



WESTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES

Charter for

WAFWA's Geospatial Technical Committee

approved on November 13, 2023

The establishment of the Geospatial Technical Committee was approved by the WAFWA President and Board in July of 2022. Formed as a network of technology and data professionals interested in sharing emerging technologies, working through technology-related challenges or opportunities, and producing products to assist WAFWA member state fish and wildlife agencies.

The committee's approved Statement of Purpose:

"Collaborative advancement of geospatial data, technology and approaches to provide WAFWA partnering efforts with the best science available to support their fish and wildlife conservation missions."

Core Responsibilities

WAFWA's Strategic Plan provides the primary guidance in determining the core responsibilities of the committee. Responsibilities may change with revision of the strategic plan or through direction from WAFWA leadership. The core responsibilities of the committee are as follows:

- Collaborate with WAFWA initiatives, workgroups, and committees to improve technology support and to facilitate combining member resources on technology-related challenges or opportunities.
- Share information on emerging technologies and promote technological capacity of WAFWA members.
- Facilitate WAFWA information, resources, and data use by outside entities to meet WAFWA's mission.
- Help protect WAFWA's proprietary interests in intellectual property, technology, and products.

Membership

Membership is open to those interested in the collaboration and advancement of geospatial data and technology. This community is primarily formed by federal and state agency technology and data professionals and those interested in the committee's current topics and upcoming projects. Membership may be as a standing member (on the team roster) or ad-hoc for topics of interest.

Meetings

A lightly facilitated meeting structure provides a peer-professional community platform for open discussions, information-sharing, and project collaboration. Meetings are held monthly or bi-monthly on a set schedule to be determined by the committee and as posted online at <https://wafwa.org/committees-working-groups/geospatial-technical-committee/>. Meetings will generally be conducted via conference calling services but may be held in person during WAFWA's summer meeting. The current topics and collaborative projects will be posted online to facilitate attendance and committee awareness. Additional meetings may be held on ad-hoc basis to respond to specific requests and inquiries.

Committee Duties

Chair:

- Coordinate meeting agenda development with committee members.
- Establish meeting timing and expectations for the year and communicate with members and WAFWA staff.
- Submit agendas, minutes, and roster contact list changes to WAFWA staff for reporting and archiving.
- Report at WAFWA summer business meeting or as requested by Board.
- Report at WAFWA winter business meeting if requested by Board.
- Coordinate and provide group renewal information as requested by Board.
- Communicate current or anticipated vacancies in group leadership to WAFWA Executive Director.

Vice Chair:

- Support Chair in the above duties and stand in for Chair if unavailable.

Leadership Sponsor:

- Provide guidance to the Chair and Vice-Chair to ensure that the function of the group aligns with the overall Board mission. This position is unnecessary if the Chair is a Board Member.
- The individual holding the role of Leadership Sponsor must be a Board Member or an Executive Committee-approved member agency Deputy (or similar position).
- If Chair/Vice-Chair are unavailable, Leadership Sponsor can report at the WAFWA business meeting.
- The Leadership Sponsor's attendance is not always required at committee meetings. Presence will be requested to support short-term workflow (e.g., when guidance or board linkage is desirable, etc.).

Members:

- Support a peer-professional community of open discussions, information sharing, and project collaboration.
- Bring expertise, ideas, and dialog to help the team meet the core responsibilities and tasks.
- Help building awareness of the committee within your own organization, WAFWA, and to outside entities.

Funding

The initial start-up of funds was provided by the state assessments generated under the legacy Crucial Habitat Assessment Tool (CHAT) Initiative, in the amount of \$77,618.66. WAFWA will manage this fund account for the Geospatial Technical Committee under the following terms:

I. CHAT Reserve Funds. The legacy Crucial Habitat Assessment Tool (CHAT) Initiative funding is maintained under this committee to be utilized first and foremost for any CHAT updates deemed necessary by WAFWA to maintain the legacy CHAT map (wafwachat.org). The amount of reserve funding will be determined by the WAFWA Executive Director, which is currently set at \$50,000 for the first three legacy years (2023-2025) then \$25,000 for the remaining life of the legacy CHAT map. The WAFWA Executive Director will approve any request for use of funds, prior to commencing any expense.

II. Available Funds. Beyond the CHAT reserve funds, the committee can request use of the available funds for the start-up and potential development of products. The committee will seek approval from the WAFWA Executive Director through coordination of the leadership sponsor, prior to commencing any expense.

WAFWA Support

Staff support for the chair position is approved by WAFWA executive leadership as a component of WAFWA's Strategic Plan (2019-2024) under goal 4.0 by offering support services to WAFWA members. The level of support is authorized for staff time to lightly facilitate meetings and to coordinate the core responsibilities as defined herein. WAFWA executive leadership may change this commitment at any time.