

PA State Chapter Principles of Operation (2008)

Guidelines:

1. Meetings (board, executive, local chapters)
2. Rendezvous and Awards Banquet
3. Internal Communications
4. Board of Directors/Management
5. Awards
6. Finance (corporate support, fundraising)
7. "Turkey Talk"
8. Public Relations
9. Hunter Safety and Education
10. Communications
11. Partner Conservation Organizations
12. Membership and Chapter Development
13. Habitat Improvement
14. Land Acquisition
15. Wild Turkey Management
16. Landowner Relations

1. MEETINGS

Recommendations:

1. Seek meetings site locations for Executive Committee meetings and board meetings, which provide a business-like atmosphere, will be done by the Chapter President.
2. Encourage and expect responsible behavior at board meetings.
3. Enforce Bylaw criteria, as it pertains to board meeting attendance and responsibilities of board members.

LRP- Meetings continued

4. Make board meetings more efficient and business like.
5. The Executive Committee should be updated and made aware of business to be considered prior to every scheduled board meeting by the Chapter President.
6. The Executive Committee should be responsible for making sure that board action directives are carried out to the fullest extent.

7. Encourage and expect board members to periodically attend local chapter meetings and functions.
8. Conduct an annual local chapter president's meeting/workshop.

Action Plan:

1. Meeting sites should provide a business like atmosphere and an opportunity for recreation of some sort. Meeting sites should be located within a reasonable distance of a camp that has been made available to the board for the weekend of the scheduled meeting.
2. It shall be the responsibility of the presiding officer to control the tempo of the meeting and shall be the responsibility of all board members to conduct themselves in accordance with the rules contained in "Robert's Rules of Order", as those rules pertain to meeting sessions of the board.
3. In accordance with Chapter Bylaws under Article VII, Chapter Board;
 - Section 1 – Qualifications: All board members must attend at least 3 of the 5 scheduled board meetings in the term year. Board members must also serve on an Appointed or Standing committee during their term of office. Failure to comply with these responsibilities shall result in action being taken as provided for in the Chapter Bylaws under Article VI, Officers.
 - Section 5 – Removal from Office: It shall be the responsibility of the Chapter Secretary to maintain an attendance sheet at scheduled board meetings. Board members who are not present at a scheduled meeting of the board, shall be listed as such in the Minutes by the Chapter Secretary.
4. It shall be the duty of the presiding officer to conduct board meetings in a manner which is acceptable by the Board and in accordance with the rules contained in "Robert's Rules of Order".

LRP – Meetings Continued

5. The Executive Committee shall meet in advance of each scheduled board meeting (preferably Friday evening) so that the Chapter President can inform the Executive Committee of pertinent matters to come before the Board. The Executive Committee shall address the board meeting agenda, business matters of importance and/or any problems which may require attention.
6. Immediately following adjournment of each board meeting, or within a reasonable period thereof, the Executive Committee shall meet for the purpose of

creating an “action list” of things to be done. Information from this “action list” shall be administered to the Board in an update report from the Chapter President. The Chapter President shall be responsible for ensuring that board action directives are carried out to the fullest extent possible.

7. The Executive Committee assures a local chapter leadership workshop is held yearly.

2. RENDEZVOUS AND AWARDS BANQUET

Recommendations:

1. Hold the Rendezvous and Awards Banquet in conjunction with the January Board meeting.
2. The State Chapter shall assist the Regional Directors in the planning and implementation of the Rendezvous and Awards Banquet.

Action Plan:

1. A Rendezvous and Awards Banquet Committee shall be appointed by the Chapter President.
2. Board members should encourage participation from their local chapters.

3. INTERNAL COMMUNICATIONS

Recommendations:

1. Keep the Vice President fully informed and updated on all Chapter activities, functions, and concerns, so that the Vice President is prepared to assume the responsibilities of the President when necessary.
2. Maintain communication with the Board between scheduled meetings.

LRP – Internal Communications Continued

3. Keep local chapter presidents more informed, better advised, and updated on a more timely basis of Chapter activities and concerns. It is further recommended that local chapter presidents should be encouraged to communicate their local chapter activities and concerns to the Chapter.
4. The Chapter President will assign each board member a list of chapter presidents to contact in which to maintain a line of communication.

