

## NCLI ADVISORY COMMITTEE CHARTER

<b>TITLE:</b>	No Child Left Inside Advisory Committee (NCLI)
<b>REFERENCE:</b>	RCW 79A.05.351 (4); <i>create an advisory committee to assist and advise on development and administration of the outdoor education and recreation program.</i>
<b>POLICY MANUAL:</b>	None to Date
<b>EFFECTIVE DATE:</b>	October 1, 2015
<b>SUPERSEDES:</b>	
<b>APPROVED:</b>	Don Hoch, State Parks Director

### BACKGROUND

The No Child Left Inside (NCLI) Advisory Committee is created per RCW 79A.05.351 as part of the Outdoor Recreation and Education Program established within the Washington State Parks and Recreation Commission (Parks). The NCLI advisory committee is staffed and managed by the Washington State Recreation and Conservation Office (RCO) per Interagency Agreement. Collectively these two Washington State agencies are referred to as the 'Agencies'.

### PURPOSE

The NCLI Advisory Committee (advisory committee) advises the Parks Director regarding topics pertaining to the NCLI grant program, including

- ▶ Policies and procedures;
- ▶ Project selection process; and
- ▶ Legislative issues

### TASK and FUNCTION

In order to accomplish its purpose, the advisory committee may:

- ▶ Assist in the development and application of program policies and procedures;
- ▶ Provide counsel on legislative issues;
- ▶ Provide recommendations as needed on project modifications and allowable uses of grant project funds;
- ▶ Provide technical counsel on project merits; and
- ▶ Evaluate and score grant proposals that results in a ranked list of projects.

The advisory committee uses a written project selection process to evaluate and rank grant requests. The Parks Director considers the advisory committee's grant evaluations as advice when recommending projects for funding.

### ADMINISTRATION

The Agencies assign a liaison to the advisory committee to provide administrative support, including arranging meetings, writing meeting summaries, and providing information on issues and grant requests.

## MEMBER DUTIES

Advisory committee members represent statewide interests and views of outdoor recreation and education rather than a particular organization, club or community. Members help to achieve program policies, goals, and objectives established in this charter, the program manuals, and other relevant rules and documents.

Member tasks are limited to those requested by the Agencies. Members must not use committee time to advocate for personal goals. Members do not represent the Agencies or the advisory committee in external forums or deliberations unless requested by the Parks Director.

## STANDING and COMPOSITION

Except for ex-officio members (if any), advisory committee members have equal status and shall share fully in all activities and duties.

The Advisory Committee shall typically have up to 12 members representing:

Members – Conduct Project Review and Evaluation	#
• Citizens (outdoor recreation and education groups or associations; nonprofits and community based organizations)	4-5
• Local, State Agencies, School Districts (expertise in environmental education programs design or management; planning, outdoor recreation programs design or management,)	3-4
• Veterans	1-2
• Local Business Community	1-2
• Student (current high school or college student)	1

The Agencies will work to ensure that appointees represent the full range of Washington’s geographic, cultural, gender, physical ability, and age characteristics. The Parks Director may appoint additional ex-officio members and special study or advisory committee members as necessary

## ETHICS

Advisory committee members must uphold a high ethical standard. It is extremely important to avoid both the appearance and actual conflicts of interest.

A conflict of interest occurs when a member has a private interest that may benefit from that member’s actions, or when a private interest could interfere with the member’s duties on behalf of the Agencies. Such interests do not need to be financial. Members must not make decisions in order to gain financial or other benefits for themselves, their family, or their friends.

Members can avoid conflicts of interest and other ethical problems by being aware of statutory restrictions, adhering to such restrictions, using good judgment, and being fair and equitable in decision-making. Members are strongly advised to review Chapter 42.52 RCW, the statutory Code of Ethics for Public Officials.

