

NABCI Subcommittee Leadership Roles and Responsibilities

19 April 2017

The majority of NABCI's work towards its goals is undertaken through Subcommittees. Each Subcommittee focuses on a topic or subject area that is critical for bird conservation. Subcommittees can be created or disbanded as the US NABCI Committee deems necessary to meet its priorities and fulfil its Strategic Plan. As of April 2017, NABCI recognizes seven formal subcommittees: Communications, Human Dimensions, International, Monitoring, Legislative and Policy, Private and Working Lands, and State of the Birds.

Each Subcommittee will have a Chair and a Co-Chair. The guidelines for NABCI Subcommittee Chairs and Co-Chairs are outlined here.

Eligibility

Subcommittee Chair

A member of the US NABCI Committee, or their designee, will Chair (or co-chair) each Subcommittee.

Subcommittee Co-Chair

The Subcommittee Co-Chair role can be filled by any qualified individual that has the capacity and expertise to assume a leadership role within the subcommittee.

Responsibilities

Subcommittee Chair and Co-Chair

The Subcommittee Chair and Co-Chair are jointly responsible for guiding and overseeing the activities of their Subcommittee, and these two individuals will decide together how to divide these responsibilities, which include:

- Schedule regular Subcommittee meetings and develop an agenda for each Subcommittee meeting
- Lead the development of a Subcommittee Work Plan that: 1) aligns with the NABCI Strategic Plan; 2) reflects both the broader needs of the bird conservation community and the capacity of the Subcommittee
- Oversee tasks and projects as guided by the work plan to ensure the Subcommittee achieves its goals within a reasonable time frame
- Take notes, or designate a note-taker for each Subcommittee meeting, and make notes available to Subcommittee members and other interested parties
- Present Subcommittee updates and lead discussions about Subcommittee focal topics at NABCI meetings, or designate another individual to assume this role
- Maintain regular contact with NABCI Coordinator (and NABCI Committee Member who designated the Chair, if applicable) about subcommittee progress and needs
- Work with NABCI Coordinator and other Subcommittee leads to identify and pursue opportunities to work collaboratively with other NABCI subcommittees

The Nominating NABCI Committee Member

In some instances, neither the Subcommittee Chair nor Co-Chair will be a NABCI Committee member, but rather a NABCI Committee member will designate someone from their organization or partnership

to serve as Chair of the Subcommittee. In these cases, the nominating NABCI Committee member will serve as a link between the NABCI Committee and the Subcommittee and will:

- Ensure that Subcommittee goals and activities: 1) align with NABCI goals and priorities as outlined in the NABCI Strategic Plan; 2) reflect the perspective of the NABCI Committee
- work with the Subcommittee Chair and the NABCI Committee to ensure that the Subcommittee has adequate support from Committee members and NABCI partner organizations

While only NABCI Committee members are required to attend NABCI Committee meetings, Subcommittee Chairs and Co-Chairs are welcome at all NABCI meetings and are encouraged to attend, if possible. Attending NABCI meetings will help Subcommittee Chairs and Co-Chairs gain a broader perspective on NABCI's priorities and activities and will help foster cross-pollination between Subcommittees.