

## **Land Acquisition Committee Charter**

Approved 11-22-2022

### **Charge**

The Land Acquisition Committee derives its authority from Article 5, Section 2 (f) of the Orleans Conservation Trust (the “Trust”) Bylaws (the “Bylaws”), which charges the Committee to seek out strategic opportunities to acquire land, assess opportunities that arise, and provide oversight and guidance in all land acquisition transactions that are undertaken by the Trust, whether by gift or by purchase.

### **Composition**

The President shall appoint the members of the Committee, including the Committee Chair. Only Trustees may serve as voting members of the Committee. The Committee shall be composed of at least three Trustees. The President may appoint specially qualified non-trustees to serve on the Committee as non-voting members. The President and Executive Director of the Trust shall serve as *ex-officio* non-voting members of the Committee.

### **Term**

Committee members shall serve a one-year term. All terms commence upon appointment by the President at the Board meeting following the Annual Meeting, or, if a member is appointed after said Board meeting, such member’s term shall run from the date of appointment until the Board meeting following the next Annual Meeting. During a member’s term, the member may resign or be removed by the Board. There are no limits on the number of terms a member may serve on the Committee.

### **Responsibilities**

In addition to such other rights and duties as are delegated to it by the Trustees, the Committee’s general responsibilities include:

- Develop and share with the board an annual workplan for the Committee and meet as frequently as circumstances and the annual workplan dictate;
- Develop and share with the board an annual report summarizing the Committee’s performance against the workplan and detailing any issues that the Committee faced during the year;
- Administer and annually review those policies that fall under the jurisdiction of the Committee, and make recommendations for any changes, if necessary, to the Board;
- Report to the Board the results of Committee meetings;
- Evaluate each potential acquisition of land, conservation restriction, or other real property interest to determine whether said acquisition is financially prudent, consistent with the mission of the Trust, and valuable in advancing its mission. Based on this evaluation, the Committee shall recommend action to be taken by the Trustees;

- Prioritize properties for potential acquisition, using criteria developed by the Committee;
- Work with staff to meet with prospective sellers and donors of land or interests in land as well as neighbors of properties that may be acquired, and arrange for the preparation of title reports, surveys, appraisals, and other pertinent legal documentation;
- In conjunction with the Fundraising and Finance and Investment Committees, assist in developing and implementing an appropriate plan for financing the acquisition of new properties or interests in land to be held by the Trust;
- Oversee the Trust's purchase or lease of office space and/or other facilities; and
- Complete such other tasks as the Committee shall take on commensurate with its charge and delegated responsibilities.