**Strategic Plan Coordinating Group**

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

**Purpose**

On behalf of the RLT, the SPCG coordinates the execution, tracking, and revision of the Region's 20-Year Strategic Plan. This is an ongoing need of the RLT and the Region, and therefore, the Strategic Plan Coordinating Group’s tenure is indefinite,

**Background**

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. While the size of the RLT membership is intentional, it is not conducive to organizing its ongoing work. Therefore, the RLT requires a coordinating body and charters the SPCG for this purpose.

**Scope**

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.)

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 track progress toward the Outcomes

5. Coordinate the revision of the Region’s execution strategy and/or the Strategic Plan document as needed.

**Authority**

Like an executive committee of a board, the SPCG works on behalf of the RLT. To enable the work of the RLT and the execution of the Strategic Plan, the SPCG has the authority to identify capacity (workforce, funding, image, technology, governance, infrastructure, and knowledge) and coordinate with the Regional Directors Forum and Forest Supervisors.

The SPCG advises the ELT on Strategic Plan issues and, where needed, utilizes the ELT to approve strategy and product prior to presenting to the RLT.

**Membership Composition**

The six SPCG members are representatives 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 Special Assistant, 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.

**Membership Roles**

SPCG members have the same role, responsibilities, and decision-making authority. There are additional roles designated for the purpose of supporting the work of the SPCG, as follow:

The Chair of the SPCG is the Special Assistant, with the Chief of Staff as the Vice Chair.

**Operational Norms/Procedures**

The SPCG is by necessity agile in its approach, identifying and instigating activity across the Region as indicated to advance Strategic Plan alignment and execution.

Meetings

The SPCG is convened as needed to satisfy its purpose, but at minimum, on a monthly basis on a consistent schedule (day, time) to enable member participation. Members who miss more than two meetings per year will be considered to have resigned and will be replaced. Alternates are not acceptable.

For convening, the SPCG requires a quorum of three (3) of its members.

**Performance Assessment**

There are three primary measures of SPCG performance:

1. RLT meetings focus on the Strategic Plan and track Outcome progress.
2. Resources and tools support the execution 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 Assistant, Chair and Chief of Staff, Vice Chair)

Regional Directors Forum Forest Supervisors group