Action Plan:

1. The Chapter President shall maintain close communication with the Vice President, keeping the Vice President updated and well advised on all matters relative to Chapter activities, functions, and concerns. All information received by the Chapter President from the NWTF shall be made available to the Vice President either by forwarding a copy or by communicating the information to the Vice President directly.
2. Board Meeting Minutes shall be in the hands of board members at least 4 weeks prior to the immediate scheduled board meeting.
3. It shall be the responsibility of the Chapter President to write a letter to each new local chapter president, welcoming their local to the organization, offer our Chapter's help and assistance, and encouraging the local chapter presidents to keep our Chapter posted on their chapter activities.

4. BOARD OF DIRECTORS/MANAGEMENT

Recommendations:

1. Review and update Director/Board member Principles every 2 years.
2. Review and update Chapter Bylaws to include but not limited to election procedures and board size every 2 years.
3. Create a set of committee Principles. Review each committee regarding committee functions, purpose, and goals.
4. Develop an annual report of Chapter accomplishments.
5. Review officer positions to determine need and functions.

LRP - Board of Directors/Management Continued

Action Plan:

1. Review and update board member Principles upon commencement of Chapter Presidents new term to reflect changes in Strategic Plan and Bylaw amendments. Executive Committee should meet to review and update.
2. Review and update Chapter Bylaws upon commencement of Chapter Presidents new term to reflect changes in the Strategic Plan and management direction.

Amendments to Bylaws are required to conform with election procedures and board size.

3. Review functions and goals of each committee. Make Bylaw amendments in accordance with changes that are made. Establish a set of Principles for each committee. The Strategic Planning Chapter Administration committee shall undertake the review. Executive Committee should provide some input regarding direction to be taken.
4. Develop an “annual report” of Chapter accomplishments to be used as PR. (*See Internal Communications – Action Item “C”*).
 - **Footnote:** Chapter should maintain a record of accomplishments to be used periodically in news releases, “Turkey Talk” or “Caller” articles, and to update local chapter presidents of our activities. (We need to tell the story.)

5. AWARDS

Recommendations:

1. Review current Principles, criteria, and qualifications for all award categories.
2. Look at ways to maintain public interest, while upholding the honorable significance of the award and its presentations.

Action Plan:

1. The Awards Committee shall establish specific Principles, criteria, and qualifications for all award categories.
2. As determined by the Awards Committee and/or the Executive Committee, awards will be presented at various times during the Annual Awards Banquet.
3. A concerted effort by the Awards Committee and Chapter board members should be made to obtain sponsorship for the Awards plaques.

LRP – Continued

6. FINANCES

Recommendations:

1. Seek corporate support on the local, state, and national levels.

2. Seek sponsorship support for the Annual Rendezvous and Awards Banquet and its various events/activities.
3. Develop new and better ideas for fundraising.
4. Thoroughly examine the projected financial needs of our programs and projects, to determine where our operating level should be in given time increments.

Action Plan:

1. Regional and District Directors should seek corporate support at the local level by seeking assistance and leads from local chapter members. Appoint a committee to research and identify potential corporate supports and seek corporate support through personal contact or other techniques. Request help and assistance from the NWTf for potential leads for corporate support from the national level.
2. Develop a means of recognition for corporate/sponsorship support. This could be done with a special certificate or appreciation and a personal letter, banners which identify the sponsor at the Annual Rendezvous and Awards Banquet, sport shows, etc.
3. All board members will be encouraged to continue with efforts to develop new and better methods of fundraising. Attention needs to be focused on fundraising methods of other nonprofit/conservation organizations. We need to take advantage of local chapter contacts provided by our Regional and District Directors, and to be more receptive of fundraising methods used by our local chapters.
4. Continue to review and upgrade our current methods of fundraising. Look at long term budget needs and develop fundraising concepts in accordance with those needs.

LRP – Finances Continued

5. The Executive Committee will develop a strategic projected budget, after having determined what our operating level should be at give time increments. The Executive Committee will work with various committee chairmen to determine financial needs of our planned and/or projected wild turkey programs and projects. How much money do we need to raise over the next 5 – 10 years to operate, and to ensure a solid future for the wild turkey and our hunting tradition.

7. “TURKEY TALK”

GOAL: “Turkey Talk” to continue to be official publication of the Pennsylvania Chapter with specific recommendations for improving communication and notification of events.

