the President can remove the Committee Chair or Vice Chair.

*Steering Committee* – If Committee membership grows larger than 10 voting members, a Steering Committee of five members may be established. The Chairs will be members of the Steering Committee and will select the remaining membership.

*Voting* – All appointed committee members shall be eligible to serve as voting members of the Committee, unless restrictions placed on a member’s participation prohibit their eligibility as voting members. State and federal agency members shall be non-voting members and cannot vote. A quorum for voting purposes shall be a simple majority of voting members present.

**Meetings:** The Forestry Committee meets in-person at least once annually at the CARCD annual conference, which is typically held in November. The November in-person meeting will, among other items, focus on evaluating and updating the Committee’s strategic plan, goals and actions (work plan). Additional in-person meetings may occur quarterly in conjunction with the FSCC in-person meetings to be responsive to joint topics and actions of/for the FSCC.

The Forestry Committee holds joint teleconference calls with the FSCC in the months prior to FSCC in-person meetings and as otherwise needed. The calls cover both CARCD Forestry Committee and FSCC business. Teleconference calls typically occur on the second Tuesday of the selected month from 8 – 9:00 am. Video teleconferencing, webinar or other platform may also be utilized.

All meeting notes will be posted on the CARCD Forestry Committee webpage:  
<http://www.carcd.org/forestry0.aspx>

**Annual Work Plan:** The Committee shall establish an Annual Work Plan specifying its focus areas and work activities for the coming fiscal year (January - December).

### **Reports & Communications:**

**Reports:** A written or oral report on Committee activities will be provided at each CARCD Board of Directors meeting. An annual report will be prepared and reported to the CARCD delegates at the annual conference reflecting the Committee’s activities and accomplishments. Other reports will be provided as requested by CARCD or when directed by the Chairs.

**Communication with Decision Makers:** Communications will be coordinated with the ongoing advocacy and partnership efforts of CARCD. In order to ensure continuity of message, the message, delivery mechanism and person carrying communication to decision makers on behalf of CARCD or the Committee will be approved by the Executive Director of the CARCD Board at the recommendation of the Committee’s Chairs. To increase influence and bring

messaging together, letters going to a public official on behalf of the Committee will be signed by both the CARCD Board President and the Chair.

The CARCD Executive Director will take the lead in any meetings and/or phone calls with public officials and partners on behalf of CARCD or the Committee with the Committee as support, unless agreed otherwise.

**Funding:** The Committee’s fiscal year is January 1 – December 31. No dedicated funding is available for Committee expenses; therefore, each member is responsible for their own time, travel and per diem expenses. An annual budget will be prepared and adopted by the Committee Chairs or Steering Committee, if applicable, in case opportunities arise for which funding can be secured (e.g., grants).

**Annual Charter Review:** The Committee Charter will be approved and, subsequently, reviewed annually by the President.

Approved:



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CARCD President

February 15, 2018

Date