

NBNF will partner with public and private entities that impact Newport Bay and its watershed and environment. Partners may be government agencies, allied non-profits, or private entities.

Partner Policy Implementation Procedure

Purpose

To define the process used to identify, evaluate establish and communicate partner relationships.

Definitions

Partner: A public or private entity whose actions or policies may impact Newport Bay and its watershed and environment. Examples include but are not limited to government agencies, public and private corporations, major donors, allied non-profits.

Evaluation Process: Information gathering on the Partner and evaluation of the Partner based on Evaluation Criteria.

Evaluation Criteria: Attributes assessed and evaluated in order to determine if there is a need to establish a partnership.

Partner Agreement: Agreement between NBNF and the Partner that defines the scope of the partnership and mutual roles and responsibilities. May be a Memorandum of Understanding, a government contract, or other evidence of the agreement.

Annual Report: Report to voting membership that summarizes key activities with the Partner during the preceding year.

Process Description

1. Partners may be suggested by any member of NBNF, or identified by any other source. Suggestions for Partners are made to the Board.
2. The Board will determine if NBNF should pursue a partnership with the identified entity.
3. If the Board determines to pursue a partnership, the Board will utilize an Evaluation Process to gather information on the potential Partner and to evaluate the potential Partner. The Board may use predefined Evaluation Criteria, or additional criteria as needed to make partnership decisions.
4. After completion of the evaluation, the Board will take a preliminary position on partnering with this Partner.
5. The Board will inform the voting members of their preliminary position on partnering and give the members a fixed amount of time for comment. The information may be communicated through Clapper Rail, monthly Naturalist meetings, or email.
6. The Board will consider comments and determine if their preliminary position on partnering should be modified. The Board will make the final decision on Partners.
7. The Board will communicate their final decision to the membership.
8. The Board will engage with the Partner to develop the Partner Agreement.
9. The Board will periodically review the Partner Agreement and determine its effectiveness.
10. The Board (or designee) will prepare the Annual Report on the partnership.

Strategic Decision Policy

NBNF will evaluate major projects, plans, agreements and partnerships that may impact Newport Bay and its watershed and environment. In order to further the mission of NBNF, a determination will be made if NBNF needs to take a position (agree, agree with modifications, disagree, or have no position).

Strategic Decision Policy Implementation Procedure

Purpose

To define the process used to identify, evaluate and communicate strategic decisions, and to describe the process used to determine effectiveness of decisions.

Definitions

Strategic Decision: A decision made by NBNF that supports the fulfillment of the goals and objectives of NBNF, as defined by the NBNF Mission Statement.

Issue: The specific project, plan, agreement, or partnership that is being reviewed.

Project Summary: Factual information summarizing the issue.

Position Statement: Summary of NBNF position on any issue. Includes explanation of why the proposed position is appropriate for NBNF.

Action Plan: List of tasks actions, with assignments, of steps to be taken (if needed) to execute the NBNF position on the issue.

Information Updates: Routine updates (as needed) to general membership on the status of the issue.

Process Description

1. Issues of interest to NBNF may be identified through any means: rumors, publications, government information or informal conversations. Any member who becomes aware of any issue that might require a Strategic Decision should communicate this information to any Board Member.
2. The Board will make an initial determination if this issue requires a strategic decision or not.
3. If the Board determines that the issue requires a strategic decision, the Board will initiate information gathering. The Board may assign this to one of the Board members, another Naturalist, or a committee. The assignee will gather as much relevant information as possible, and will prepare a Project Summary to be presented to the Board.
4. The Board will review the Project Summary, and determine the NBNF position on the issue.
5. The Board will prepare a draft Position Statement.
6. The Board will distribute the draft Position Statement to the voting members of NBNF for a fixed period of time for comment. Draft Position Statements can be communicated through Clapper Rail, monthly Naturalist meetings, or email.
7. All voting members are welcome to comment on the Draft Position Statement.
8. The Board will review all comments, and determine if the draft Position Statement needs modification. The Board will make the final decision regarding the Position Statement.
9. The Board will communicate the final Position Statement to the voting members.
10. The Board will determine if an Action Plan is needed; if so, they will assign an individual with the responsibility to develop and manage the Action Plan.
11. The responsible head of the Action Plan will report periodically to the Board on the progress of the Plan.
12. The Board will provide Information Updates as needed.