Recommendations:

1. Continue to recognize and utilize “Turkey Talk” as the official publication of the Pennsylvania Chapter. Improve communication with conservation partners, event notification, and newsworthy material to our membership by adding new information to each publication.

Action Plan:

1. Utilize the “Official Quarterly Publication of the Pennsylvania Chapter, NWTF” status on the heading of each issue of “Turkey Talk”, design and implement additional Principles to improve the communication structure of this publication. These following ideas for additional improvements and Local Chapter participation in “Turkey Talk” can be added to those proposed and enacted by Regional Directors and Women in the Outdoors Regional Coordinator, to include:
 - Hunting heritage Banquet lists in each publication for the next 4 to 6 months, local chapter name, banquet date, location, and Regional Director’s name and telephone number.
 - Hunting heritage project descriptions and dollars spent each year by category.
 - Complete list of NWTF Outreach Programs (i.e. Women in the Outdoors, JAKES, Wheelin’ Sportsmen) sponsored by state and local chapters. To include: local chapter name, event date, location, event coordinator name, phone number, email, and types of classes to be held.

LRP – “Turkey Talk” Continued

- Develop a process to remind each local chapter president and each committee chairman, 2 months in advance, of their responsibility to have reports submitted to the “Turkey Talk” Editor by March 2nd, June 2nd, September 2nd, and December 2nd.
- Promote advertising opportunity for “Turkey Talk”.

8. PUBLIC RELATIONS

GOAL: Develop and distribute a PSA, educational materials, and turkey hunting materials in cooperation with the Pennsylvania Game Commission, the sport of turkey hunting, turkey hunting safety, and the wild turkey resource. Develop press releases designed to “*Tell the Story*” of the Pennsylvania Chapter and NWTF.

Recommendations:

1. Coordinate, through the Hunter Safety Education Committee and the Public Relations chairman, these activities for spring and fall hunting seasons. Allocate money and assign committee members to achieve the desired results.
2. Document, schedule, and distribute press releases to POWA writers and newspapers that “*Tell the Story*” of the accomplishments, visions, goals, and direction of the Pennsylvania Chapter.

Action Plan:

1. Continue to utilize the Pennsylvania Game Commission’s direction and resources to create posters for distribution across Pennsylvania; develop and distribute educational material to turkey hunters; and utilizing mediate technology with the Pennsylvania Game Commission and our Public Relations chairman, develop PSA’s to be distributed to TV stations throughout Pennsylvania.
2. Develop a schedule for press releases and distribute to outdoor writers and newspapers. Material would cover Hunting heritage projects, NWTF Outreach Programs, Chapter Rendezvous and Awards Banquet, and Chapter accomplishments.

LRP – Continued

9. HUNTER SAFETY AND EDUCATION

GOAL: Disseminate information pertaining to the importance of safety and ethics of turkey hunting towards the goal of zero Hunter Related Shooting Incidents.

Recommendations:

1. State Chapter DART Committee to investigate the need and cost for a new and/or additional Interactive Video System.
2. Develop and budget for an annual/seasonal safety message, in conjunction with the hunter safety messages developed with the cooperation of the Pennsylvania Game Commission. These safety messages, logos, buttons, pamphlets, posters, billboards, etc., would be designed to educate turkey hunters and spread the safety messages.
3. To have our local chapters and membership aware of political issues and regulation changes that will affect the future of hunting and wildlife conservation.

Action Plan:

1. Design a safety message to be used at sport shows, NWTF Outreach Programs, local chapter events, other conservation organization's events, POWA breakouts, and all other activities and events that would be useful in spreading the message about turkey hunting safety.
2. Committee will update, budget, print, and distribute pamphlets, posters, and additional material to be used for advertising and educational purposes. This material/information will be utilized by the Chapter and its local chapters, for the purpose of educating the general public in regards to our events, projects, activities, and the purpose and availability of educational material, habitat information, and membership information which promotes the Pennsylvania Chapter.
3. Develop a breakout session agenda, define goals, budget, and implement a weekend outing for invited guests to meet and talk with State Chapter officers, directors, and NWTF staff personal with regard to Chapter goals, direction, vision, and accomplishments. Talk about the future of the NWTF and its accomplishments using material in past issues of "Turkey Call", the NWTF Annual Report, and any other presentations utilized by the NWTF. Use agenda to spread the word and "*Tell the Story*" about the Pennsylvania Chapter and NWTF.

