

KISC CHAIRPERSON

Chair-elect, Chair, Past-Chair

Kauai Invasive Species Committee (KISC)

- I. **SUMMARY OF DUTIES:** This position is a voluntary, part-time position with the Kauai Invasive Species Committee (KISC) and recognized by the Pacific Cooperative Studies Unit (PCSU) who provides fiscal and human resource oversight to KISC. The term of the position, agreed upon by the committee in 2016, is 3 years. One year as Chair Elect, one year as Chair, and one year as Past-Chair.

The Chairperson (Chair) is responsible for providing guidance to the KISC Project Manager and KISC as a whole. The Chair helps the committee define and carry out goals as outlined in KISC's Strategic Plan. The Chair assures favorable public relations by the team.

The Chair conducts an annual evaluation of the KISC Project Manager, giving feedback and corrective action, if necessary. The Chair is also available for consultation to assist with KISC personnel issues.

The KISC Chairperson attends KISC meetings as well as occasional C-GAPS, All-ISC, HISC, and other meetings related to invasive species issues.

II. **SCOPE OF POSITION:**

- a. **Reports to:** Principal Investigator (Dr. David Duffy)
KISC at-large
- b. **Supervises:** KISC Project Manager
- c. **Budgetary and/or Fiscal Responsibilities:** None
- d. **Signature Authorities:** None
- e. **Level of Interaction:** With direction and guidance from KISC, directs the KISC Project Manager. Is available for direct communication with all KISC staff. May represent KISC when interacting with partner agencies such as Hawaii Department of Agriculture, Department of Transportation, Department of Land and Natural Resources and other agencies, as necessary. Person-to-person contacts are with KISC staff and crew, landowners, members of the community, agency personnel, professional institutions, and with the press. May also be involved with community outreach.

III. MAJOR DUTIES & RESPONSIBILITIES (identifies the Essential Job Functions, “primary duties” are in **bold**):

- 40% 1. **Provides guidance to the KISC Project Manager and to KISC as a whole. This includes annual performance evaluations of the KISC Project Manager. Provides support and acts as liaison to PSCU and RCUH, when needed.**
- 30% 2. **Assures that the KISC Strategic Plan is being carried out by KISC staff and crew.**
- 20% 3. Helps to schedule and moderate KISC meetings. Meeting frequency will be determined by KISC Chair and Project Manager.
- 10% 4. Represents KISC when interacting with KISC partner agencies. Interacts with landowners, members of the community, professional institutions, and with the press. May also be involved with community outreach.

IV. QUALIFICATIONS: Demonstrated ability to communicate clearly both orally and in writing. Familiarity with tropical and subtropical ecosystem and landscape. Knowledge of Hawaiian culture and biota and the threats from incipient alien plant and animal invasions.