American Forest Foundation
Woodland Committee Charter

Mission
The Woodland Committee shall provide leadership and direction, including the initiation of strategies and programs that advance the continued practice of sustainable forestry and conservation initiatives on woodlands.

Purpose
The Woodland Committee is one of two standing committees established by the Board of Trustees of the American Forest Foundation; the other is the Education Committee. It works closely with the staff in furtherance of the American Forest Foundation’s mission to help private forest owners keep their forests as forests and manage them sustainably. Vital to this effort is the commitment the American Forest Foundation makes to work with landowners to help accomplish the forest management goals that are important to them.

Specifically, the Woodland Committee assists the American Forest Foundation and its staff in the following ways:
1. Act as a sounding board for new ideas and strategies developed by staff.
2. Provide a forum for generating, prioritizing, and implementing innovative ideas from committee members, forest landowners, and other partners.
3. Review program and budget recommendations as part of the annual business plan and budget process.
4. Foster and enhance partnerships with landowners, organizations, agencies, and volunteers.
5. Conduct outreach to key audiences and partners to help disseminate important information and messages from the American Forest Foundation.

Subcommittees
There are four subcommittees of the Woodland Committee.

1. Steering Subcommittee. A steering subcommittee shall be established in order to provide advice to staff and make decisions when it is unrealistic to engage the entire Woodland Committee in a timely manner. In addition, the steering subcommittee shall carry out all duties related to the nominations and consideration of Committee membership as well as all governance matters. The steering subcommittee shall be made up of the chair, vice chair, and immediate past chair. The steering subcommittee may invite other members of the Committee or others external to the Committee into its deliberations as needed. At the expense of the American Forest Foundation, the steering subcommittee may also invite individuals external to the Committee to participate in Committee meetings in order to provide additional insights and expertise.
2. **Certification Subcommittee.** Due to the nature of its responsibilities, this subcommittee will have a direct reporting relationship to the Board of Trustees. However, it shall also have a direct reporting relationship to the Woodland Committee as well, bringing issues and business before the Woodland Committee for its consideration and input.

3. **National Public Affairs Subcommittee.** The National Public Affairs Subcommittee shall be a subcommittee of the Woodland Committee and the Education Committee but shall have a primary reporting relationship to the Woodland Committee. The purpose of the National Public Affairs Subcommittee is to take action on national political and policy matters that impact or may potentially impact forest stewardship practices on family forest lands and to assess public policy issues in order to render advice and guidance to the Woodland Committee on such issues.

4. **Outreach and Education Subcommittee.** The Outreach and Education Subcommittee shall be a subcommittee of the Woodland Committee and the Education Committee but shall have a primary reporting relationship to the Woodland Committee. The purpose of the Outreach and Education Subcommittee is to work with the AFF staff to develop educational activities to address landowner outreach and education, Tree Farm leadership continuing education, inspector education and general public awareness.

**Membership & Appointment**
The Committee shall be made up of at least 16 but not more than 24 members based on the following:

- The chairs of the Certification Subcommittee, Outreach and Education Subcommittee, and National Public Affairs Subcommittee shall be members.

- Half of the Committee shall be landowners who participate in programs directed by the Woodland Committee (including but not limited to Tree Farmers). Such landowners shall reflect each of the four geographic regions (Northeast, South, Midwest, West), different size landowners from small to large, and reflect woodland owner categories described by the Sustaining Family Forest Initiative’s Woodland Owner Survey.

- With the other half of available memberships, the Woodland Committee shall strive to create an overall membership that is dedicated to the mission of the American Forest Foundation and committed to engaging with the Committee and staff during their tenure. Equally vital is creating a membership that has a wide diversity of representation, experience, and perspectives. In electing members, the Woodland Committee shall use the following criteria as guidance to help ensure this diversity is achieved.
Consulting forester who works with non-industrial forest owners
Contractor logger
Conservation group
Extension
Academic
State Departments of Natural Resources and/or Forestry
Biologist
Land trust manager
Industry
Natural Resources Conservation Service, the U.S. Forest Service, or other federal agency as appropriate.
Independent Certification Group Manager
Tree Farm Program co-sponsors, such as state forestry and landowner associations or commissions.

New members shall be elected by a vote of the Woodland Committee. The staff shall work with the Steering Subcommittee of the Woodland Committee to provide a slate of candidates for election.

Officers
The Woodland Committee shall elect one chair and a vice chair. Consistent with the Board’s charter, the chair and vice chair shall also serve as members of the American Forest Foundation’s Board of Trustees. Following their election, new officers must be approved by the Board of Trustees before serving as Trustees. If not approved, the Committee shall nominate other Committee members for the Board of Trustees’ qualification. The vice chair shall automatically become the chair of the Committee upon completion of the chair’s full term. The immediate past chair shall continue to serve on the Committee for a one-year term.

Terms
The length of service for members of the Woodland Committee shall be three years. The terms shall be staggered such that approximately one-third of the Committee is completing its term during any given calendar year. Committee and subcommittee members may be elected to additional three year terms. The length of service for the chair, the vice-chair, and the immediate past chair shall be one year.

Meetings & Business
The Woodland Committee shall meet face to face at least twice annually. Other meetings, including teleconferences, may be called as needed by the chair or vice chair. In order to conduct business, a quorum of 60 percent of members must be in attendance. Business shall be conducted using Roberts’ Rules of Order. Staff shall be responsible for taking minutes during meetings and communicating those minutes to all Committee members.
Amendment
This Charter and any provision contained herein may be amended or repealed at any time by a majority vote of the Board of Trustees.

AMENDED AND APPROVED:

By the Woodland Committee on October 2, 2012
By the Board of Trustees on March 12, 2013