**Strategic Plan Coordinating Group**

**Draft Charter using RRC Charter Template | May 2022**

**Purpose**

*Describe the purpose that the new or existing group is being formed to fulfill, as well as the anticipated outcomes. Clarify if this is an ongoing entity or timebound, and if the latter, specify the end date. If the governing body is associated with or within a larger entity, i.e., team, group, program division, etc., clearly align its purpose with it.*

On behalf of the RLT, the SPCG coordinates the execution, monitoring, and revision of the Region's 20-Year Strategic Plan. [ensure we have concepts of reporting & status, success; also bringing issues for decision to the RLT – curating the RLT’s decision space – see Norms & Procedures for details]

**Background**

*Summarize the instigating context – the need – that resulted in the decision to form the new (or existing) governing body. In other words, explain why the governing body is needed (or is changing) at this point in time.*

The RLT developed a 20-year Strategic Plan in 2022. The RLT needs an agile team to oversee and coordinate the wide variety of activities related to the Strategic Plan, particularly the RLT's quarterly review of Plan Outcomes. [make mention of WCS? Or WO initiatives in general here?]

**Scope**

*Describe the governing body's specific purview and primary objectives.*

The SPCG's purview covers all issues related to the Strategic Plan. Objectives for this group include:

1. Identify if the Strategic Plan is aligning with new and existing direction from the Department and the Agency (e.g., USDA Strategic plan, 10 Year Wildfire Crisis Strategy, etc.) [“filter” used in RLT charter – check this]

2. Monitor the Strategic Plan’s currency with regional incidents and trends

3. Ensure the Region has the tools and resources to implement the Strategic Plan

4. Ensure that the RLT is well-equipped to monitor progress toward the Outcomes and to revise implementation and/or the Strategic Plan as needed.

**Authority**

*Define the authority of the new (or existing) entity, specifically, from where it is bestowed and over what it extends, i.e., what is its decision space and to whom does it report, and what, if any, other entities/roles report to it. Locate where it fits within the Org Chart.*

Like an executive committee of a board, the SPCG works on behalf of the RLT [facilitating the RLT’s decision space/authority]. Understanding that the size of the RLT membership is not conducive to organizing its work, the RLT requires a coordinating body and charters the SPCG for this purpose.

The SPCG has the authority to coordinate resources in the Region to enable the work of the RLT. [See the procedures section below for details, such as the SPCG will fill out a work order for anything over xx.]

[Add language to clarify relationship to FS Group & RD Forum?]

**Membership**

*Describe the membership makeup, specifying the number of members and any required positions, representation, and expertise. Describe their relationship to each other, their tenure, election, voting rights, and other important aspects of membership in the governing body. State which member positions are core members versus support or advisory members and full or part-time designation/voting and non-voting, and the anticipated time/resources commitments involved over the anticipated duration of the team. Note: this section does not speak to specific individuals but rather to positions.*

The SPCG is made up of members of the RLT who have demonstrated both understanding of and commitment to Strategic Plan implementation. The SPCG is chaired by the Special Assistant and includes the Chief of Staff (who is responsible for RLT agenda development), one Forest Supervisor from AZ and one from NM, a representative from the Regional Directors Forum, and the Region’s Budget Officer. Other RLT members may be consulted as needed.

Terms: initially, there will be staggered terms set to ensure consistency in the body, with member terms in the future of two years, with the ability to renew for a second two years. The Region’s Budget Officer and the Chief of Staff are permanent members.

The initial membership of the SPCG is selected by the Special Assistant to the Regional Forester; in future years new members will be determined by the SPCG. The initial Chair of the SPCG is the Special Assistant; in future years will be the Chief of Staff.

**Performance Assessment**

*Describe the process by which the effectiveness of the chartered body will be evaluated and what key indicators of performance will be used for measuring success.*

There are three primary measures of SPCG performance:

1. RLT meetings focus on the Strategic Plan.
2. Resources and tools support the implementation of the Strategic Plan.
3. The Region at large is guided by the Strategic Plan.

Regional Forester

ELT

(includes Spec Asst & Chief of Staff)

RLT (includes the RF, ELT)

SPCG

(Spec Asst as Chair, then Chief of Staff)