# Conservation Board - Liaison policy

## [Name of Board] Conservation Board liaison policy

This policy defines how the Board will undertake liaison activity with its neighbouring Conservation Boards and other conservation organisations (such as Fish & Game), plus expectations of appointees to Board liaison roles.

## Liaison with neighbouring Conservation Boards

Effective liaison activity between Boards enables collaboration across rohe to maximise conservation outcomes. A Board liaison helps to establish and maintain relationships and provide communication between neighbouring Conservation Boards.

A board member will be appointed as a liaison for each of the following neighbouring Boards:

1. [name of Board]

2. [name of Board]

Neighbouring Boards are encouraged to share information and best practice, and keep the respective Boards informed about cross-boundary interests and issues.

## Assignment of liaison roles

After new members have been appointed, the Board will review its incumbent liaison/s, as well as membership of any cross-boundary working groups that include a liaison. All liaison roles will be filled.

When allocating a member to a liaison role, the following considerations will be relevant:

* Whether the member lives in, or near, the rohe of the neighbouring conservation board.
* Whether the member has associations with the neighbouring Board area, for example through property interests, work, family/friend connections, recreational activities, or other significant associations.
* Whether it is logistically and financially feasible for the member to attend a neighbouring Board meeting in person (if/when required).

## Liaison principles

* Board servicing staff will provide the liaison with notice of neighbouring Board meetings, giving maximum notice to enable the liaison to attend.
* The liaison may attend neighbouring Board meetings either in person or via MS Teams.
* Engagement between Board meetings will occur through phone, email or MS Teams.
* The liaison will ensure they are fully prepared for meetings, including having pre-meeting discussions where appropriate with their Chair and Board servicing staff.

## Expectations

The neighbouring Board’s BSO will supply the liaison with notices of meetings, agendas, minutes, annual reports, and any other relevant items, as soon as practicable.

The liaison will attend [number] meetings (including field trips) of the neighbouring Board per year, with the prior approval of the Board Chair and DOC Statutory Manager (as budget holder).

If attending a meeting or field trip in person, the BSO of the host Board will arrange accommodation, travel, and meal/s as required. The liaison will confirm attendance with the host BSO as soon as practicable to enable them to make the necessary arrangements and minimise costs. All costs are covered by the liaison’s own Board.

The liaison will ensure that the Board remains fully informed, including through formal reporting at the next Board meeting.

Liaison with other conservation organisations

A person can also be appointed as a liaison to establish and maintain relationships and provide communication between the Board and other conservation organisations, such as Fish & Game. The principles and expectations of these liaison roles are the same as those outlined above.

Claiming fees and expenses

The liaison can claim fees for attending [number] meetings per year, with prior approval from the Board Chair and DOC Statutory Manager (as budget holder). Additional costs that will be met are:

* Travel
* Accommodation; and
* Meal/s.

**Policy reviewed (Month/Year)**

**Reviewed by (Name)**

**Policy Approved (Date)**

**Approved by Board Chair (Sign)**

**Next review (Month/Year)**