

# Lower Mississippi Valley Joint Venture Conservation Delivery Network



Lower Mississippi Valley  
JOINT VENTURE  
www.lmvjv.org

## General Operating Guidelines

### Introduction

The intent of these guidelines are to provide broad direction to Conservation Delivery Networks (CDN's) regarding purpose, function, and intended operational outcomes. It is the desire of the Lower Mississippi Valley Joint Venture (LMVJV) Management Board that CDN's have significant latitude and discretion in accomplishing overarching goals and identified objectives. However, the general organizational and operational structure recommended in these guidelines has been developed to foster more seamless, less cumbersome coordination across and between CDN's within the LMVJV area. Thus, it is desirable that newly formed CDNs adopt an operational structure similar to what is provided herein.

### Purpose

CDN's are chartered by the LMVJV Management Board to serve as forums for LMVJV member organizations and other organizations to coordinate on-the-ground delivery of their otherwise independent efforts. It is intended that each CDN will be guided by the vision that through cooperative coordination, leveraging, and targeting of their actions they may more effectively achieve, at ecoregional/landscape scales, the measurable biological outcomes sought by the LMVJV partnership. A primary targeted outcome of CDN partnerships will be the linking of on-the-ground delivery to the biological goals and objectives that emanate from the JV's biological planning and conservation design activities. The scope of coordination within the CDN also should include development and implementation of grants through programs such as the North American Wetland Conservation Act, Neotropical Migratory Bird Conservation Act, State Wildlife Grants, and private foundations, as necessary to accomplish identified objectives as well as to assist in the more effective leveraging of otherwise standalone resources of CDN partner organizations.

### Membership

LMVJV Board Members will designate from among their staff individuals authorized and empowered to represent their agency/organization as related to the purpose of Conservation Delivery Networks. Initial CDN membership will be limited to LMVJV Board organizations, although it is expected that these networks will reach out to and include other conservation entities who have responsibility for enhancing, managing, and/or protecting natural communities for wildlife. Each CDN should develop a process for identifying and inviting other such conservation entities.

Each CDN member organization will designate one voting member to serve on the networks Management Team. However, other key conservation delivery leaders from



within these organizations are encouraged to attend, , and support CDN functions and activities as participating members.

### **Steering Committee**

Chairs from each CDN will serve as members of a LMVJV Conservation Delivery Network Steering Committee. The CDN Steering Committee will serve as a forum for communicating experiences, processes, and opportunities among neighboring CDNs.

### **Leadership**

- **Chair:** At their initiation, CDNs will be chaired by a representative of the organization volunteering to lead CDN development. Candidates for Chairmanship should have their organization's support to carry out duties as Chair, such that these duties are included in the spectrum of expected day-to day job tasks. The Chair will serve a maximum two (2) year term, with unlimited opportunity for re-election. Subsequent Chairs will be selected through majority vote by CDN members.

Recommended responsibilities of the Chair include:

1. Presides at the Network meetings
  2. Develops agenda for the Network meetings with the assistance from the Vice Chair
  3. Works with members to develop long range plans and coordinates pursuit of grant opportunities
  4. Represents the Network on the LMVJV CDN Steering Committee, which will function to support coordination and communication across CDNs within the LMVJV region
  5. Works directly with the LMVJV Partnership Coordinator to facilitate achieving the common goals and objectives of the LMVJV and CDN
  6. Is responsible for annual reporting to the JV Management Board
- **Vice Chair:** A vice chair will be selected by majority vote of the CDN members. The recommended duties of the Vice Chair may include:
    1. Assumes all duties and responsibilities of the Chair in his/her absence
    2. Performs any tasks that may be assigned by the Chair
    3. Assists in Chair's role as CDN Steering Committee member

### **Committees or Working Groups**

Committees and/or working groups may be established to address needs on a case by case basis, as indicated by majority vote of CDN members. It is envisioned that each

committee or working group would be established for a limited period, as determined by CDN members.

It is recommended that each committee or working group be given clear, written direction regarding their purpose, goals and objectives. This could be done for example in the form of a brief charter that specifies:

1. Purpose and role of the working group as an arm of the CDN
2. Operational guidance and objectives of the working group; also describes the approach that will be taken to achieve the goals
3. A set of milestones, together with time frames for their completion

### **Meetings**

CDNs should meet a minimum of once per year. Meetings will be scheduled and coordinated by the CDN Chair and/or Vice Chair, with assistance from the LMVJV Office, particularly the Partnership Coordinator, as needed. Minutes or meeting summary notes shall be developed for each Network meeting in order to maintain a record of the group's important discussions, decisions, and activities, and distributed to all CDN members and the Partnership Coordinator in a timely manner.

### **Reporting**

In order to foster effective communication and coordination between the JV Management Board and CDN's, each CDN will provide a summary report to the Board highlighting its priorities, activities and accomplishments annually. The reporting deadline will be September 30, prior to the fall Board meeting. Annual reports should include at a minimum the following:

1. General information on meetings (e.g., current chair and vice-chair, dates, participating organizations, resulting priority action items)
2. Status of projects and funding of both active and planned activities (e.g., list of projects with purpose and participating partners; grants received; direct and in-kind funding from participating organizations; estimated project costs)
3. Accomplishments toward addressing the coordination priorities identified in the CDN Charter
4. Provide input on, or identify any specific planning needs the CDN would like to convey to the Management Board