



NECHAKO WATERSHED ROUNDTABLE CORE COMMITTEE TERMS OF REFERENCE UPDATE: OCTOBER 2024

The Nechako Watershed Roundtable (NWR) Core Committee is an entity created to guide the NWR in achieving its guiding principles to convene those interested in the Nechako Watershed; help connect related programs and activities; and support collaborative efforts in the Nechako watershed. These Terms of Reference are intended to facilitate the achievement of the mission and strategic priorities of the Core Committee.

1. Purpose

The Core Committee will work toward the mission, goals, and strategic priorities of the Nechako Watershed Roundtable (hereafter referred to as the Roundtable).

2. Membership Structure, Recruitment, and Succession

a) The Core Committee will be comprised of up to 12 members with interests in a range of sectors, including:

- Academic institutions
- Community-based organizations
- Environmental Technicians/ Guardians
- First Nations/ Tribal Councils/ Elders
- Health Organizations
- Local Government (municipalities, regional districts)
- Not-for-profit groups and organizations
- Non-government / Civil Society
- Youth

b) Guests, resource people, observers, and other participants may be invited to attend Core Committee meetings, but guests will not participate in decision-making and must observe and adhere to the Terms of Reference.

c) It is recommended that membership of the Core Committee be reviewed at least every 2 years for effective succession.

d) The term for Core Committee members will be 2 years unless there are exceptional circumstances. Term renewals can be made.

e) When a Core Committee member steps aside, another individual may be appointed by the same organization, but this is not obligatory. An empty seat may be filled by another Roundtable member.

f) Vacancies on the Core Committee will be announced at Roundtable meetings and through electronic means of communication with the Roundtable (e.g. website and/or newsletter).

g) Any Roundtable member may be nominated or self-nominate to become a Core Committee member.

h) Local government candidates will be appointed by their respective organizations.



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2. Membership Structure, Recruitment, and Succession Cont.

- i) Members are encouraged to contribute their own unique perspectives and are not representing the views of their respective Nation, community or organization.
- j) Current Core Committee members will discuss incoming members. The Core Committee may seek advice on the selection of incoming members from their peers.
- k) It is the responsibility of Core Committee members and especially Chair / Co-chairs to notify the Core Committee in advance of a resignation.
- l) If a Core Committee member is absent from more than 2 meetings in a row without designating an alternate (see Section 3) or communicating with the Core Committee regarding extenuating circumstances, the Chair / Co-chairs will contact the absent member to clarify their intentions whether or not to continue to sit on the Core Committee.

3. Role of the Core Committee Members

- a) The primary role of the Core Committee is to oversee progress on the work of the Nechako Watershed Roundtable.
- b) Core Committee members will provide leadership in keeping with the mission and Strategic Priorities of the Nechako Watershed Roundtable.
- c) The Core Committee makes decisions on behalf of the Roundtable.
- d) The Core Committee reports to the Roundtable through annual meetings, working groups and other communication and engagement activities.
- e) Core Committee duties include:
 - Overseeing and advancing the work of the Roundtable.
 - Providing leadership and contributing to decisions on behalf of the Roundtable in keeping with the vision, mission, and goals of the Roundtable.
 - Attending Core Committee meetings (see Section 7). Availability should be indicated in advance to the Chair and/or Secretariat.
 - Actively participating in discussions and decision-making process of the Core Committee. This may include sharing information as relevant to Core Committee projects and discussions, including but not limited to:
 - o The Nechako Watershed Roundtable;
 - o Key interests, objectives, jurisdictions and concerns;
 - o Relevant data, information, and knowledge; and,
 - o Policies, regulations, planning processes, referrals, and decisions.
 - Actively supporting activities and decisions of the Core Committee.
 - Preparation and follow-up related to Core Committee meetings.
 - Actively seeking partnerships and funding opportunities to ensure resilience of the Roundtable.
 - Supporting partner goals by providing communications, Letters of Support and/or other resources agreed upon.



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3. Role of the Core Committee Members Cont.