LRP – Continued

10. COMMUNICATIONS

GOAL: Improve communication between the directors, local chapters, membership, and conservation partners.

Recommendations:

1. Improve communication between directors, local chapters, membership, and conservation partners to ensure all current information, chapter direction and positions, and advanced notification of events and directional statements is disseminated as quickly and accurately as possible.
2. Develop ideas, implement strategies, and improve communication with conservation partners. Many of our issues, ideas, and visionary direction changes need support by strength in numbers and collective agreements with other conservation partners.
3. Maintain and improve the home page for the Pennsylvania Chapter.
4. Contract a Public Relations Representative to *“Tell the Story”*.
5. Each local chapter president would identify and contact local sportsmen’s clubs, via mail or in person, in their area with membership packets.

Action Plan:

1. Publication committee to develop a list of additional conservation partners to receive “Turkey Talk”. Public Relations chairman become media voice of the Chapter. Legislative Committee develops new methods and ideas for becoming our voice in Harrisburg. “Turkey Talk” is expanded to include information on legislative reports, press releases, media announcements, conservation partner programs, and Chapter participation at/in/on state conservation and wildlife management events and statewide sportsmen committees.
2. Contact selected conservation organizations that would be beneficial in promoting the direction, vision, goals, and ideas of the Chapter. Utilize these partnerships to improve and promote the purpose of the Chapter to gain a better position in the legislative process. Communicate important matters concerning the Chapter’s direction on wild turkey management, hunter safety, and legislative bills that effect the wild turkey resource and the hunting tradition.

LRP – Communications Continued

3. Continue to provide information on all the events, activities, projects, habitat, safety, banquets, NWTf Outreach Programs, and everything else that the chapter is involved. Promote the Chapter through the electronic media. Continue to provide for a database administrator (DBA) to design, develop, budget, and to maintain a home page for the Pennsylvania Chapter.

4. Public Relations Representative provided with press release information at least 4 times per year or more if needed.
5. Each local chapter president would contact local sportsman's clubs, via mail or in person, and present them with membership packets that would include the following:
 - 20 Membership applications
 - 20 JAKES applications
 - 10 Women in the Outdoors applications
 - 5 Wheelin' Sportsman applications
 - Letter covering benefits, such as Turkey Talk, Turkey Call, The Caller, Women in the Outdoors magazine, JAKES magazine, Wheelin' Sportsman magazine, etc.
 - Sponsor benefits.
 - Dates, times, and location of local chapter meetings and chapter Hunting heritage banquet.
 - Projects done and in the working stages using Hunting heritage money to include, JAKES event, Women in the Outdoors event, Habitat Projects, Wheelin' Sportsman events, etc.
 - Name and address of contact person.

11. CONSERVATION PARTNER ORGANIZATIONS

GOAL: Define criteria, identify potential support organizations, and develop a partnership with conservation organizations to improve the ability of the chapter to communicate and achieve our vision, agenda, and goals.

LRP – Conservation Partner Organizations Continued

Recommendations:

1. Review Strategic Plan for Chapter and NWTF. Document goals and direction for the Chapter, identify national, state, and local wildlife management and conservation organizations that have like or similar ideas and develop a working partnership with these organizations to achieve agenda.

2. Improve working partnership with existing conservation partners.

Action Plan:

1. Identify today's conservation partner organizations, including but not limited to: DCNR, ANF, POWA, PDA, UBP, NRA, Wildlands Trust Fund, Western Pennsylvania Conservancy, Eastern Sports and Outdoor. Identify future conservation partner organizations and determine their support role, their agenda and goals, and any individual contacts who can provide additional information and ideas for a partnership.
2. Create a working relationship with these conservation organizations to help understand and resolve conservation issues, wildlife management priorities, improve sportsman's rights, develop a better understanding of our hunting heritage and create a positive message to non-hunting public.

12. MEMBERSHIP AND CHAPTER DEVELOPMENT

GOAL: Develop a comprehensive plan and strategy to increase members, chapters, and Hunting heritage dollars.

