

Leadership Committee
of the
Training Working Team
National Wildfire Coordinating Group

CHARTER

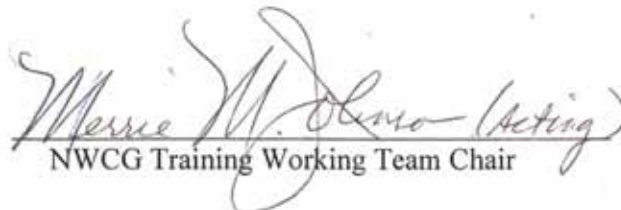
1. **NAME:** The name of the group is the Leadership Committee of the NWCG Training Working Team (TWT), hereinafter referred to as the Committee and the Team respectively.
2. **AUTHORITY:** The Committee is established pursuant to the charter authority granted to the Team by the parent National Wildfire Coordinating Group and the respective Secretaries of the Interior and Agriculture.
3. **MISSION:** To promote cultural change in the work force to emphasize the vital importance of leadership concepts and sound practices in the wildland fire environment by providing educational and leadership development opportunities.
4. **MEMBERSHIP:** The Committee will be an interagency group and will not exceed 10 members. The Committee may make use of ad hoc advisors for specific issues, as needed.
5. **ORGANIZATION:** The Committee will report to the Team. The Team will identify the Committee Chairperson. The Committee Chairperson will act as liaison with the Team, through personal contacts, meeting attendance and participation in Team teleconferences.
6. **AUTHORITY OF THE CHAIR:** The Chairperson is authorized to convene meetings at such times and places as deemed necessary by the Committee. Meetings will be held to the minimum number necessary to efficiently accomplish the purposes of the Committee and the Team. Use of telephone conference calls and electronic mail are anticipated in the conduct of much of the business of this Committee.

The Chairperson is authorized to make contacts, negotiate work assignments, make commitments on behalf of the Committee and commit such resources as are available within the Committee or authorized by the Team. The Committee Chairperson shall recommend to the Team any need for changes in resources and/or authorities if such needs are identified.
7. **MEETINGS:** Committee meetings shall be scheduled as needed and agendas provided to the Team Chair and members in advance. Costs for time and travel shall be borne by the Committee members' respective employing agencies. Costs other than the above will be supported by the Team's budget.

8. RESPONSIBILITIES: The responsibilities of the Committee are:

- a. Recommend and implement a framework for promoting the understanding and practice of sound leadership principles in the wildland fire work force. Recommend development of new or modified leadership training courses or OJT as needed.
- b. Review leadership curriculum for effectiveness. Recommend revision, retention or elimination of existing leadership courses. Assist agencies with review of potential training providers as requested.
- c. Recommend changes to training requirements or recommendations stated in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).
- d. Recommend methodologies for development of new coursewares.
- e. Recommend specific delivery methods for leadership training and education.
- f. Ensure that proposed leadership curricula are structured so that leadership concepts are presented and practiced in a logical progression from the lowest level courses to the highest level. Ensure that leadership lessons "in context" are incorporated into existing position-specific NWCG courses during the normal course of the revision process.
- g. Disseminate to the interagency wildland fire community information about committee activities and leadership development opportunities including training courses. Maintain wildland fire leadership development program web site.
- h. Prioritize actions that are recommended for implementation.

9. DOCUMENTATION: Meeting minutes will be kept and will be distributed to all Committee and Team members after meetings or teleconferences are held.


NWCG Training Working Team Chair

5/4/2004
Date