Because RCO is involved in making grants, it is a “section 4” agency, which means that stricter provisions of the ethics law apply. Limitations are summarized below (see RCW 42.52.150 for full reference). Staff and members of the advisory committee may accept only very limited items from a person seeking to provide goods or services to the Agencies, or a person who is a grant sponsor or potential sponsor. The limited items that may be accepted are:

- ▶ Unsolicited promotional items of nominal value (e.g., pens) or tokens of appreciation (e.g., plaque or wall memento);
- ▶ Informational material, publications, or subscriptions related to the member's performance of official advisory committee duties.

Members are not allowed to accept:

- ▶ Payments for expenses incurred in connection with a speech, presentation, or appearance made as an advisory committee member;
- ▶ Payments for seminars and educational programs; or
- ▶ Flowers, plants, and floral arrangements.

On occasion advisory committee members may represent an agency or organization that brings an application before the advisory committee for evaluation. In this circumstance the advisory committee member's organization or agency must have other staff prepare and present the project. The advisory committee member must score all projects including its own using the adopted criteria. The Agencies may remove any advisory committee member that demonstrates an unfair bias in treatment of applicants or evaluation scores.

### ATTRIBUTES

The Agencies seek advisory committee members who:

- ▶ Are knowledgeable and experienced in the activities and issues that relate to the NCLI program;
- ▶ Are interested in more than one type of outdoor recreation or environmental education activity and demonstrate an appreciation and understanding of views of those with diverse interests;
- ▶ Work for the greater good of the program;
- ▶ Are available for, and have a high interest in, advisory committee participation;
- ▶ Demonstrate an ability to be creative in seeking solutions; and
- ▶ Have an interest in public policy issues.

### OUT OF STATE APPLICANTS

Unless specifically approved by the Parks Director, only Washington state residents may serve on this advisory committee. Proof of residency<sup>1</sup> that includes any of the following, may be requested:

- ▶ Washington state driver's license, instruction permit, or identification card,
- ▶ Home utility bill or related work order (such as gas, electrical, water, landline phone, or cable media) listing only the applicant's name and dated within the last 60 days; or
- ▶ Tribal identification listing current residence.

In considering waiving the residency requirement, the director considers such factors as:

- ▶ The number of qualified in-state candidates for the vacancy;
- ▶ The candidate's unique or especially relevant experience or qualifications;
- ▶ The value added by the candidates participation;
- ▶ The candidate's familiarity with the issues addressed by this committee;
- ▶ The candidate's in-state associations, including:
  - ▶ Amount of time spent in-state, including participating in recreation;
  - ▶ Whether a residence is maintained in-state;
  - ▶ Relevant memberships, affiliations, and interests; and/or
  - ▶ Expressions of support (letters, petitions, etc.).

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<sup>1</sup> For a more comprehensive listing, visit <http://www.dol.wa.gov/> (proof of identity and residency).

## APPOINTMENTS

The Parks Director appoints members based on an assessment that includes:

- ▶ Review of the application for Advisory Committee membership;
- ▶ Applicant attributes (as described above);
- ▶ Previous performance history (meeting attendance, participation/contributions);
- ▶ Advice from staff and other parties; and
- ▶ Endorsements from organized groups.

## TERMS

Members may be appointed for a term of up to four years. The director may reappoint members to one additional term, for a maximum of eight years of service. Any additional years of service will be at the discretion of the Parks Director. Member terms will overlap to ensure continuity of experience on the committee.

## REMOVAL

The Parks Director may dismiss any advisory committee member for reasons including, but not limited to, lack of participation in committee activities, an unexcused absence from annual meetings, unfair bias or favoritism in the evaluation and selection process, and any actions that are contrary to the Agencies mission, statutes and policies or the advisory committee's charter

## REVIEW AND EVALUATION MEETINGS

RCO staff facilitates all advisory committee meetings.

The Agencies goal is to have full advisory committee participation for the evaluation of project proposals.

Advisory committee decisions are made by general agreement.

Individual committee members' project evaluation scores are not reported with the funding recommendation that staff presents to the Parks Director.

## REIMBURSEMENTS

Advisory committee members receive no pay for committee participation. However, reimbursement for allowable travel and per diem costs commensurate with state Office of Financial Management rates for travel reimbursements may be available for members based upon available resources.