

To: Professional facilitators in SW Idaho
From: BFC Steering Team
Date: December 1, 2021

RE: Facilitator needed for Boise Forest Coalition meetings

The Boise Forest Coalition (BFC) is looking for a professional facilitator to assist a diverse group of stakeholders seeking to address natural resource, economic, recreational and societal needs on the Boise National Forest through collaboration and consensus.

The BFC is a citizen-led group which formed in 2010 to bring together diverse interests who could craft recommendations for multi-faceted forest projects.

See BFC mission statement and objectives below.

The BFC usually meets the first Thursday of every month from 10-2 pm Mountain Time. The number of participants at our meetings has ranged from 10-25 people. Over the last 18 months, meetings have been conducted over zoom although there is an interest in reconvening in person when possible. The BFC has an existing contract with Dennis Murphy from Spatial Interest to manage the BFC website, which can be found here:

<http://www.boiseforestcoalition.org/>

Facilitator responsibilities would include conducting the following services:

- Ensure that the Coalition follows [the business protocols](#) in the execution of the BFC mission. As needed, recommend improvements to existing protocols or adopting new to improve effectiveness of the collaborative group.
- Work with the steering committee to develop the agenda for upcoming meetings (up to 2 hours; can be done via e-mail or conference call). The steering committee selects agenda items following discussions with Forest Service staff.
- Set up a zoom link for each meeting
- Provide our webmaster with the agenda, zoom session details (link, login ID and password) no later than the Friday prior to the monthly meeting
- Facilitate monthly meetings which usually run up to 4 hours. Tasks include running the meeting, hosting introductions, directing participants to the online sign-in sheet at meetings, and keeping the group on task and on time.
- Take notes during meetings
- Distribute meeting notes, attendance and assigned tasks within a week following each meeting
- Utilize the [BFC Discussion Forum](#) when needed to continue discussion of issues between monthly meetings.
- Assist the BFC with reaching consensus on recommendations on Forest Service projects and submitting comments
- Support the BFC with field trip coordination as needed between monthly

meetings.

Depending on the facilitator's skill set, we are also seeking assistance in hosting one or more meetings to help better align BFC and Boise National Forest objectives. This is not a requirement for the facilitator position.

Length of contract: We are seeking a 1-year commitment with the ability to extend this into 2023 provided we can obtain additional funding.

If you are interested in applying for this position, please send us a CV and cover letter with your estimated costs for facilitation services per month by January 3, 2022.

Sincerely,

Arthur Beal, Steering Committee Member
Morris Huffman, Steering Committee Member
John Roberts, Steering Committee Member
John Robison, Steering Committee Member
Rachel Vandenburg, Steering Committee Member

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About the Boise Forest Coalition

The BFC is a citizen-led group which formed in 2010 to bring together diverse interests to craft consensus recommendations for a multi-faceted forest project. The BFC and the Boise National Forest have worked together for over 12 years to accomplish mutual forest and watershed restoration goals with some notable success stories.

MISSION

The mission of the citizen-led Boise Forest Coalition is to provide the Boise National Forest with management recommendations that (listing order does not imply relative importance):

1. Are developed through consensus decisions involving all members of the Coalition;
2. Address natural resource, economic, recreational, and societal needs;
3. Are compatible with Forest Plan direction including implementation of the Forest's Wildlife and Aquatic Conservation Strategies;
4. Are economically realistic;

5. Promote future collaboration during implementation and monitoring.

Objectives

- Restore forest and ecological health
- Reduce forest fuel hazards
- Create economic opportunities
- Produce forest products
- Protect designated Idaho roadless areas
- Enhance bull trout habitat and connectivity
- Maintain and enhance fish and wildlife habitat
- Provide a variety of trail-related recreational pursuits
- Improve management of recreational uses to better address impacts on natural resources
- Provide dispersed camping and wildlife-related opportunities
- Coordinate with adjacent landowners in accomplishing objectives

BFC activities are guided by a Steering Committee composed of five to six members. The Steering Committee's roles are as follows:

1. Manage the composition, recruitment, and retention of Coalition members, ensuring that stakeholders and interested parties were invited and represented;
2. Establish direction and processes that promoted participation, dialogue, understanding, and agreement;
3. Provide interested parties with access to Coalition information;
4. Maintain cooperative relationships with the US Forest Service and other land management agencies that (a) honor the BFC's independence in developing recommendations (b) recognize the BFC's need for access to agency resource information and personnel, and (c) respect agency limitations based upon funding, workloads, and legal requirements; and
5. Demonstrate personal behavior that encourages full participation, respectful communication and consensus decision-making to resolve conflicts.