

HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE
PURPOSE, ROLES and OPERATING PROCEDURES
May 2016

This document will be reviewed and updated on an as needed basis.

1. INSTRUCTOR ADVISORY COMMITTEE PURPOSE

The Instructor Advisory Committee (IAC) represents all certified Hunter Education Instructors statewide and advises the Washington Department of Fish and Wildlife (department) on issues and opportunities affecting instructors, instructor applicants, students, and the Hunter Education Division. All instructors are ambassadors of safe, ethical, responsible, legal hunting and outdoor recreational activities in Washington, and are role models for hunters and sportsmen. Instructors help promote and strengthen the heritage of hunting through their actions, mentoring, and teaching of first-time-hunters and their mentors.

2. ADVISORY COMMITTEE ROLES

The following list represents the major roles of the IAC, although the IAC's work is not limited exclusively to these items. The department will request the IAC work on specific items and provide advice to the department, but the department and the IAC will work together to identify and prioritize tasks through an annual work plan.

- Assist the department with the development and implementation of communication mechanisms for certified Hunter Education Instructors.
- Review and provide recommendations on Hunter Education Instructor policies, procedures, equipment, supplies, the student manual, student tests, hunter recruitment, retention, and re-engagement, and other topics.
- Review and provide recommendations on agendas, materials, etc. for annual Regional In-Service-Trainings (ISTs) and Statewide ISTs.
- Review and provide recommendations on the instructor Pre-Service-Training (PST) process and requirements.
- Review and provide recommendations on statutes (RCWs) and rules (WACs) associated with the Hunter Education Program and Hunter Education Instructors.

- Routinely evaluate Hunter Education training materials (forms, curriculum, study materials, identification items, examinations, etc.) and make recommendations for improvement.
- Routinely evaluate the Kalkomey Event Manager System and make recommendations for improvement.
- Routinely evaluate the Hunter Education Instructor webpage and make recommendations for improvement.
- Assist the department with the creation and maintenance of training methods and tools for use by all certified Hunter Education Instructors.
- Provide a communication conduit for handling contacts and inquiries from their region's Hunter Education Instructor and instructor applicants about certification requirements, efforts and events associated with the department's hunter recruitment, retention, and re-engagement initiatives as well as issues, complaints, teaching tips, policies, procedures, and other topics.
- Review and make recommendations to improve the Hunter Education Instructor Incentives program.
- Assist the department by making recommendations for recognizing Hunter Education Instructors and volunteers that assist with Hunter Education training.
- Assist the department by making recommendations on the development and implementation of hunter recruitment, retention and re-engagement initiatives, such as hunting clinics, "enhanced" hunter education curriculum, etc.
- Facilitate the direct involvement of Master Hunters as volunteer assistants in teaching Hunter Education courses or in recruiting Master Hunters to become certified Hunter Education Instructors.

3. ORGANIZATIONAL STRUCTURE

A. Membership

- All IAC members must be certified Hunter Education Instructors in good standing.
- Membership should include at least two Hunter Education Instructor representatives per department region and three members from any region, with a maximum of 15 members in total. A representative from the Washington Hunter

Education Instructors' Association and the Hunter Education Resource Organization will each have a non-voting seat to provide a communication pathway between their respective organizations, the IAC and the department.

- Members will be appointed by the Hunter Education Division Manager or IAC Liaison to three-year terms, unless there is a need to finish a vacated position's uncompleted term. The department will advertise the application period on the Hunter Education Instructor webpage, in the periodic Instructor newsletters, and direct email or mail. Appointments to the IAC will be made consistent with department policy (appended below).
- A rotating schedule will be implemented to allow for five IAC seats to be recruited each year. Additional members may be recruited if unexpected vacancies occur to finish an uncompleted term. Members may apply for reappointment. During the implementation, five seats will be one year seats, five will be two year seats, and five will be three year seats. After the initial recruitment of those seats, the previous bulleted point of this subsection will apply.
- The department may terminate members if they;
 - Are absent without excuse from two or more scheduled meetings in any 12 month period;
 - Violate the provisions and intent of IAC Purpose, Roles, and Operating Procedures;
 - Are unable to fulfill their responsibilities as a member;
 - Have failed to meet obligations to which they have volunteered to perform or to which they have been assigned to perform; or
 - Have used abusive language and/or have shown disrespect for other members, the department, or the public.

