

## **CHARTER**

### **Forest Service Research Advisory Committee**

- I. Authority: The Forest Service Deputy Chief for Research & Development has the responsibility for providing an effective work environment for all employees for the purpose of conducting the research program of the Forest service. The Research Advisory Committee is established as a standing committee to assist the Deputy Chief for Research & Development in this responsibility.
- II. Mission: The primary role of the Research Advisory Committee is to assist and advise the Deputy Chiefs for Research & Development and Business Operations on issues that affect Forest Service Research Scientists.
- III. Function: The Committee members will:
  - A. Serve as a focal point for liaison between all research scientists in the Forest Service, at all Stations and within all disciplines, and the Deputy Chief for Research & Development.
  - B. Advise and assist the Deputy Chief for Research & Development and the Deputy Chief for Business Operations on administrative issues that affect research scientists and the administrative units that regulate their work.
  - C. Advise the Deputy Chief for Research & Development of needs, opportunities, and methods for enhancing the training, vitality, and productivity of Forest Service research scientists.
  - D. Advise the Deputy Chief for Research & Development on scientific issues, problems, and opportunities in research.
- IV. Organization: The Research Advisory Committee functions under the authority of the Deputy Chief for Research & Development. General guidance and coordination of activities is the responsibility of the Chair of the Research Advisory Committee.
  - A. Membership: The Research Advisory Committee will be composed of a representative (scientist) from each research Station, the Forest Products Laboratory, and IITF; the Washington Office; and three Station Human Resource Management specialists (with representation rotating among the Stations). Members will serve 4-year terms. The NFFE representative is appointed by the NFFE-FS Council Vice President for Research. Ex-officio members will be: WO classification specialist for national panels, Research & Development staff assistant, and staff director for Science Policy, Planning, Inventory and Information.

- B. Officers and Responsibilities: Elected officers of the Research Advisory Committee are the chair and vice-chair. Only Station scientist representatives are eligible for elected office. The chair and vice-chair will be elected by majority vote of all members and will serve 1-year terms of office, with the vice-chair succeeding the chair. A correspondent (Research & Development staff assistant) will draft meeting minutes and executive summary for the Deputy Chief for Research & Development and the Deputy Chief for Business Operations.
1. The chair shall preside over Research Advisory Meetings and will:
    - a. Prepare agendas and work plans; edit and distribute the minutes of each meeting; forward reports, recommendations and action items to the Deputy Chief for Research & Development, as deemed necessary.
    - b. Appoint ad hoc committees and/or make individual or group assignments as needed.
    - c. Coordinate meetings and activities of the Research Advisory Committee. Prepare and sign Research Advisory Committee correspondence.
    - d. Act as liaison to the Green Team.
  2. The vice-chair will:
    - a. Become the chair after serving one year as vice-chair.
    - b. Assume the responsibilities of the Chair in his/her absence.
    - c. Assist with the liaison responsibilities to the FSRET.
  3. Members are expected to attend all scheduled meetings and to participate fully in all activities. Members will notify the Chair in advance if they are unable to attend a meeting. Members will provide an alternate from their respective unit to participate if unable to attend a meeting or to complete an agreed-upon task. Prior to each meeting, members will poll constituents from their units to solicit issues of concern to scientists or that may impact their roles.

V. Meetings:

- A. The Research Advisory Committee will meet at the call of the Chair or the Deputy Chief for Research & Development. The Research Advisory Committee shall hold a minimum of one meeting each year, but may also meet by conference call to allow Research Advisory Committee members to report on follow-up activities.
- B. Meeting location will be the Washington Office, unless a different venue is preferable and approved by the Research Advisory Committee. The agenda and minutes for each meeting will be forwarded to the Deputy Chief for Research & Development and each Research Advisory Committee member. The Research Advisory Committee members will circulate the minutes within their respective Stations and/or unit.

- C. All decisions and recommendations will be made by consensus. When one or more members strongly oppose a decision or recommendation and an accommodation cannot be reached, a minority viewpoint will be forwarded to the Deputy Chief for Research & Development for consideration and/or reconciliation.
  - D. The Deputy Chief for Research & Development will financially support, on a case-by-case basis, activities of the Research Advisory Committee. Activities can include travel, workshops, production of written material, etc. Approval of the Deputy Chief for Research & Development or Associate Deputy Chief for Research & Development is required prior to obligation of funds.
- VI. Amendments: Amendments to this Charter require an affirmative, consensual vote of the members of the Research Advisory Committee and the approval of the Deputy Chief for Research & Development.
- VII. Effective Date: This revised Research Advisory Committee Charter is effective as of the date following the signature of the Deputy Chief for Research & Development.

<u>Ann M. Bartuska</u>	<u>8/19/04</u>
Deputy Chief for Research & Development	Date