

**TFW Policy Committee Co-Chair Selection Process & Duties**  
Draft content for potential inclusion in Board Manual Section 22

**1.0 TFW Policy Co Chair – General**

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1.1 The TFW Policy Committee (“Policy”) aspires to operate with two Co-Chairs who provide facilitation and administrative leadership to accomplish tasks in a timely and efficient manner.

1.2 The Co-Chairs will be affiliated with two different caucuses.

1.3 Policy will strive to rotate Co-Chair positions through all nine voting caucuses over time.

1.4 Policy Caucus’s may offer a Co-Chair in addition to their voting caucus representative.

1.5 Although Policy Co-Chairs are highly desirable, the temporary inability to fill one or both of these seats does not preclude Policy from continuing to function.

**2.0 Duties**

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2.1 General Description: The role of Policy Co-Chairs is to facilitate Policy meetings. Facilitation occurs in collaboration with the professional facilitator supporting Policy (resources permitting) and the Adaptive Management Program Administrator (AMPA). Co-chair facilitation focuses both on content and process, but the Co-Chairs’ focus is generally more heavily weighted to content, with the AMPA and Professional Facilitator are more focused on process -- except where the AMPA can serve as an expert on technical content.

2.2 Specific Co-Chair Expectations. Co-Chairs will:

- i. Facilitate meetings by managing the consensus decision process and coordinating dispute resolution when necessary.
- ii. Develop meeting agendas and other materials with the facilitator and strive to make these available to participants within a reasonable time before meetings
- iii. Ensure that meeting notes are recorded, reviewed, and approved in a timely manner.
- iv. Implement agendas by balancing the need for full discussion to achieve resolution with the need to maintain rigidity in order to give other topics their due respect and attention.
- v. Facilitate policy and technical advisory subgroups to Policy, or ensure that adequate facilitation is otherwise being provided.
- vi. Have or be willing to develop a working knowledge of the Policy’s guiding documents (RCW, WAC, BM, HCP, FFR, CMER Work Plan etc.)

- vii. Establish and maintain a working relationship with each other.
- viii. Communicate as needed with caucus representatives between meetings to ensure that issues of concern are placed on the agenda and topics are accurately and constructively framed for discussion.
- ix. Invest in relationships with all TFW Policy caucuses, and meet one-on-one with caucus participants periodically and/or when such communication has the potential to increase understanding and promote efficient decision-making at Policy.
- x. Provide leadership by bringing forward ideas or solutions for discussion.
- xi. Ensure AMP Board Manual provisions and “ground rules” are followed
- xii. Be a model for the behavior they expect of their peers.
- xiii. Prioritize listening over talking.
- xiv. Report to the Forest Practice Board on the status of Policy’s accomplishments and deliberations at regularly scheduled meetings and/or as otherwise requested by the Board.
- xv. Anticipate conflicts and work with caucuses to arrive at solutions that are palatable across the range of opinions on the matter.
- xvi. Be sensitive to their own limitations: e.g. defer facilitation to the other Co-Chair when objectivity and focus on the interests of the committee as a whole cannot be maintained.
- xvii. Be sensitive to the limitations of the group, such as when to push for a solution and when to call a break to work through an issue with individual caucuses.
- xviii. Consistently attend regular and special Policy meetings. Strive for physical presence at all meetings, with few exceptions, and remain mentally focused on the meeting.
- xix. Work with caucuses as needed to attempt to resolve inter-caucus issues.
- xx. Communicate with the AMPA to maintain a working knowledge of the status of CMER Master Schedule Projects, budget and spending issues, and when matters will come to Policy for consideration.
- xxi. Maintain open communication with the AMPA, CMER co-chairs, and DNR Forest Practices Board staff.

### **3.0. Co-Chair Terms of Service; Vacancies; Selection**

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3.1 Ideally, the term for a Policy Co-Chair would be two years, but a one year commitment is adequate to support a nomination.

3.2 Incumbents may serve more than one 2-year term, but must be nominated and approved each time with the consensus of Policy.

3.3. Policy may function under one Chair until another candidate is identified and approved by consensus.

3.4 In the absence of both Co-Chairs, Policy will divide facilitation tasks among committee members on an ad hoc basis.

3.5 If a Policy Co-Chair seat is vacant for six months due to non-consensus at Policy over the selection of a willing Co-Chair(s), Policy will forward the dispute to the Forest Practice Board for resolution.

3.6 Caucus representatives or their principals are encouraged to vet the viability of potential co-chair candidates before formal nomination at a Policy meeting.

3.7 Any TFW caucus representative or a caucus principal may nominate a Co-Chair candidate.

3.8 When there are multiple candidates for a Co-Chair position:

1. The Co-Chair or AMPA will poll TFW Policy to determine if any of the candidates do not have the support of all caucus's.
2. If there is a single candidate that does have consensus and the other(s) do not, then the candidate with consensus will be approved as Co-Chair.
3. If no candidates have consensus, Policy will work to resolve any potential issues to remove barriers to consensus consistent with Section 3.5 of this document.

3.9 The Board will be updated on the status of a Co-Chair selection process, but Board approval of Policy Co-Chairs is not required.