**05/18/2022**

**Southwestern Regional Directors Forum**

**Draft Charter**

**Purpose**

(Bridge) The purpose is to be the bridge between … provide integration across directorate areas by bridging the gap between strategic and tactical needs in service to forest, [replace with regional], and national needs. Anticipated outcomes include development of short-term tactical implementation in alignment long-term strategic approaches to meeting Strategic Plan Outcomes. [Add is specifics re: Capacity Outcomes and support of Mission Objectives & Outcomes, monitoring/measuring progress] This is an ongoing entity.

**Background**

[Revise to cover this more broadly – why decommission RSAT/ no need to ref Mon mtg] Two main points of context have led to the need for chartering this entity. First to achieve greater integration across director areas, initial attempts have been through a weekly call that is duplicative with the weekly executive call. Second, previously chartered groups (RSAT) were chartered to tackle long term strategical approaches but has been consumed with tactical work addressing the issue of the day. The same regional directors are often involved in both entities and as such, it makes no difference if a task is taken by RSAT or else taken by a subset of the regional directors. New energy is needed to garner the intent of the integration needed across director areas as well as creating the space for directors to work on long term strategic approaches.

**Scope**

Primary objectives are to achieve integration across director areas in addressing both tactical and strategic needs to achieve strategic plan outcomes. The groups’ purview includes regional issues within any of the director's portfolios as well as support to our national counterparts. Decisions of this group include [examples here such as policy, guidance, tools, etc.] Determining the priority locations of the mission work we focus on (?), how we measure it, and tools for supporting. Resource, guide, oversee…

IMPLEMENTATION - enable with policy, guidance, tools, resources

\*\*\*Director Role – write a role description? – language in Manual on this?

“Bring it all on the table” then sort it and prioritize it, ensure funding and POW match up and drive the Region’s Strategic Plan Outcomes

Directors synthesize the information resources, external forces, and issues to inform management approaches and actions.

**Authority (Comms are made clear here)**

The groups authority stems from manual and handbook direction (any specific part? Delegated authorities?) and from the regional executive team [ELT? Or Strat Plan Coord Group? Or 2 DRFs?]. The groups authority extends over regional program areas that are implemented at the Forest and District level, the group works with Forest line and staff, and reports to the regional executive team.

**Membership Composition**

Membership includes Regional Directors and Regional Deputy Directors who report directly to a member of the Regional Executives (#11). Support or advisory members include those directors that do not report to a member of the regional executive team and may be called upon as needed to support the group.

Dan, Wendy Jo, Jennifer, Danny, Zack, Mark, Jake, Harold, Ali, Ian, Kim, Tracy, Shayne, Jan, Robert, Anthony, and reporting to a DRF - Liv, Jake Edwards... I don't think ER, LR, HR, CR, PPS report to a DRF. Take out deputies and you have fewer number

**Membership Roles**

The Chair of the group will rotate among the Directors with each chair serving for 2 years. A facilitator will be assigned form the regional pool of meeting facilitators. A notetaker will be assigned from the administrative assistant’s pool and will also rotate in 2-year terms. The group will meet monthly for 2-3 hours (weekly directors call will be disbanded). The Chair is tasked with ensuring the group meets monthly, ensuring information is exchanged between regional executive team, RLT, and national counterparts. The chair has a convening and information sharing role. The facilitator is tasked with developing monthly agendas (in coordination with the chair and other members of the group), running the directors meeting, and coordinating production and dissemination of the meeting notes with the notetaker. The notetaker is tasked with documenting proceedings of the meetings, noting action items for follow-up, and coordinating with the facilitator in these actions.

**Operational Norms, Rules, Procedures**

The group will develop operational procedures at its first convening as well as nominate and elect a chair, facilitator, and notetaker.

**Performance Assessment**

Performance of the group will be evaluated individually through director and deputy director performance appraisals and collectively by the Regional executive team. Indicators of performance will be assigned tasks (tactical and strategic; both regional executive team assigned as well as self-assigned by the group) and the timely completion of these tasks based on agreed upon timeframes dependent on the complexity of the assignment.

**Signature Page**

will fill out later. It is the list of directors and their deputies that report directly to a member of the regional executive team.