



Trout Unlimited Sagebrush Chapter Policies, Procedures, and Standards Form

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1.0	PURPOSE
	To form a Sagebrush Chapter Project committee, herein referred to as the “Committee”, which will be responsible for developing and managing the Sagebrush Chapter Conservation Grant Program, hereinafter referred to as the “Program.”
2.0	POLICY
	<p>2.1. The Sagebrush Chapter will form a Committee to develop and manage the Program.</p> <p>2.2. The Committee chairperson shall be asked by the Sagebrush Chapter President and approved by the Sagebrush Chapter Board of Directors to serve for a period of one (1) year.</p> <p>2.3. The Committee shall have at least five (5) Sagebrush Chapter members where one (1) member is the Committee chairperson and another is the Committee vice chairperson. The Sagebrush Chapter Vice President is a standing member of the Committee, unless he/she declines to be a member, and other Sagebrush Chapter members are asked to serve on the Committee by the Sagebrush Chapter President and/or the Committee chairperson for a period of one (1) year.</p> <p>2.4. Members accepting the appointment commit to actively participate in all planned meetings.</p> <p>2.5. A Committee member can request to be removed from the Committee at anytime by providing written notice to the Sagebrush Chapter President and/or Committee chairperson.</p> <p>2.6. A Committee may be excused by the Committee chairperson from the Committee upon the absence of three (3) scheduled Committee meetings.</p> <p>2.7. Communications between Committee members shall take place by: meeting, telephone, conference call, electronic mail, or videoconference.</p> <p>2.8. All Committee work products remain the sole property of the Sagebrush Chapter.</p>
3.0	PROCEDURE
4.0	STANDARDS

5.0	DEFINITIONS
6.0	ROLES AND RESPONSIBILITIES
	<p>6.1. Sagebrush Chapter Committee Chairperson and Vice Chairperson</p> <p>6.1.1. Manage the Committee and the Program.</p> <p>6.1.2. Upon request by the Sagebrush Chapter Board of Directors, the Committee chairperson or Committee designee will report Committee activities to the Board of Directors.</p> <p>6.2. Sagebrush Chapter Committee</p> <p>6.2.1. Perform research, discuss, and debate methods and processes to develop and manage a comprehensive Program.</p> <p>6.2.2. Develop the processes, methods, criteria, policy statements, and tools used to promote, execute, and manage the Program.</p> <p>6.2.3. Develop and promote the adoption of Polices by the Sagebrush Chapter general members that implement or improve the Program.</p> <p>6.2.4. Participate in the execution of the Program.</p>
7.0	REFERENCES
Control Number	Title

Document History			
Version	Effective Date	Description	Initiator's Name
1	3/17/2009	New Policy, Procedure, and Standard Statement	Randel Stevens & Mike Caltagirone
2	7/14/2011	Revision to Section 2.3	Matt Maples, Board of Directors