



YOUTH EDUCATION COMMITTEE GUIDING PRINCIPLES

Mission: Develop and maintain county and statewide WI Land+Water (WI L+W) programs that educate and inspire Wisconsin's youth on the sustainable use and conservation of natural resources.

Committee Membership/Chair: The Committee will be comprised of county Land & Water Conservation Department staff and committee members, with no maximum to foster participation. A diversity of membership from around the state is preferred, however, not required. Each Committee member must represent the entire state in their deliberations. Committee membership will be reconfirmed at the first meeting of the Committee following April County board elections of even-numbered years. At that time, Committee members shall select a Committee Chair, Vice Chair (if elected), Secretary, and Sub-Committee Co-Chairs, commit to a two-year cycle for the Committee. The Committee may amend their membership during the two-year cycle at their discretion.

Advisors: The committee may call upon advisors from cooperating agencies or other interested parties. Advisors shall have no voting privileges.

Guiding Principles:

1. Recognize that Wisconsin's unique eco-diversity makes it the perfect classroom to pass on our rich conservation history and that many counties implement environmental education programs.
2. Promote cost-effective programs that motivate future generations to continue to care for the natural resources of our beautiful state.
3. Encourage all counties to participate in WI L+W-sponsored youth education programs.

Major Functions and Activities of the Committee:

1. Develop and foster relationships and partnerships that help enhance the Committee's mission of educating and inspiring Wisconsin's youth.
2. Offer WI L+W members the opportunity to meet, discuss and coordinate the planning, design, implementation and evaluation of public environmental education programs at the local or state level.
3. Seek grants, sponsorships and other funding opportunities to help support youth education programs.
4. Work with the Professional Improvement Committee and WI L+W staff to oversee a silent auction at the WI L+W Annual Meeting.

5. Promote, judge and manage the Conservation Poster and Speaking Contest events. This will include presentation of the winning speakers as part of the WI L+W Annual Conference opening luncheon.
6. The Committee may break into subcommittees to sponsor a specific event, activity or program, including, but not limited to, the Conservation Awareness Poster Contest and Conservation Speech Contest, Conservation Youth Camps, the Wisconsin Envirothon and Silent Auction. Each sub-committee will have a Co-Chair (s) who will work with the Youth Education Director on agenda's and run the sub-committee meeting.

Roles of WI L+W Staff, Committee Chair, Sub-Committee Co-Chairs and Committee Members and Related Policies:

WI L+W Executive Director

1. Appoint WI L+W Youth Education Director to help coordinate Committee work and lead the implementation of approved WI L+W youth education programs.
2. Ensure that Committee work is consistent with the directives and approved annual budget of the WI L+W Board of Directors.

WI L+W Staff Member

1. Coordinate and direct WI L+W sponsored youth conservation educational programs.
2. Assist the Committee Chair and Sub-Committee Co-Chairs with organizational duties such as the preparation and distribution of Committee agendas and meeting minutes.
3. Advise and facilitate Committee deliberations on the planning, implementation and evaluation of youth conservation education programs.
4. Oversee the fiscal management of the annual silent auction, in cooperation with Committee appointees.
5. Implement Committee decisions and strategies using best professional judgement, working closely with partners and the Committee Chair. It is understood that the WI L+W Youth Education Director with the WI L+W Executive Director has some level of discretion to move forward with timely decision-making on Committee-related projects and issues.
6. Advise the Committee Chair on any changes in strategies that may be needed as a project or issue unfolds or evolves in the implementation process.
7. Work with the Committee Chair in providing the committee regular updates on activities and any changes in strategies that have been implemented.

Committee Chair (or Vice Chair or Sub-Committee Co-Chairs in the absence of the Chair)

1. Schedule meetings, prepare meeting agendas and email meeting appointments and related materials to all Committee members at least one week before each meeting.
2. Chair the meeting, ensuring an equal opportunity for Committee members to provide input.
3. Seek consensus from Committee members on decision making. If consensus is not possible, seek "substantial agreement", where all members may not agree on specifics, but will agree to support the decision in general. If substantial agreement is not possible, facilitate a vote on the topic following Robert's Rules of Order.
4. Coordinate with the appointed WI L+W Youth Education Director on implementing Committee decisions and staying within approved programs and committee budgets.

5. Approve any changes in strategies that may be needed as a project or issue unfolds or evolves during implementation.
6. Work with the appointed WI L+W Youth Education Director in providing the committee regular updates on projects and activities and any changes in strategies that have been implemented.

Vice Chair (if elected-or Sub-committee Co-Chair)

1. Perform the duties of the Committee Chair, in absence of Chair.
2. Assist in any duties assigned by the Committee Chair and/or the WI L+W Youth Education Director.

Secretary

1. Record meeting minutes, being sure to capture Committee Member attendance, significant policy discussions, committee decisions, and any applicable motions or vote tallies.
2. Submit draft minutes to the Chair at least two weeks before the next scheduled Committee meeting.
3. If unable to attend a Committee meeting, delegate a replacement to record minutes.

Co-Chair of Sub-Committee

1. Work with WI L+W Youth Education Director to schedule meetings, prepare meeting agendas, and email meeting appointments for respective sub-committee.
2. Co-chair the meetings for the respective sub-committee.
3. Informs Chair of sub-committee meetings and informs Chair of any decisions made in sub-committee if Chair is not present at sub-committee.
4. Presents to Youth Education Committee at scheduled meetings if on the agenda.

Committee Members

1. Send suggested agenda topics to the Committee Chair as agendas are being assembled.
2. Read all meeting materials prior to the meeting. If unable to attend, email any comments to the Committee Chair ahead of the meeting.
3. Attend and participate in Committee meetings as much as possible:
 - a. Being respectful to all attendees of Committee meetings and ensuring equal opportunity for all Committee members to provide input.
 - b. Working with the Committee Chair in establishing consensus or substantial agreement as much as possible on all Committee topics or follow Roberts Rules of Order where applicable.
4. Share their experiences and lessons learned, help solve common problems and strive to improve the effectiveness of educational programs and services.
5. Promote the work of the Committee and WI L+W, including who we are and what we do.
6. Support all Committee decisions during the implementation phase, acknowledging that changes might need to occur as issues unfold or evolve in the process.

