Eastern Area Coordinating Group

\_\_\_\_\_\_\_\_Working Team

Charter

YEAR

**MISSION:**

The Eastern Area \_\_\_\_\_\_\_\_\_\_ Working Team (\_\_WT) provides coordinated direction, and an interagency forum for identification, discussion and resolution of issues pertaining to ………………………… within the Eastern Geographic Area. **……….**

**AUTHORITY:**

The Eastern Area \_\_\_\_\_\_\_\_\_\_ Working Team (\_\_WT), a standing committee, is established under the Eastern Area Coordinating Group (EACG).

**PURPOSE and SCOPE:**

* Develop interagency guidelines and procedures as tasked by EACG
* Xxx
* Xxx
* Xxx
* Xxx

**MEMBERSHIP:**

Each compact and federal agency within the Eastern Area will provide and maintain one representative for membership on the \_\_\_\_\_\_WT. The \_\_\_WT will also include one representative from the Eastern Area Coordinating Group (EACG).

WT members shall include:

* Forest Service, Eastern Region
* National Park Service (National Capital Regional Office, Northeast Area Regional Office, and Midwest Regional Office)
* Bureau of Indian Affairs (Midwest Region and Eastern Region
* Bureau of Land Management
* Fish and Wildlife Service (Region 3 and Region 5)
* Northeast Forest Fire Protection Compact
* Great Lakes Forest Fire Compact
* Mid-Atlantic Interstate Forest Fire Protection Compact
* Big Rivers Forest Fire Management Compact
* EACG Liaison

\_\_\_WT membership shall be appointed by the representing agency. The \_\_\_WT may request one or more ad hoc advisors to the \_\_\_WT for assistance with special issues or tasks. All travel and administrative costs for members will be paid for by each member’s home unit or representing agency.

**TENURE:**

\_\_\_WT members shall have a minimum of a two-year commitment from their respective agencies for participation on this team.

**OFFICERS:**

The \_\_\_WT will select a Chairperson and a Vice-Chairperson. Representatives from EACG will not become officers of the WT. The tenure for both the Chairperson and the Vice-Chairperson is one year. The Vice-Chairperson will rotate into the Chairperson position whenever the Chairperson position is vacant.

**RESPONSIBILITIES AND DUTIES:**

CHAIRPERSON:

1. Responsible for administrative action to ensure completion of the \_\_\_WT mission.
2. Ensures times and locations are established for meetings.
3. Receives task orders from EACG and ensures that tasks are assigned for timely completion.
4. Forward Eastern Area issues to EACG.
5. Represents the \_\_\_WT and attends EACG meetings at their request.
6. Xxx
7. Xxx

VICE CHAIRPERSON:

1. Assumes the duties and responsibilities of the Chairperson during their absence.
2. Responsible for ensuring meeting notes are recorded, edited, filed and distributed to \_\_\_WT members.

**TEAM MEMBERS:**

1. Responsible for reporting to the \_\_\_WT on assigned tasks.

2. Assist Chairperson or Vice-Chairperson as requested.

3. Serve as a representative of the \_\_\_\_\_\_ WT community to address issues and concerns.

4.

5.

Office Terms: \*

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| --- | --- | --- |
| **YEAR** | **CHAIR** | **VICE-CHAIR** |
| 2020 |  |  |
| 2021 |  |  |
| 2022 |  |  |
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\*Rotation is subject to change with approval of a majority of \_\_\_WT members. Rotational changes will not require a resigning of current Charter.

**OPERATING PROCEDURES:**

1. Decision Making: Each organizational member shall have an equal voice in resolving issues before the \_\_\_ Working Team. \_\_\_WT prefers to make decisions by consensus. Consensus is defined as the willingness to support and follow a course of action even though an individual member does not believe it to be the best.
2. Xxx
3. Xxx

**ADOPTION OF POLICY**:

Policy recommendations and/or reports by the \_\_\_\_\_\_\_\_\_\_ Working Team will be presented to the Eastern Area Coordinating Group for approval or recommendation for adoption. All policy or direction statements will be signed and distributed by the EACG Chair.

**MEETINGS:**

The \_\_\_\_WT will meet annually, at a minimum. Additional meetings or conference calls will be organized as needed

**REVIEW OF CHARTER:**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Working Team Charter is a working document and will evolve and be updated as needed.

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| EACG Chair | Date |