- f)** The Core Committee may establish other committees or working groups to work on specific projects or tasks on behalf of the Roundtable.
- g)** Core Committee members may designate an alternate to attend a meeting in their place. This can also be a means of mentoring incoming Core Committee members.
- h)** The Core Committee will designate a Secretariat / Coordinator(s) who will also serve for a 2-year period (renewable). If funding permits, this role can be delivered by a paid position.

4. Role of the Chair / Co-Chairs

- a)** The Core Committee members will select a Chair or Co-chairs from among the Core Committee. The aspiration is for the Co-chairs to come out of two out of Core Committee sectors (see Section 2).
- b)** Co-chairs may self-nominate or be nominated by others on the Core Committee. Prospective Co-chairs must submit a biography and brief statement describing why they want the position and send it to the Secretariat.
- c)** Discussion and deliberation about Chair nominations will be held at a Core Committee meeting, in the absence of nominees.
- d)** The Chair / Co-chairs will be selected according to the following criteria:
 - Availability and capacity to fulfill leadership roles.
 - Experience in chairing, moderating, and/or facilitating meetings.
 - Ability and willingness to serve as a spokesperson for the NWR.
 - Willingness to commit to a 2-year term.
 - The support of their organization(s) to serve in this role if applicable.
- e)** The Chair / Co-chairs will serve for a 2-year period (renewable).
- f)** There will be a transition period / overlap between outgoing and incoming Chairs.
- g)** The Chair / Co-chairs will provide leadership to the Roundtable through coordination and communication to ensure the goals and objectives of the Roundtable are accomplished.
- h)** Chair / Co-Chair duties include:
 - Facilitating consensus of views and strategies.
 - Communicating and coordinating Roundtable activities with all members, interested parties, and the general public as appropriate.
 - Reviewing and providing feedback on meeting notes and agendas in coordination with the Secretariat.

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5. Role of the Secretariat / Coordinator(s)

- a)** The Core Committee will designate a Secretariat / Coordinator(s) who will serve for a 2-year period (renewable).
- b)** Coordinator / Secretariat duties (pending funding) include:
- Organizing and providing notice for all Core Committee meetings.
 - Assist in organization, planning and preparation of NWR Annual Meeting, Spring Technical meeting and other events.
 - Documenting meeting minutes, actions, preparing reports and communications.
 - Arranging for communications to all Roundtable members, monitoring the NWR email and responding to inquiries, managing and maintaining social media accounts, assisting with NWR promotion, including event attendance, and other communications activities.
 - Maintain and update the NWR website, www.nechakowatershed.ca.
 - Ongoing file management and organization.
 - Monitoring budgets and reporting to funder(s).
 - Preparing funding proposals and applications.
 - Regularly liaising with the Chair / Co-chairs as well as Core Committee members as needed to follow up on activities and decisions of the Core Committee and Roundtable meetings.
 - Regularly liaising with NWR Working Group members as needed.
 - Assisting with Working Group project and activity implementation.

6. Meeting Logistics

- a)** Core Committee meeting frequency and duration will be decided by the Core Committee members and will be held no less than 4 times/year either online or in-person.
- b)** For those that cannot travel to in-person meeting locations, accessible communications tools will be considered. If funding permits, travel assistance will be made available.
- c)** Meeting summaries will be compiled and circulated to all members in a timely manner.

7. Core Committee Meeting Rules of Engagement

- a)** Members will be respectful of one another regardless of how opinions on issues may differ.
- b)** Discussion and debate are welcome when undertaken in good faith and when it focuses on information, ideas, and potential solutions/opportunities, and not specific individuals.
- c)** It is the responsibility of the Chair / Co-Chairs to ensure this respectful environment and recognize and stop any behavior that is counter to these rules of engagement.



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8. Decision Making Process

- a)** All decisions of the Core Committee will be made by consensus.
- Consensus is a process to ensure all members are in agreement and accept a proposal or decision.
 - If there is full agreement or lack of expressed disagreement, then consensus has been reached.
 - If one or more members do not agree, then the Core Committee must provide more information and/or modify the proposal or decision in an effort to achieve consensus as a group.
 - Under extraordinary circumstances if consensus cannot be reached, the Chair / Co-chairs may invoke a voting mechanism to ensure that a decision can be made. Each Core Committee member may vote.