

## Template: Position Papers

**Purpose:** *To arm chapter leadership with readymade, intelligent responses to conservation issues. Allows for quick, consistent responses to the media or to citizens voicing concerns. A side benefit is that the chapter board is confronted to take a stand by voting to accept the paper and its conclusions and positions.*

Whidbey Audubon Society, March 2014

### [Chapter Name] Audubon Society Position Paper

#### TITLE OF ISSUE

**ISSUE:** Stated clearly in a couple of lines. This is the What and Why.

**RELATED ISSUES:** What else might become a conservation question. Usually set down in partial sentences. Very brief.

**RESEARCH:** Exhaustive research into the issue, with a focus on local challenges. This is the largest section, probably ranging between 300 and 500 words or more, depending on the subject. Footnote the sources whenever possible; spell out acronyms; refer to pertinent regulations.

**RELATED ISSUE RESEARCH:** Self-explanatory. Some related issues may turn out to be important enough to merit their own position papers.

**[Chapter name] AUDUBON SOCIETY'S HISTORIC INVOLVEMENT:** Research into how the chapter has responded to the issue in the past, including reference to specific individuals who have taken a leadership role for the chapter or who have carried out research for the chapter in that particular area. Helps new leaders be aware of prior involvement and helps deliver consistent responses. Make note of or attach any Letters to the Editor to local newspapers or letters to local policymakers on the subject that have been sent on behalf of the chapter.

**CONCLUSION/POSITIONS:** Restatement of the issue and a very brief summary of the research.

- Bullet point the positions. Concise statement of the chapter's understanding of the problem.
- List the responses clearly and concisely.
- State the chapter's philosophy on the issues, using words such as *urges*, *acknowledges*, *supports*, *encourages*, etc., in regards to recommended action/s.

*Author's name, [Chapter name] Audubon Society, Date of writing or updating*