North Central IPM Center
Advisory Panel Membership Guidelines

Role of the Advisory Panel. The Advisory Panel (AP) consists of members with diverse expertise who have a stake in the mission of the North Central IPM Center:

The North Central IPM Center’s mission is to improve health, environment, and economic benefits by providing leadership and cooperating with our partners to facilitate the development and adoption of IPM solutions, based in the North Central region.

The Advisory Panel provides broad vision and guidance to the North Central IPM Center staff and links the Center to stakeholder needs and priorities for improved pest management in the region. Moreover, the Advisory Panel is an important avenue for Center outreach. Advisory Panel members explain and promote the Center to their own constituencies and beyond. Finally, the Advisory Panel affords its members the opportunity to communicate with and learn from each other.

Membership Terms. Membership terms are for three years, beginning with the first Advisory Panel meeting attended. After the initial three-year term, the Steering Committee may request that an Advisory Panel member serve an additional three-year term. Once this second term has expired, the member normally withdraws from the Advisory Panel for at least one year before s/he is eligible to serve again.

Member Expectations. Advisory Panel members are expected to attend one in-person meeting each year of their term. Members are expected to give feedback to the North IPM Center from their representative group(s). Members also act as conduits of Center activities to the particular groups they represent.

Determining New Members. The North Central IPM Center Advisory Panel, Steering Committee, stakeholders, and staff members are responsible for seeking out new Advisory Panel members when a position is open. The Center directors and the Steering Committee will make final determinations of membership.

Advisory Panel Composition. The Advisory Panel members are selected to represent a broad range of IPM stakeholders in our region and nationally. The North Central IPM Center selects members that represent regional organizations (for example the North Central Extension Association and NCERA groups), communications experts, representatives of underserved groups, educators, industry, and sister programs (EPA, IR-4, etc).

Expenses. Members may request reimbursement from the North Central IPM Center for the following expenses incurred during travel to AP meetings:

- Travel: airline tickets, train, bus, shuttle or automobile (current mileage rates will be provided before each meeting).
- Hotel accommodations: hotel rooms and parking, but not room service and phone bills.
- Food and beverages (excluding alcohol): reimbursed at a per diem rate (provided to members before each meeting).
Travel expenses will be reimbursed by check sent to the Advisory Panel member; some meeting expenses (e.g., dining) will be paid for directly by the North Central IPM Center when possible.

**Lapsed Membership (Excusing Members).** Members are considered inactive when no communication exists between an Advisory Panel member and any North Central IPM Center staff in response to North Central IPM Center business (by email, telephone, or meeting attendance) for a year. Before excusing a member, the Steering Committee and all North Central IPM Center staff will be informed by the Center director. Upon the approval of the Steering Committee, contact will be made with the member about the termination of membership. Members may also excuse themselves by submitting a letter to the Steering Committee via the Center director.