

Shasta County RAC
Subcommittee Function & Guidelines
(Approved March 12, 2009)

Project Evaluation Subcommittee (Established February, 2002) (Revised March 2009)

- ✓ Established to provide an evaluation of proposed projects and to expedite the project review process
- ✓ The committee is made up of one member from each member group A, B, C (Voting)
- ✓ Any member of the RAC, as well as USFS and County staff members may attend review meetings (Non Voting)
- ✓ The term of a committee member will be one (1) year, concurrent with the term of the RAC Chairman
- ✓ Uses criterion approved by the RAC to assess proposed projects
- ✓ The committee will select a spokesperson to present their findings to the RAC
- ✓ Attempts to clarify questions for each project with project submitters prior to presentation
- ✓ The committee shall annually review evaluation criteria and suggest modifications to the RAC
- ✓ *The RAC Coordinator* shall invite and schedule proponents to present the merits of their project to the RAC
- ✓ The RAC shall make the final determination of projects for recommendation to the Forest Supervisor

Project Monitoring Subcommittee (Established May 2003) (Revised March 2009)

- ✓ Established to assess whether or not a project met or exceeded expectations in a timely manner
- ✓ The committee is made up of one member from each member group A, B, C, as well as USFS & County staff members
- ✓ The term of a committee member will be one (1) year, concurrent with the term of the RAC Chairman
- ✓ The committee shall annually review RAC project monitoring forms
- ✓ Distributes forms to active projects requesting information on project status; *or contracts monitoring services; or visit projects*
- ✓ Invites and schedules project progress presentations to the RAC
- ✓ Provides a feedback loop to the RAC for projects that have received funding
- ✓ Members may schedule Field Trips to selected projects with their representatives or contact person
- ✓ If necessary, the committee shall prepare a project proposal for RAC funding *for monitoring services or field trip expenses*
- ✓ Maintains, in cooperation with USFS and County staff, project monitoring records (e.g. before / after photographs)
- ✓ Works in concert with Outreach Subcommittee on project field trips

Project Outreach Subcommittee (Established May 2003) (Revised March 2009)

- ✓ Established to showcase project accomplishments and benefits
- ✓ The committee is made up of one member from each member group A, B, C, as well as USFS & County staff members
- ✓ The term of a committee member will be one (1) year, concurrent with the term of the RAC Chairman
- ✓ Creates and/or reviews web-sites, newsletters, Power Points, promotional advertisements and videos
- ✓ Creates and maintains distribution lists
- ✓ Establishes and fosters media contacts
- ✓ Contacts and extends invitations to field trip attendees
- ✓ Works in concert with Monitoring Subcommittee on field trips
- ✓ *May assist in the presentation of an Annual Report of RAC endeavors to the County Board of Supervisors*

Managerial Subcommittee (Established August 2003) (Revised March 2009)

- ✓ Established to work on current issues regarding criteria, checkpoints, *Rules of Operation* and interpretations
- ✓ The committee has a minimum of four members representing RAC (Chair / Vice Chair), USFS (DFO) & County (Supervisor)
- ✓ The term of a committee member will be one (1) year, concurrent with the term of the RAC Chairman
- ✓ Reviews and makes recommendations regarding Voting Process
- ✓ Establishes and annually reviews *Rules of Operation* document
- ✓ Creates and annually reviews SCRAC “Requirements and Recommendations” Supplement to project submission form
- ✓ Designs, in conjunction with USFS, and annually reviews both “NEPA & the Grant Information” and “Financial Tools” Supplements to project submission form
- ✓ Reviews Subcommittee Functions and Guidelines document

- ***Individual RAC members, as well as USFS & County staff, can serve on numerous subcommittees***