

**CHARTER**  
**Strategic Plan Committee to**  
**Region 5 Fire and Aviation Management**  
**Board of Directors**

**PURPOSE:**

The Strategic Plan Committee is responsible for tracking the actions and decisions of the Region 5 Fire, Fuels and Aviation Management group.

**OBJECTIVES:**

Maintain a working, dynamic, and enduring document that provides the vision, principles, and frame of reference used to guide all Region 5 Fire, Fuels, and Aviation Management (FAM) actions, decisions, and behaviors.

**MEMBERSHIP:**

The committee is made up of one team leader (a BoD Member), one Forest Fire Chief or Deputy from each of the five provinces in California, a tactic tracker, a regional strategic planning representative, a line officer representative, and an executive secretary. There is no tenure, however, as members leave the team, they are responsible for recruiting their replacement on the team.

**Strategic Planning Team:**

1. Reports to the R5 FAM Director.
2. Reviews recommendations found in reports, reviews, and Chartered Committees' Program of Work documents for potential Strategic Plan visions, strategies, and tactics.
3. Recommends vision, vision focus areas, strategies, and tactics to the FAM Board of Directors (BoD).
4. Recommends Project Manager Assignments and target start/end dates.
5. Updates the Strategic Plan document.

**Strategic Planning Team Leader:**

1. Reports to the R5 FAM Director and the FAM BoD.
2. Provides oversight for the accomplishment of Strategic Plan elements.
3. Annually updates the R5 FAM Director and the Regional Leadership Forum (RLF) on projected accomplishments and actions.
4. Reviews tactic briefing paper with R5 FAM Director and Project Manager (person responsible for tactic) to determine need for Director decision or BoD presentation and decision.

### Strategic Plan Tactic Tracker:

1. Reports to the Strategic Planning Team Leader and R5 FAM Director.
2. Monitors and tracks the progress of individual tactics in the Strategic Plan.
3. Coordinates and assists Project Manager in acquiring the necessary resources to complete the tactic.
4. Helps remove barriers to achieving the tactic.

### Strategic Plan Project Manager:

1. Reports to the Strategic Plan Tracker and the BoD.
2. Provides oversight for the accomplishment of the Strategic Plan tactics, including benchmarks for timely progress.
3. Assigns tasks to Chartered Committees through the appropriate BoD representatives to accomplish assigned tactic and/or develop a task group.
4. Keeps Strategic Plan Tracker updated on status of the tactic and presents the final accomplishments to the BoD.

Approved by



Date

12/10/13

 JOSEPH C. MILLAR,

Director

USFS Region 5

Fire and Aviation Management