

ROLES AND RESPONSIBILITIES  
MASTER HUNTER ADVISORY GROUP  
(Updated 4/3/08)

- Copies of corrected meeting notes, reports, and recommendations made to the Department, will be provided to, but not limited to, the following individuals and groups: Fish and Wildlife Commission, Director, Deputy Directors, Chief of Enforcement, Master Hunter Advisory Group Liaison, Master Hunter Program Coordinator, members of the Game Management Advisory Group, and members of the Enforcement Advisory Group. Corrected meeting notes will also be posted by the Department on the Master Hunter website and blog.
- Assist the Department with the development and implementation of communications mechanisms for Certified Master Hunters. The Chair will establish as many Temporary Communications Committees as deemed necessary.
- Conduct, in cooperation with the Department, a minimum of two Master Hunter Orientation meetings each year, targeting potential new applicants. The Chair will appoint a Temporary Committee Lead to facilitate these meetings. Recommendations will be made, as necessary, to the Department.
- Conduct, in cooperation with the Department, a minimum of two Master Hunter Outreach and Information meetings each year, targeting Certified Master Hunters. The Chair will appoint a Temporary Committee Lead to facilitate these meetings. Recommendations will be made, as necessary, to the Department.
- Conduct, in cooperation with the Department, Master Hunter Special Hunt Management meetings targeting communities and stakeholders where issues and concerns dictate. The Chair will appoint a Temporary Committee Lead to facilitate these meetings. Recommendations will be made, as necessary, to the Department.
- When deemed appropriate by the Department, establish a Master Hunter Peer Review Committee, per WAC 232-12-073, and provide recommendations to the Department concerning all complaints referred by the Department. In partnership with the Department, create protocols under which work will be performed by the Peer Review Committee and develop recommended evaluation criteria to be used by the Peer Review Committee for deliberations.
- Provide recommendations on Master Hunter program policy, as requested by the Department.
- Provide recommendations on statutes and rules associated with the Master Hunter Program, as requested by the Department.
- Assist the Department in the development of Master Hunter curriculum, pre-requisites, tests, and requirements. Assist the Department with the possible development of supervised scheduled Master Hunter testing at sites throughout the state.
- Routinely evaluate Master Hunter materials (forms, curriculum, study materials, identification items, etc.) and make recommendations to the Department.
- Develop Master Hunter Advisory Group processes to improve qualifications, monitoring, and administration of the Master Hunter program.

- Routinely evaluate the Master Hunter website and make recommendations to the Department.
- Provide Master Hunter communication conduits in each of the six administrative Regions of the Department. Master Hunter Advisory Group members residing in each Region will assist the Department by handling contacts and inquiries from Master Hunter applicants and Certified Master Hunters about enrollment, certification requirements, re-certification, conservation projects, issues, complaints, violations, and other topics. Advisory Group members will also assist with Master Hunter meetings in their area, interface with local Department personnel, promote and advocate for the Master Hunter program, and help with the evaluation of local Master Hunter seasons, when necessary. Advisory Group e-mail addresses will be displayed on the Master Hunter website and arranged by geographic area.
- Establish a Ways and Means Standing Committee to assist the Department with funding and funding related needs of the Master Hunter Advisory Group and its initiatives.
- Conduct evaluations of Master Hunter general seasons and permit seasons as requested by the Department. Make recommendations to the Department. Evaluations will reflect consultations with participating Master Hunters; Hunt Masters, if applicable; associated private and public landowners; and appropriate Department field personnel with responsibilities for the area. Evaluations will also comment on the effectiveness and efficiency of hunts in achieving stated Department management objectives. Reports will also include any pertinent regulatory or ethical violations by Master Hunters that have been reported.
- In partnership with the Department, prepare two Master Hunter reports each year for submittal to the Director and possible presentation before the full Commission and/or Wildlife Subcommittee.
- Sponsor and promote selected wildlife conservation volunteer projects for Master Hunters designed to benefit the image of Master Hunters, the hunting heritage, landowner-sportsmen relations, the control of game damage, and to provide direct benefits to the recreational hunting public.
- Assist the Department with the design and implementation of a recruitment process for future members of the Master Hunter Advisory Group.

## ROLES AND RESPONSIBILITIES FOR ELECTED OFFICERS, AND STANDING COMMITTEES

Chair: Presides over formal Advisory Group business meetings; cooperatively works with the Department to set meetings and formulate agendas; represents the Advisory Group during formal testimony, and during scheduled meetings with the Chief of Enforcement, Director, and Commission members; serves as primary Advisory Group

contact for the Master Hunter Advisory Group Liaison and Master Hunter Program Coordinator; and assists the Department with the writing of two annual Master Hunter Program reports and necessary briefings.

Vice-Chair: Acts on behalf of the Chair, when the Chair is unable to perform his/her duties; serves as “sergeant at arms” during business meetings.

Secretary: Prepares and distributes business meeting notes.

Peer Review Standing Committee: To be established when deemed appropriate by the Department. Makes timely recommendations to the Department concerning submitted Title 77 violations that do not result in convictions, ethical violations that do not rise to the level of criminal law or regulatory violations, and formal complaints, consistent with WAC 232-12-073, Master Hunter Program; recommendations regarding the suspension of Master Hunter privileges will be based upon evaluation criteria developed jointly by the Advisory Group and Department; the Department will consult with the State Attorney General’s Office in the development of Committee operating protocols; the Committee will include a maximum of three members.

Ways and Means Standing Committee: Pursue and administer grants to help fund the operations of the Master Hunter Advisory Group, and to implement its initiatives on-the-ground. Facilitate the reimbursement of travel and per diem costs of Advisory Group members using available grant funding. Provide updated financial status reports to the Advisory Group, as requested.