Recommendations:

1. Believe in and support the concept that the future of our organization and that the wild turkey resource is dependant upon our development of local chapters, membership growth, and our ability to raise Hunting heritage dollars.

Action Plan:

1. Set annual goals for both membership numbers and numbers of new chapters.
2. Board members represent the Chapter in a professional manner at local chapter meetings and attend these meetings whenever possible.
3. Board members represent the chapter at local chapter banquets to build an awareness of the NWTF and the Chapter.

LRP – Membership and Chapter Development Continued

4. Board assists Regional Directors and Women in the Outdoors Regional Coordinator in the identification and cultivation of new leaders for both the Chapter and its local chapters.
5. Board members encourage "spin-off" chapters to form from an existing chapter, where applicable. At the same time, eliminate the "boundary line" "provincial"

- thinking that exists today regarding the forming of a new chapter close to an existing chapter.
6. Chapter Board to maintain communication between Chapter and local chapters to keep our “grass-roots” people informed. Chapter to initiate these lines of communication from the “top” down, rather than waiting for the local chapters to come to them.
 7. Chapter to promote FUN activities to keep local chapters alive and involved. Activities could include: NWTF Outreach programs, a booth at county and local fairs, habitat projects, shooting events, archery events, and golf tournaments to name a few.
 8. Assist Regional Directors in search for the right candidates to fill vacancies in District Directors positions.
 9. When talking to the general public emphasize the importance of our fundraising efforts and what we do with the money.
 10. Board members should assist local chapters in finding keep community leaders; invite them to their banquet and to their local chapter meetings and events.
 11. Board members can help to encourage membership growth and be actively involved in increasing memberships by:
 - Personal contact – *“Tell the NWTF and Chapter Story”*.
 - Calling Contests
 - Membership application in “Turkey Talk”.
 - Have membership applications with you at all times, especially at hunting lodges or when hunting with new acquaintances. Always leave some membership applications at hunting lodges.
 - Talk to scout troops, 4-H Clubs, etc., about our NWTF Outreach Programs.

LRP – Membership and Chapter Development Continued

- Promote the NWTF philosophy of membership at **ALL** events (God, Family, Country, and Conservation).
- Enroll your local Sportsman’s Club as a Sponsor member or, at least, a regular member of the NWTF.

- Encourage gift memberships with an article in “Turkey Talk” about this idea.
- Encourage and support local chapters to hold membership generating events, including but not limited to: shooting events, 3-D archery shoots, JAKES events, Women in the Outdoor events, and Wheelin’ Sportsman Events, etc.
- Advise local chapters on how to get the best publicity of their events.
- Have State Outreach Program chairmen be responsible for assisting local chapters in holding events and building membership.
- Appoint a State Sponsor chairman who has the ability to assist local chapters in the development of sponsor memberships, both individual and corporate.
- Encourage areas with a “low income” frame of mind that they are a very valuable asset to the NWTF, that they **CAN** conduct a banquet, **CAN** have a very active chapter, and that they **DO** play a key role in the success of the NWTF and our Chapter.

13. HABITAT IMPROVEMENT

GOAL: Improve habitat for all wildlife in Pennsylvania.

Recommendations:

1. Channel all habitat improvement monies through the Hunting heritage so as to create a permanent record of all such expenditures. Habitat Committee should provide an updated report on habitat projects/expenditures at each board meeting.
2. Continue to work with government agencies to carry out habitat improvement projects on public land.

LRP – Habitat Improvement Continued

3. For private land: Encourage landowners to conduct habitat improvement projects. Identify methods to educate landowners about wild turkey management and habitat improvement. Identify unique opportunities for habitat projects. Utilize “Turkey Talk” to inform private landowners about habitat projects.

4. Conduct an annual follow-up review of a sample of Hunting heritage financed habitat projects. Conduct a follow-up maintenance on habitat improvement projects.
5. Identify habitat experts to utilize as resources for information and direction on habitat proposals/projects.
6. Establish local chapter habitat coordinators to serve as local contacts for habitat projects. Provide a listing of these coordinators to identify them from local chapter to state chapter.
7. Increase publicity for habitat improvement projects.

