

**HANDBOOK**  
**INTERNATIONAL AFFAIRS COMMITTEE**  
**SOCIETY FOR RANGE MANAGEMENT**

*(Last Updated: June 20, 2014)*

**I. INTRODUCTION**

The Society for Range Management (SRM), with headquarters in the U.S., is an international organization concerned with the wise stewardship of the world's rangelands. As a professional organization, the SRM provides a global voice that promotes the sustainable use of rangeland resources and the prosperity of rangeland dwellers. This occurs via activities including management, research, outreach, and policy advisement. A formal group within SRM provides guidance to the SRM President and Board of Directors concerning rangeland issues outside of the U.S. This formal group is hereby named the International Affairs Committee (IAC).

**II. PURPOSE**

The IAC promotes the mission of the SRM in an international context. The IAC seeks to provide information and catalyze action, both within the SRM and among international communities that share an interest in rangeland resources.

**A. OBJECTIVES**

1. To provide SRM members with a forum for the study and discussion of international rangeland issues;
2. To coordinate with other SRM bodies on international opportunities and topics; and
3. To facilitate partnerships between SRM and other rangeland-related organizations worldwide.

**B. AUTHORITY**

1. The authority and guidance for the IAC is contained in the Bylaws of the SRM.

**III. STRUCTURE OF THE COMMITTEE**

- A. Chairperson: The Chair and co-chair of the IAC for any given year will be selected by a simple majority vote of SRM members who attend the IAC session at the SRM Annual Meeting. Voting follows an open nomination procedure. Nominees should be in attendance when they are nominated. It is desirable that a variety of IAC members serve in IAC leadership roles over time, and the IAC will strive to ensure that this occurs.

However, there is no limit on the number of times that an individual can serve as Chair or co-Chair of the IAC.

- B. Membership: IAC members shall be self-appointed individuals interested in international rangeland issues. They need not be directly involved in an international project or activity.
- C. Subcommittees: The IAC may organize subcommittees to deal with specific issues to expedite work. Examples may include, but are not limited to, issues pertaining to financial matters, special events, or annual assessments of applicants for the International Travel Fellowship.

#### **IV. FUNCTION OF THE COMMITTEE**

##### **A. DUTIES AND RESPONSIBILITIES**

1. The IAC shall provide information and advice on international issues affecting SRM.
2. The IAC will suggest to the Board of Directors any need for different dues structures for international members.
3. The IAC will determine the need for international symposia at SRM Annual Meetings.
4. The IAC will administer one (or more) competitive, International Travel Fellowship(s) (ITF) for rangeland professionals—preferably from a developing country—to attend the SRM Annual Meeting.
5. The IAC will evaluate opportunities to provide information or bolster interactions between SRM and other international organizations.
6. The IAC will evaluate the need for special publications with regard to international rangeland topics.
7. The IAC will maintain a website and other social media sites as means for sharing information pertaining to the world's rangelands.

##### **B. COMMITTEE MEETINGS**

1. The IAC will be convened during each SRM Annual Meeting. The substance of these meetings will include updating IAC members on progress in achieving current objectives as well as setting objectives for the coming year. An agenda will be formulated based on input from IAC members in the weeks preceding the annual meeting.

2. Special or extraordinary meetings may be called to handle critical issues that cannot wait for the regular IAC meeting. These may be called by the SRM President and/or the Chairperson of the IAC. The IAC members must be notified of special meetings at least 21 days in advance.

### **C. RESPONSIBILITIES OF THE CHAIRPERSON AND MEMBERSHIP**

1. The Chairperson serves as the leader and coordinator of the IAC. The IAC members, however, are encouraged to be independent in initiating discussion and identifying any need for action by the IAC. The key overall duty of the Chair is to pursue the priorities identified in the annual work plan articulated by the membership at the IAC Annual Meeting held in February. This meeting will have been convened by the outgoing Chairperson, while the incoming Chairperson assumes his or her duties at the close of the meeting. The outgoing Chairperson must submit a summary report on IAC activity during the past year to the SRM leadership within 1-2 days after the IAC Annual Meeting has ended. Other subsequent, routine duties—in rough chronological order—for the incoming Chairperson over the remainder of the year include:
  - (a) Requesting funds in March or April from the SRM Organizing Committee (for the upcoming SRM Annual Meeting) to support the ITF award(s);
  - (b) Assisting (as needed) with requests to the SRM Organizing Committee for international symposia—with submission typically required by the end of May;
  - (c) Organizing or approving updates for the IAC webpage and social media sites (to be done all year, as needed);
  - (d) Providing oversight for the selection of ITF awardee(s), typically during the second half of October;
  - (e) Making a timely request from the SRM Organizing Committee for a room and audio-visual equipment (if needed) for the IAC Annual Meeting;
  - (f) Soliciting input for—and approving—the final agenda for the upcoming IAC Annual Meeting—this typically occurs in January; and
  - (g) Convening the IAC Annual Meeting (February). When this meeting is adjourned, the Chairperson will have completed his or her term of office and hands over duties to the incoming Chairperson.
2. A secretary may be appointed by the Chairperson to take notes at the annual meeting. The secretary could also work with the Chairperson to provide the meeting summary to the IAC membership in a timely fashion, and assist as needed with preparing the summary report for the SRM leadership.

3. A communications specialist may be appointed by the Chairperson to serve as a liaison with the SRM webmaster. Duties may include assisting with updates for the IAC website and social media outlets.
4. The Chair-elect is expected to keep abreast of IAC matters during the year prior to becoming Chairperson. The Chair-elect may temporarily serve as Chairperson. This is at the discretion of the Chairperson. An example is when there are periods when the Chairperson is unable to effectively serve the committee.

#### **D. SCHEDULE AND TIMING FOR COMMITTEE ACTION**

1. Special sessions, telephone conferences, and/or e-mail may be used to conduct IAC business outside of the regular annual meeting.
2. A general calendar of IAC activities has been previously described above under item C(1)—responsibilities of the Chairperson.

#### **E. REPORTS AND OTHER DOCUMENTATION**

1. As previously mentioned, the IAC Chairperson will prepare an annual report at the SRM Annual Meeting as well as any additional reports as requested by the SRM President or Board of Directors. The annual report will provide a brief summary of IAC goals, progress, and challenges.
2. IAC annual reports, membership lists, symposia proceedings, past ITF award documentation, and other archival materials are posted online to guide the future work of the IAC. This can all be found at [www.rangelands.org/internationalaffairs/](http://www.rangelands.org/internationalaffairs/)

**END OF HANDBOOK**