

**ROCKY MOUNTAIN COORDINATING GROUP**  
**INFORMATION AND EDUCATION COMMITTEE CHARTER**  
Revised March 12, 2013

**Mission Statement:** The Information and Education Standing Committee is established under the Rocky Mountain Coordinating Group (RMCG) as an interagency advisory committee to make recommendations on improvement of the information, mitigation, prevention and education functions in the Rocky Mountain Area.

**Membership:** The Committee will be comprised of at least one voting member representing each of the following Rocky Mountain Area Agencies:

Bureau of Land Management (Colorado and/or Wyoming)  
US Forest Service (Rocky Mountain Region)  
Bureau of Indian Affairs (Great Plains, Rocky Mountain and Southwest Regions)  
National Park Service (Intermountain and Midwest Regions)  
U.S. Fish and Wildlife Service (Mountain Prairie Region)  
State Agencies in Colorado, Wyoming, South Dakota, Kansas, and Nebraska

Agencies may appoint alternate members at any time but only one voice/vote per agency will be recognized.

**Advisory Non-voting Members:**

Rocky Mountain Area Coordination Center  
RMA Fire Prevention and Education Team Coordinator  
County/Local Fire Service Entities  
RMCG Liaison  
Rocky Mountain Region IMT PIO Leads  
State Agencies

In addition, other non-voting members are welcome to participate. Examples of such groups/organizations include, Nebraska Partners in Prevention, FIREWISE Community USA-recognized communities and the Front Range Fuels Treatment Partnership.

**Purpose:** The Committee will provide advice and counsel, and make recommendations on information and education issues in the Rocky Mountain Area. The Committee will provide RMCG with final recommendations on all assigned projects.

**Meetings:** The Committee will follow the posted meeting schedule on the RMCG website.

- The annual fall meeting will be in person at a location determined by the Chairperson.

- At least one conference call/meeting per year will seek to invite the Rocky Mountain Area (RMA) Incident Management Team lead Public Information Officers (PIOs) to provide feedback to the committee.
- One conference call/meeting per year will seek to actively review and learn from the previous season's Fire Prevention and Education Team (FPET) and PIO deployments.

**Officers:** Based on the order of the agencies listed below, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be a representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the annual report is given to RMCG at its January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly. The National Park Service will assume the Chair position during 2013.

Kansas Forest Service  
 US Forest Service  
 Wyoming State Forestry Division  
 Bureau of Land Management  
 Colorado Division of Fire Prevention and Control  
 National Park Service  
 Bureau of Indian Affairs  
 South Dakota Division of Wildland Fire  
 U.S. Fish and Wildlife Service  
 Nebraska Emergency Management Agency

### **Duties and Responsibilities**

#### **Chair**

1. Lead meetings, facilitate conference calls and assign task groups as needed.
2. Maintain the conference call schedule and set location for annual meeting.
3. Request meeting attendance of specially qualified individuals as required.
4. Represent the Committee to the RMCG.
5. Maintain and monitor progress of the Committee Work Plan.

#### **Vice-Chair**

1. Assume the duties and responsibilities of the Chair in the absence of the Chair.
2. Record, edit, file and post notes/minutes and other committee-approved documents to the RMCG website.

### All Members

1. Attend/participate in Committee conference calls and the annual meeting. If a committee member cannot attend a meeting/conference call, they will make an effort to have an alternate participate in their place.
2. Complete and report on projects as assigned.
3. Review information submitted by other Committee members.
4. Serve as a conduit between the Committee and agency personnel and cooperators to inform them of Committee actions, progress and new developments.
5. A Task Group will be maintained annually to oversee the Information and Education Committee's assistance with prioritization of PIO candidates for S 420 and S 520, in cooperation with other applicable RMCG standing committees.
6. In the event an agency representative is unable to actively participate in two or more quarterly conference calls, assigned tasks and/or provide input and support to the Committee within a calendar year, and does not secure a replacement, the Chair or Vice-Chair will notify the corresponding RMCG representative and request a replacement who can actively participate on the Committee.

### Task Groups

Task Groups may be formed to assist in completing assigned tasks. The Task Groups will receive their direction and oversight from the Committee. The Committee will identify the scope of assignments and provide time frames for completion.

A Task Group, upon completion of its task(s), will sunset unless additional work is requested. The Committee may enlist the aid of subject-matter experts as necessary.

### Decision Model

The Committee will function by consensus as outlined in the RMCG Revised Consensus Model dated October 19, 2011, and shall be the preferred decision-making model for the majority of decisions by the Committee. All Agency Representatives will have a voice in the consensus model.

Use of the Consensus Model does not prevent a request by any member to “suspend the rules” to utilize Robert's Rules of Order for part of, or the remainder of, the meeting. Moving to Robert’s Rules of order requires an “overwhelming majority” vote (75 percent of the members present, either personally or remotely). The same procedure can be invoked for moving from Robert's Rules back to the Consensus Model.

Issues and Recommendations

Issues and recommendations will be presented in the format posted on the RMCG website.

Recommended by:

s/s Co-chair	<i>David Eaker</i>	3-14-13
s/s Co-chair	<i>Traci Weaver</i>	3-14-13
Chair, Information Education Committee		Date

Approved by:

	<i>3/20/13</i>
Chair, Rocky Mountain Coordinating Group	Date