

**WASHINGTON DEPARTMENT OF FISH AND WILDLIFE GAME  
MANAGEMENT ADVISORY COUNCIL CHARTER MISSION STATEMENT –  
adopted 2/25/2023**

**GMAC MISSION STATEMENT:**

To advise the department and present hunter's views to the Commission and the legislature on game management issues in order to conserve, protect and perpetuate wildlife, habitat and ecosystems while providing sustainable recreational hunting opportunities today and into the future.

**VISION:**

Ensure the survival and sustainability of healthy wildlife populations, by managing and conserving wildlife, habitat, and functional ecosystems. Maintain our hunting heritage by providing maximum sustainable hunting and viewing opportunity to Washington State's residents.

**MEMBER DESCRIPTION**

Members will be appointed to serve a term of six years. Members may submit a request to be reappointed 90 days prior to the end of their term. Members may be re-appointed for multiple terms. A system will be put in place to stagger membership so that 1/3 of the council will be considered for replacement every 3 years. The Department shall seek and consider a broad range of stakeholders with a demonstrated positive view towards game management and hunting.

**COUNCIL ROLES, RESPONSIBILITIES AND STRUCTURE**

**Member Duties**

1. To act in an advisory role to Washington Department of Fish and Wildlife (WDFW) on topics that relate to hunting and game management.
2. Communicate stakeholder concerns, needs, opinions, attitudes, and make recommendations to the Department.
3. Prepare in advance for meetings and other activities, by reviewing all materials prior to the meetings.
4. Communicate information provided by the Department to the organizations and communities that Council members represent. Strive to collect opinion and consensus prior to the meeting.

5. Actively participate in meetings. Requests to have an alternate attend should be coordinated with the Chairman and may not always be accommodated.
6. Whenever possible, attend public workshops or forums established by the Department, such as Fish and Wildlife Commission meetings or regional meetings addressing fish or wildlife issues.
7. Members that miss two meetings in person within a one-year period will be considered for recommended removal to the Director by GMAC.

### **Elected Committee Officers**

Elections will be held every three years; all officers are nominated from the members present at the meeting.

**Chair** – Elected by GMAC membership to a three-year term.

Chair Duties:

1. Lead the development of GMAC goals and products
2. Manage and facilitate quarterly meetings
3. Prepare meeting agenda in coordination with GMAC members and Department staff
4. Maintain regular contact with Department staff and distribute timely information to GMAC members
5. Attend Fish and Wildlife Commission Meetings representing GMAC regarding game issues when appropriate. If unable to attend, attempt to send a designee
6. Encourage and select subcommittee membership

**Vice Chair** – Elected by GMAC membership to a three-year term.

Vice Chair Duties:

1. Act with full authority as Chair in Chair's absence
2. Assist the chair in development of GMAC goals and products
3. Assist Chair in preparing meeting agenda in coordination with GMAC members and Department staff.
4. Responsible for managing committee work progress on assigned tasks and ensure committee reports that will be presented are submitted in writing 30 days prior to meeting.
5. Maintain regular contact and information sharing with Chair

**Secretary** – Elected by GMAC membership to a three-year term.

Secretary Duties:

1. Responsible for creating the minutes of the meeting and distributing them to all GMAC members in draft written format 10 days after the meeting. Changes to

- the minutes will be reviewed and approved at the next scheduled meeting and not intended to be edited prior to that meeting.
2. Responsible for providing approved final minutes to WDFW for publishing on WDFW's GMAC web site.
  3. Monitor attendance for compliance with the attendance guidelines.
  4. Assist Department staff in keeping track of terms for members and elected positions.

**Subcommittee Chair or Task Force Leader** - Appointed by the Chair to a term that is appropriate to the assignment.

Subcommittee Chairs/Task Force Leaders Duties:

1. Schedule subcommittee or task force meetings and lead the group to completion of task(s) in a timely manner.
2. Communicate with the Vice Chair to help monitor the progress of the subcommittee or task force.
3. Report results of the subcommittee or task force to the Chair, Vice Chair and Council.

### **Making Recommendations**

All Member perspectives are important and will be expressed in recommendations and correspondence to the Department and the Commission. The Council will attempt to achieve sufficient consensus on all issues. When consensus cannot be reached members will vote. The majority vote will be the recommendation from GMAC. Both majority and minority opinions will be presented in the minutes to include an analysis of potential outcomes or pros and cons associated with each position.

### **MEETING FORMAT AND GROUND RULES**

GMAC will attempt to meet quarterly, and meetings shall be in person. The Chair can consider remote participation by members when plausible. Remote participation is not considered in person attendance. Quarterly meetings will be scheduled a year in advance. Additional meetings can be scheduled as needed. Schedules may be changed if the Council agrees to do so.

1. Turn cell phones off
2. Show respect to others.
3. Raise your hand to speak
4. One person is recognized to speak at a time
5. Look to find common ground

6. Listen openly and do not pre-judge others' comments
7. Encourage sharing of diverse opinions and perspectives
8. Ensure that your voice is heard
9. Refrain from dominating group discussions; create space for others to participate
10. Differentiate opinion from fact; both are important but should be used differently
11. Practice curiosity and test assumptions; seek first to understand
12. Maintain focus on the objective or task at hand
13. Remain flexible so that the discussion focuses on the most important and timely work
14. Remember you are serving in an advisory role only, not administrative or decision making
15. You can only influence change and direction.

## **AGENCY ROLES AND RESPONSIBILITIES**

1. Clearly define the advisory group's roles, responsibilities, structure, timeframe and goals for each item presented.
2. Provide background and other briefing materials.
3. Provide the Department's mission and goal statements and planning documents.
4. Provide timely opportunities for GMAC to counsel the agency on policy and provide timely communication on emerging issues.
5. Communicate the Council's comments, views, and perspectives to the Department and Commission, in a timely manner, in both verbal and written format.
6. Schedule meetings in consultation with Members and provide meeting venues. Scheduling should consider the volunteer nature of advisory group members—choosing times and locations that are most convenient and scheduling as far in advance as possible.
7. Assist in facilitating meetings and conference calls and developing meeting agendas.
8. Be respectful of and carefully consider differentiating views of members.

9. Provide feedback regarding how the Department uses Member's input.

10. Provide all meeting agenda and meeting information at least 10 days prior to meeting.

**Definitions:**

Hunting: Hunting is intended to include hunting and trapping. Trapping is considered a hunting method in RCW

Conservation: The wise and prudent use of natural resources without waste. (Boone and Crockett Club)