



Salmon and Trout Enhancement Program(STEP) Advisory Committee (STAC)



Welcome to Salmon and Trout Enhancement Program Advisory Committee. You have been selected by the Governor to represent the citizens of your area. In your capacity as a STAC member you represent the Governor, ODFW, the STEP program and thousands of volunteers and STEP program participants. The management and welfare of Oregon's salmon and trout resources are significantly enhanced through the efforts of STEP volunteers and STEP projects and your service on this Committee will help to facilitate effective coordination of program efforts on a statewide basis. In addition, you will help administer the STAC mini-grant program which provides monetary support for qualifying projects.

Member Duties and Responsibilities*

Attend STAC Meetings

STAC generally meets at least two times per calendar year at various locations around the State. Meetings are normally held on Thursdays and are followed by a field trip for half of Friday. Members usually travel on Wednesday and Friday afternoon, depending on distance from the member's home. Some remote locations may require extra travel time. Committee members are expected to attend all meetings and participate in the field trips. If a Committee member is unable to attend a meeting, notification to the STEP staff as early as possible is required. Meeting schedules and locations for the following year are chosen at the fall meeting. STAC members will be reimbursed for travel expenses by submitting a properly executed Travel Expense Detail Sheet, which is included with the briefing material package. Expenses for family members will not be reimbursed.

In addition to regular meetings, STAC members may be occasionally asked to participate in e-mail review of documents, virtual meetings, and/or conference telephone calls in order to facilitate STAC business.

Prepare and review meeting materials and other information provided by ODFW

Oregon Revised Statute 496.460 states "STAC shall review the policies of ODFW and make recommendations to ODFW and the Commission concerning the implementation of salmon and trout enhancement projects." Each Committee member should prepare and submit a brief report about STEP activities, and any issues and concerns they are aware of for their area at least three weeks prior to each STAC meeting. Area report information may include information provided by the area STEP biologists and information prepared by the STAC member. Additional updates will be reported by each member at the STAC meeting. Each Committee member will receive a meeting package including the agenda, agenda topic briefing materials, mini-grant applications, fish propagation permit applications and other items several days prior to each meeting. The member should become familiar with the meeting materials and be prepared to discuss and make informed recommendations or decisions on action items.

Coordinate with local STEP/volunteer groups, participate in STEP projects, attend periodic meetings of local groups, promote STEP in Area of Responsibility (AOR)**

One of the primary roles of STAC member is to act as a liaison between ODFW and the volunteers on the ground and, as stated previously, to make recommendations to ODFW concerning the implementation of STEP. To do this each Committee member should, to the extent practical, become familiar with each STEP group in their AOR by introducing themselves to the group leadership, attending meetings and participating in STEP group activities. Each Committee member should visit STEP facilities in their AOR to familiarize themselves with location, purpose, infrastructure and basic operation of the facility. STAC members will review, to the extent possible, the mini-grant applications from their area prior to submission to the STEP staff. STAC members should be prepared to discuss mini-grant applications from their area as they are presented for review at STAC meetings. STAC members are encouraged to provide an overview of STAC actions to their area STEP groups. STAC members may be contacted by the ODFW staff for their input on local area issues and concerns.

Serve as a Committee officer (Chair, Vice Chair, Secretary)

The Vice Chair, Secretary and Alternate Secretary for the next calendar year are elected at the fall meeting. The seated Vice Chair becomes Chair for the next calendar year. The Chair is responsible for conducting STAC meetings, reviewing agenda topics with the STEP coordinator and presenting the annual STEP report to the Fish and Wildlife Commission.

Coordinate with STEP biologist and District Biologist

Each STAC member is encouraged to establish a strong working relationship with their area STEP biologist and District Fisheries biologist. Regular contact with the District is expected and should include some form of regularly scheduled meetings. STAC members should coordinate the development of STAC meeting area reports with the STEP biologist and should discuss mini-grant applications with District staff prior to submission to the STEP staff. STAC members should discuss area issues and projects with the STEP and District Fisheries biologists to help maintain an informed liaison between the STEP groups and the Department of Fish and Wildlife.

Other duties as assigned

Perform duties requested by ODFW/STAC including representing STAC on other advisory committees or working groups, helping with STEP conference planning, and STAC assignments.

*The duties and responsibilities enumerated are arranged in general priority order.

**Each Area of Responsibility will have different characteristics that may affect STAC member involvement in localized activities including size of the AOR, the number of groups and the number and duration of projects.