

BHA UT Regional Board Member

Position Description

Regional Board members are responsible for representing sportsmen and women in their region (Central, Northeastern, Northern, Southern, and Southeastern regions) on matters surrounding BHA UT including voting on chapter organizational changes, strategic initiatives, and policies. They will become familiar with the elected representatives at all levels of government in their region (village, city, county, and state), as well as develop relationships with state and federal wildlife and land managers in his/her area to build the BHA brand in these communities. They are responsible for serving as the “eyes and ears” in their region to identify potential issues relevant to BHA’s mission and flow that information to the UT BHA board. And, in turn, they shall represent UT BHA within their region in a professional manner according to UT BHA’s mission and values. All Regional Board Member positions are volunteer positions.

UT BHA board members have a passion for our public lands and waters, and are driven to protect these natural resources as well as access to them. A valuable board member is a self-starter that can identify needs in the organization and step up to fill those needs. **It is important to note that this is not just an advisory position; Regional Board Members are expected to execute on assigned tasks and projects.** He/she will be responsible for leading one or more special projects which could include planning social/conservation/education/volunteer/R3/membership events, serving as the subject matter expert on a particular policy issue in Utah, or leading chapter campaigns. Additionally, board members may be asked to assist other board members/executive committee members with ad hoc tasks. Candidates must be comfortable with taking on a leadership role on special projects with minimal oversight from the Executive Committee.

The qualifications to become a Regional Board Member are as follows:

- Must be a current member of Backcountry Hunters & Anglers and full time resident of Utah
- Must be willing to serve a TWO YEAR term
- Must be able to attend a minimum of ONE BHA event open to the public per year (*This includes virtual events)
- Must be able to attend a minimum of ONE BHA board meeting per year (quarterly) – can attend via conference call if attending in person is not feasible
- Must apply via the standard application (the content of this application will be visible to the BHA population to inform voters)
- Must be willing and able to lead AT LEAST ONE special project (as defined above) per year
- Must agree to abide by the BHA Code of Conduct

BHA UT Public Outreach Coordinator

Position Description

The Public Outreach Coordinator will take ownership over all outward facing communications to the public on behalf of the BHA UT Chapter. This may include supporting the Chair/Vice Chair to represent BHA in public forums and to the media. The main responsibilities of this position include the following:

- Work with Chair and Vice Chair, as well as HQ to create concise, accurate and on brand communications across all mediums
- Develop (with assistance from Chair, Vice Chair, and Secretary) membership goals
 - Membership drives, opportunity drawings, events catered towards membership, etc.
- Work with Partnerships Coordinator on materials for donation requests, etc. (see Partnerships Coordinator position description) to maintain branding
- Maintain chapter email account (minimum twice weekly check)
 - Respond or forward emails as needed
- Maintain chapter social accounts (Facebook/Instagram)
- Develop quarterly chapter specific newsletter
- Prepare Backcountry Journal chapter updates
- Supports Regional Board Members on event requests, including:
 - Attending (when feasible/financially accessible)
 - Handling detailed event planning with regional board members
 - Mailing materials as needed

The qualifications for the Public Outreach Coordinator position are as follows:

- Must be a current member of Backcountry Hunters & Anglers and full time resident of Utah
- Must be willing to serve a TWO YEAR term
- Must be able to attend a minimum of THREE BHA events open to the public per year (*This includes virtual events)
- Must be able to attend a minimum of ONE BHA board meeting per year (quarterly) – can attend via conference call if attending in person is not feasible
- Must apply via the standard application (the content of this application will be visible to the BHA population to inform voters)
- Must be willing and able to take ownership over all Chapter public communication channels including social media
- Must be comfortable with public speaking

Must agree to abide by the BHA Code of Conduct

BHA UT Secretary

Position Description

The Secretary role is a key role on our board which keeps the chapter organized and on track. He/she will record minutes of meetings, including the Board's votes on all action items, in accordance with the policies and protocols of BHA HQ; maintain membership records; maintain accurate records on the election and terms of all Board Members; submit reports as required, subject to the approval of the Chair or Co-Chairs; ensure the accuracy and availability of this information to Officers, Board Members and BHA HQ; and fulfill other duties as the need arises, which may include:

- Register minutes at meetings and archive in Basecamp
- Manage the chapter onboarding process including organizing the annual board member orientation and revising the training material as needed
- Assist Regional Coordinator to ensure tags and contact info for all board members are up-to-date, and all chapter leaders have access to needed platforms
- Serve as backup to the Public Outreach Officer in maintaining the chapter email account
- Maintain merchandise inventory and chapter hard goods
- Work with Public Outreach Coordinator to create and update official webpage, Facebook, Instagram, and other social media channels
- Assist and develop chapter materials as needed, e.g. fliers, postcards, signage, letters, etc.
- Maintain chapter Bylaws document and manage revision process
- Drive accountability by maintaining the Responsibilities Matrix through quarterly updates and ensure board members are being appropriately utilized
- Organize and manage the annual executive committee / board member election process
- Submit chapter volunteer hours/lobbying hours to National by Jan. 31 annually and manage hours tracking throughout the year
- Setting up and communicating board meeting days/times/locations

The qualifications for the Secretary position are as follows:

- Must be a current member of Backcountry Hunters & Anglers and full time resident of Utah
- Must be willing to serve a TWO YEAR term
- Must be able to attend a minimum of THREE BHA events open to the public per year (*This includes virtual events)
- Must be able to attend a minimum of ONE BHA board meeting per year (quarterly) – can attend via conference call if attending in person is not feasible
- Must apply via the standard application (the content of this application will be visible to the BHA population to inform voters)
- Must be willing and able to take ownership over all Chapter public communication channels including social media
- Must be comfortable with public speaking
- Must agree to abide by the BHA Code of Conduct