**Southwestern Region**

**Regional Directors Forum**

**Charter**

**Draft for ELT Review**

**Purpose**

The Regional Directors Forum is the bridge between the directorate areas, providing integrated strategies to support execution of the Region’s 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 program directorate areas, each with its specific and unique purview. The integration across these areas is vital to coalescing the collective expertise and intelligence of the RO Directorates and 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 and Program Directors. The Forum does not act in the authority of the Forest Supervisor or the Directors in determining specific needs of the individual unit or program area. The Forum advises the Strategic Plan Coordinating Group (SPCG) on integrated program delivery and prior to presenting to the RLT, utilizes the SPCG to ensure alignment of Forum strategy and product with the Strategic Plan and with the RLT annual meeting cycle. The Forum has the authority in coordination with the SPCG to activate task teams of Directorate representatives to develop tools and strategies in support of Strategic Plan execution.

**Membership Composition**

Membership in the Forum is by position and includes Regional Directors and their Deputy Directors, who are voting members.

Other Participants: non-voting, by invitation

Non-voting – Advisory to the Forum on subjects as identified, by invitation

Invited participants are assigned a Point of Contact (POC) from the Forum who provides: Agenda, time, topic, pre-work, their purpose at the meeting, and any other pertinent information to ensure contribution to the Forum.

**Membership Roles**

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

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. Performance in the following areas are reported by the Forum annually to the RLT and include:

* 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 [add in specific positions]**

FAM, EAP, WRFRM, Engineering/Rec, Lands, FFH, Budget, OCE, Grants & Agreements

Directors

Deputies

**Authorization Page**

As the chief executive of the RLT, the Regional Directors Forum charter is authorized by the Regional Forester.

Regional Forester