B. Expectations of IAC Regional Representatives

- Help the department facilitate the involvement of Hunter Education Instructors in their region in Hunter Education training.
- Serve as the direct communication link with Hunter Education Instructors and others who are interested in Hunter Education training.
- Solicit recommendations, views, and opinions from certified Hunter Education Instructors in their region on Hunter Education Division issues and opportunities.
- Convey their regional Hunter Education Instructor's recommendations, views, and opinions while serving as a member of the IAC.

- Facilitate the improvement of the public perception of hunting through their actions by demonstrating the highest hunting ethics and standards.
- Help the department recruit, retain, and re-engage certified Hunter Education Instructors.
- IAC members are to apply the following process ground rules:
 - Seek to learn and understand each other's perspective.
 - Encourage respectful, candid, and constructive discussions.
 - Provide balance of speaking time.
 - Seek to resolve differences and reach consensus.
 - As appropriate, discuss topics together rather than in isolation.
 - Make every effort to avoid surprises.
 - Limit sidebar conversations
 - Turn off or silence cell phones during formal meeting sessions
 - Use laptop computers only for meeting related business.

C. Subgroups

- Temporary and standing subgroups may be established and terminated by the department at any time. Leads for subgroups will be appointed by the department.
- Standing subgroups must be led by an active member of the IAC. Temporary subgroups may be led by a certified Hunter Education Instructor who is not an appointed member of the IAC.
- Temporary and standing subgroups have no standing or official authority to represent the IAC as a body. All subgroup leads must report back to the full IAC where formal recommendations to the department are subsequently discussed and either approved or disapproved.

D. Recommendation-Making and Consensus

- IAC business will only be conducted if a quorum of appointed members is present (half of the appointed members plus one member).
- The IAC will strive to operate by consensus. However, if a consensus cannot be achieved, the majority of the quorum will form the basis of formal recommendations to the department for consideration. Consensus is defined as all IAC members accepting the recommendation.

- Input from members not able to attend a meeting is allowed but must be coordinated through the IAC liaison prior to the meeting, or as soon as possible after the meetings.
- Amendments to this document must be approved by a majority of the voting IAC members as well as the Hunter Education Division Manager.
- IAC members recognize that under the department statutes, regulations, and policies that the final decision making authority relative to the Hunter Education Program rests in the hands of the department. The department is committed to partnering with the IAC in administering the program to the extent possible.

E. EXTERNAL COMMUNICATIONS

- All communications with the department, outside of meetings, pertaining to matters of the IAC and department work, policy positions, and administration must be routed through the IAC liaison.
- The IAC as a body, or individual members representing the IAC, will not communicate, relative to IAC issues or work, with the Fish and Wildlife Commission, Director, Deputy Director, Wildlife Program Assistant Director, or elected officials on hunter education business without prior approval by the IAC Liaison and/or the Hunter Education Division Manager.
- Individual IAC members do not represent the department or the advisory committee in external forums or deliberations. However, formal testimony, interviews, or other correspondence with the news media, legal representatives, etc. can be made on behalf of the IAC as a body, but must have prior approval by a majority of IAC members and the IAC Liaison or Hunter Education Division Manager, and will not include personal opinions.
- Nothing prevents an individual IAC member from expressing their own views as a private citizen.

F. MEETINGS

- There should be a minimum of four IAC meetings held annually, approximately every quarter. Exact meeting dates will be determined by the IAC in conjunction with the department.

- Meetings will be held in Ellensburg, unless detrimental factors dictate an alternate location or the use of teleconference technology.
- All scheduled IAC meetings will be held at locations that provide reasonable accommodations to persons-of-disability.
- IAC meeting agendas will be developed by the IAC Liaison and the Hunter Education Division Manager, with input from IAC members. Agendas will be circulated to IAC members in advance of meetings. Meeting agendas, including meeting dates, times, and locations, will be posted to the Hunter Education Instructor webpage.
- Summary notes for each meeting will be taken by the department, then distributed to the IAC and posted on the Hunter Education Instructor webpage.
- Meetings will be open to the general public. Public comment will be welcomed at the end of each meeting.