**05/18/2022**

**Southwestern Regional Directors Forum**

**Draft Charter**

**Purpose**

The Regional Directors Forum is the bridge between the directorate areas, providing integrated strategies to support execution of the Strategic Plan. This is an ongoing need in the Region, and therefore, the Regional Directors Forum’s tenure is indefinite.

**Background**

The Regional Office is comprised of nine directorate areas, each with its specific and unique purview. The integration across these areas is required in order to ensure alignment, optimization, and creative approaches to the work. Formerly, this focus was part of the charge of the Regional Strategic Alignment Team (RSAT). With the advent of the Strategic Plan, the part of the RSAT charge calling for strategic methods has been achieved. The Region does need the integrative element of the RSAT charge, and in order to mitigate potential confusion, the RSAT has been decommissioned and the Regional Directors Forum has been chartered.

**Scope**

The Regional Directors Forum covers all of the directorate areas and their programs of work. Primary objectives of the Forum are:

1. Creative solutions that involve various directorate areas
2. Balanced capacity and focused investments across all Forest units drive Strategic Plan Outcomes
3. Integrated products support Strategic Plan execution
4. Coordinated program direction achieves integrated Strategic Plan execution
5. Program direction is funded (coordinated with PDB)

**Authority**  
The RLT authorizes the Regional Directors Forum to achieve its stated purpose. The Forum’s authority extends over Regional program areas, and its products are used by Forest units. The Forum does not act in the authority of the Forest Supervisor in determining specific needs of the unit. The Forum advises the SPCG on integrated program delivery and utilizes the SPCG to approve strategy and product prior to presenting to the RLT.

**Membership Composition**

Membership includes Regional Directors, their Deputy Directors, and Program Managers who report to the WO.

**Principal Members** (voting, attendance at all meeting)

Directors who report to a Deputy Regional Forester and their deputies.

**Standing Members** (voting, attendance at meetings as relevant)

Program Managers who report to the WO.

**Membership Roles**

The Chair and Vice Chair of the Forum: responsible for Forum Meeting planning/agendas, meeting convening and facilitating, and recording delegations and decisions.

Terms: 2-year terms for the Chair and Vice Chair, staggered. Vice Chair becomes the Chair, and a new Vice is elected by the Forum.

**Operational Norms, Rules, Procedures**

Meetings

The Forum meets monthly for ½ day, at an established day and time.

**Performance Assessment**

Performance of the Forum is evaluated by the RLT. Indicators of performance are:

* Integrated solutions (mapping, workflows, databases) are valued and enable Strategic Plan Outcome execution
* Units’ workload, capacity, and funding are appropriately allocated
* Forum meeting productivity and engagement

**Signature Page**

Directors

Deputies

Authorization Page

Regional Forester

DRFs