

North Shore Forest Collaborative Charter

Organizational Structure and Operating Fundamentals

December, 2011

This document sets the basis for member participation and organizational function of the North Shore Forest Collaborative (NSFC). This document will be further refined as the NSFC matures. These definitions and guidelines will help establish an understanding among members as to how the organization will be structured and define their roles in conducting the business of the organization. All members in the North Shore Forest Collaborative agree to support the organization's mission using the structure and procedures described below.

Mission, Desired Future Condition, Goal, Objectives, Strategies

The mission of the North Shore Forest Collaborative is to revitalize and maintain a healthy and functioning ecosystem along the North Shore of Lake Superior with emphasis on restoring and maintaining native trees and associated forest communities.

The Desired Condition, Goals, and Objectives will be defined in a separate document and will be reviewed and updated as needed. Members will not be expected to contribute to all the stated goals and objectives, but will be expected to contribute to some of them.

Participation

Members can include any organization that has management, assessment, or regulatory function within the area or any entity or individual that owns land within or near the collaborative area. Some members may be landowners and/or represent other landowners; while in addition, these members should also provide expertise to aid the function and work of the collaborative.

Each tribal entity, organization, agency, or division within an agency, will appoint one lead representative. Individuals who have been appointed by an organization as a representative will attend meetings regularly and help to reach consensus decisions on behalf of that organization. Organization/agencies may chose to involve additional participants or visitors; they may attend meetings and actively participate in discussions but will not represent their organization in consent decisions.

Members:

- Vote in matters requiring consensus
- Are expected to participate in meetings regularly
- Should be willing to participate in working groups and/or
- Should be willing to serve in a leadership position.

Other attendees may be invited for a variety of reasons to any collaborative meeting or to provide input to a working group (sub-committee) meeting.

Visitors/Interested persons:

- May attend any full collaborative meeting or working group meeting
- Are not eligible to vote on matters before the collaborative
- May volunteer to be members of working groups or to provide assistance to working groups and projects
- May be included on a mailing list for receiving information on the Collaborative.

Collaborative Coordinator

While the collaborative is becoming established, a coordinator will be hired. As the collaborative evolves, it will evaluate whether a separate coordinator is needed or whether a coordinator will be selected from Collaborative members. The role of the coordinator is to:

- Assist the Collaborative in developing its priorities.
- Initiate, coordinate and facilitate meetings and develop meeting agendas for the Collaborative as needed.
- Facilitate information exchange among Collaborative members and serve as the communication hub between sub-committees and/or working groups.
- Guide the Collaborative through the process to identify data needs and/or compile existing data from partners for utilization in other projects.
- Assist the Collaborative in identifying and prioritizing potential projects based on applicable goals and objectives.
- Assist the Collaborative in developing a schedule for achieving the project deliverables in the next 11 months and for pursuing the Collaborative priorities for the next 18 months.
- Track progress of on-going and planned projects.
- Seek out future funding opportunities and take the lead in completing funding applications.
- Serve as the public outreach coordinator and lead spokesperson for the Collaborative.

Meetings

The meetings will be conducted following a consensus-based decision process (defined below). In general, the coordinator will facilitate the meetings. However, the collaborative may choose to appoint a separate person/facilitator to provide meeting logistics, facilitation, or documentation.

The collaborative will meet at least quarterly each year and meetings will include progress reports from subcommittees. Meeting notes will be distributed promptly after each Collaborative meeting.

The meeting facilitator will assure:

- Decisions endorsing goals, objectives, strategies, and projects are made by consensus of members of the collaborative
- The meetings foster regular and equal representation
- Discussion of issues are open to all meeting attendees, both active members and guests
- Lead representatives serve as the voice for their organizations in the collaborative decisions
- Assure all decisions are documented in meeting notes.

Work Groups

The NSFC may establish temporary and standing groups to work on projects of mutual interest.

Working groups:

- Will accomplish the majority of the work for the collaborative
- Will have responsibility for reporting on progress to the collaborative
- Can include members from the Collaborative, including private landowners, or from outside individuals who may provide needed expertise.

A Steering Committee will be a standing group. The role of the steering committee is to work with the Coordinator to guide the collaborative. When needed, they will provide guidance on agendas, determine if a decision/topic needs to go to the full collaborative and be a sounding board for ideas. They may hold meetings or have discussions via conference calls. Steering committee members must be members of the Collaborative.

“Consensus” defined: Consensus is a large group decision-making process where everyone’s input is carefully considered to craft an outcome that best meets the needs of the group. The process synthesizes the wisdom and needs of all the group members into what everyone agrees is the best possible outcome for the group.

The root word of consensus is consent, which means “to give permission”. When you give your consent, you are giving your permission to the group to go ahead with the outcome the group has crafted. You may not agree completely with the decision, but based on listening to all the input, you can agree to let the decision go forward because the outcome is the best the entire group can achieve at the current time.

The basis of consensus is a cooperative intent, where the members must be willing to work together to find a solution that meets the needs of the group. Consensus requires a different mindset from that used in majority voting. With majority voting, a proposal is presented to the group and it is either accepted or rejected. In simple majority voting up to half the members of the group may remain actively opposed to the outcome. In a consensus process, there is more opportunity for discussion and for members of the group to come together to find a compromise solution. With consensus, all members of the group support the outcome. Key attributes to a successful consensus process include willingness to listen to others and see their perspectives, willingness to share your own ideas but not insist they are the best ones, and willingness to create an outcome based on the group’s best ideas.

Based on definition written by Daryl Peterson for the Manitou Collaborative Charter, April, 2008, which was adapted from: <http://www.ic.org/nica/Process/Consensusbasics.htm#Ingredients>

December 2011

List of members

| Organization | Name |
|--|--|
| Board of Water and Soil Resources | Ryan Hughes |
| Cook County | Bruce Martinson Fritz Sobanja |
| Lake County | Tom Martinson |
| Landowner | Wayne Russ |
| Landowner | Michael Montean |
| MN Land Trust | Daryl Peterson |
| Minnesota Forest Resource Council | Dave Miller |
| MN Department of Transportation | Tom Jacobson |
| MN Department of Natural Resources | Harley Hanson , Parks & Trails Kelly McQuiston, Fisheries Dave Ingebritsen, Wildlife |
| Natural Resources Conservation Service | Danny Weber |
| Sugarloaf: North Shore | Molly Thompson |
| The Nature Conservancy | Chris Dunham |
| US Forest Service | John Wytanis , Tofte District Becky Bartol Dennis Neitzke, Gunflint District |
| Wolf Ridge ELC | John Kohlstedt |

Working Groups

| Working group name | Members |
|---------------------------|--|
| Steering Committee | Becky Bartol, John Wytanis, Molly Thompson, Wayne Russ |
| Goals & Objectives | Wayne Russ, Ryan Hughes |
| LK Johnson Grant | Molly Thompson, John Wytanis |