

Partnership for the Umpqua Rivers



1758 NE Airport Road
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www.UmpquaRivers.org

Policy & Procedures Committee Charter

Mission Statement

Through collaboration with diverse participants, the Partnership for the Umpqua Rivers maintains and improves water quality and fish populations from source to sea in the streams of the Umpqua. We educate people about the value of healthy streams; we work with willing landowners to improve stream conditions; we monitor the health of the streams and their fish populations. Through these actions the Partnership contributes to the ecological and economic well-being of the basin.

The Partnership for Umpqua Rivers (PUR) Policy and Procedures Committee (PPC) is responsible for assisting the PUR Board of Directors in: (1) developing meaningful policy and procedures that meet the intent of the Bylaws and State Direction for PUR; (2) making decisions that reflect PUR's mission statement and values and assuring those values are reflected in how policy is drafted and implemented; (3) soliciting the membership's comment and input into policies and procedures; and, (4) reviewing bylaw revisions, and proposed policies and/or related actions to more effectively achieve PUR's long-term goals. The committee is responsible for ensuring the recommended policies and their outcomes support the mission, values, and strategic goals of PUR.

The PPC's specific accountabilities include:

- The President Elect shall serve as the Chairman of the Committee as outlined in the PUR Committee Function Policy. The Chairman has the following responsibilities:
 - Coordinate and communicate with full board to ensure fulfillment of the Board's agenda (monthly meeting reports).
 - Work with Executive Director to schedule meetings and develop agendas
 - Review and approve charter and composition of the committee
 - Review and approve policies and procedures and advise the Executive Director and Board on strategies to improve performance
 - Ensure the committee charter, plans, agendas and goals are established and executed

- If the need arises, the Chairman may seek external advice or consultation over the interpretation of a policy, procedure or Bylaw.
- This committee shall be made up of a minimum of three individuals (Directors and/or members). The roles of committee members are as follows:
 - Review the Bylaws, policies and procedures to make sure they are in accordance with both current State Laws and the actual practices of PUR
 - Review and recommend policy to support and further PUR's mission
 - Evaluate policies and their impact on reaching PUR's goals
 - Monitor and evaluate the effectiveness of policies
 - Use expertise to guide and support management actions
 - Develop short- and long-term policies for review and input
 - Provide policy options and recommendations for committee review
 - Provide research, analytics and benchmarking needed to support committee goals