Action Plan:

1. Establish a timetable for submission of proposals – spring projects due by January 1 and fall project proposals due by June 1. Prepare an annual projected Hunting heritage habitat budget at the January board meeting. Maintain an uncommitted reserve of funds in the Hunting heritage habitat account for special projects to be carried out on short notice.
2. Chapter officials and NWTF staff should encourage local chapters to conduct habitat projects through the Hunting heritage process so that a permanent record of expenditures/projects is maintained. Local chapters need to be informed of the money in, money out concept, which is available to them.
3. Establish Wild Turkey Partnership Agreements with all agencies responsible for management of land in Pennsylvania. Budget a fixed percentage of annual Hunting heritage budget for habitat improvement projects. Solicit project proposals from land controlling agencies. Utilize expert advice, NWTF staff, habitat committee, technical committee, etc.
4. Provide private landowners with expert advice on habitat management, utilizing NWTF staff, biologists, etc. Develop and provide landowners with videos, pamphlets, NWTF publications, etc., which explain habitat improvement methods. Support and utilize the Wild Turkey Woodlands Program and other similar forest programs.

LRP – Habitat Improvement Continued

5. Utilize NWTF staff, Chapter officials, and agency staff to conduct a follow-up review of habitat projects. Utilize local chapters to conduct maintenance work on habitat projects as a regular follow-up procedure.

6. Habitat committee members will work with our Regional Directors, NWTB Biologist, and our local chapters to identify local chapter habitat coordinators. In addition, the NWTB Biologist and the Habitat committee will provide direction and assistance to local chapter habitat coordinators by utilizing expert advice, pamphlets, videos, etc.
7. Negotiate for signs to be erected at project sites. Get a commitment up front.

14. LAND ACQUISITION

GOAL: To secure more public hunting land.

Recommendations:

1. Move into public ownership critical turkey habitat, which is available for purchase.
2. Pursue other means to preserve critical habitat. Chapter should work on developing a better program with the Pennsylvania Game Commission, DCNR, and others.
3. Land Acquisition committee should work with Pennsylvania Game Commission and DCNR in an effort to assist with the purchase of more acreage.

Action Plan:

1. Earmark a fixed percentage of annual Hunting heritage budget for land acquisition.
2. The Land Acquisition committee should work with the Pennsylvania Game Commission and DCNR in a concerted effort to purchase more acreage for our State Game Lands. Pennsylvania Game Commission and DCNR should be approached about the possibility of providing the Chapter with land acquisition proposals, which they have an interest in. This would allow the Chapter an opportunity to review these proposals, whereupon we would be more prepared to make a favorable determination on which proposals should receive our financial support.

LRP – Continued

15. WILD TURKEY MANAGEMENT

GOAL: To maintain and enhance wild turkey populations in all suitable habitats throughout Pennsylvania for hunting and viewing recreation by current and future generations.

Recommendations:

1. A full-time State biologist on NWTF staff.
2. Support the Goal and Objectives of wild turkey management as specified in the Pennsylvania Game Commission Management Plan for Wild Turkeys in Pennsylvania.
3. We support the voluntary use of florescent orange, but are against the mandatory use of florescent orange.

Action Plan:

1. Work with the NWTF to generate funding to support a full-time biologist position in Pennsylvania.
2. Work with the Pennsylvania Game Commission to revise and update the Goal, Objectives, Strategies, as defined in the Management Plan for Wild Turkeys in Pennsylvania.
3. Inform and educate hunters on positively identifying your target and beyond. Use the NWTF defensive turkey hunting tactics as the guideline for educational outreach.
4. Annual meeting with Pennsylvania Game Commission to review the Wild Turkey Management Plan.
5. Pursue avenues for funding for our Wild Turkey Management Plan, including but not limited to: turkey license fee, etc.
6. Increase turkey hunting opportunities.
7. Work with the Pennsylvania Game Commission to improve turkey hunter education material, look at opportunities to increase turkey hunter education, provide updates from the NWTF Turkey Hunting Safety Task Form to Pennsylvania Game Commission, local chapters, and membership.

LRP – Continued

16. LANDOWNER RELATIONS

GOAL: Encourage private landowners to provide public access to land for turkey hunting and other outdoor recreation.

Recommendations:

1. Work with the Public Relations chairman to develop a program aimed at obtaining this goal.

Action Plan:

1. Develop a means to identify and recognize landowners who provide public access for turkey hunting.