

# FGDC Communications Action Team

## DRAFT Team Charter

**Purpose** - develop a strategic communications plan for the FGDC

**Product/Result Desired** - a written Strategic Communications Plan to be implemented beginning in January 2005 with full support of the FGDC membership.

**Scope of Responsibility** - the team will function as an Action Team with responsibility for developing a Communications Plan to be presented to the FGDC Coordination Group. During implementation of the plan, the Action Team will continue to serve as an Advisory Group to the FGDC Secretariat Co-chairs.

**Level of Authority** - progress will be reported to the Project Manager. The FGDC Coordination Group will provide input, review the plan and assist in implementing the plan. The Staff Director will be kept informed and serve as the champion for this effort.

**Leadership** - Lesley Ogrosky and Leslie Wollack will serve as co-chairs of this Action Team. Tricia Gibbons of LEAD Alliance will serve as consultant and facilitator.

**Membership** - members were nominated, invited and volunteered to serve from the FGDC membership and active partners. Members include:

Member	Affiliation	Email
Carol Brandt	DOT	<a href="mailto:Carol.brandt@bts.gov">Carol.brandt@bts.gov</a>
John Clark	GSA	<a href="mailto:john.clark@gsa.gov">john.clark@gsa.gov</a>
Stu Davis	NSGIC	<a href="mailto:stu.davis@ohio.gov">stu.davis@ohio.gov</a>
Alison Dishman	FGDC	<a href="mailto:adishman@fgdc.gov">adishman@fgdc.gov</a>
Tricia Gibbons	LEAD Alliance	<a href="mailto:tgibbons@leadalliance.com">tgibbons@leadalliance.com</a>
Shirley Hall	USDA	<a href="mailto:Shirley.hall@wdc.usda.gov">Shirley.hall@wdc.usda.gov</a>
Greg Karmazin	STIA	<a href="mailto:gkarm@spatialtech.org">gkarm@spatialtech.org</a>
Lesley Ogrosky	FGDC	<a href="mailto:logrosky@fgdc.gov">logrosky@fgdc.gov</a>
Bob Samborski	GITA	<a href="mailto:bsamborski@gita.org">bsamborski@gita.org</a>
Linda Shaffer	FWS	<a href="mailto:Linda_Shaffer@fws.gov">Linda_Shaffer@fws.gov</a>
Leslie Wollack	GOS	<a href="mailto:Lwollack@fgdc.gov">Lwollack@fgdc.gov</a>
Karen Wood	USGS	<a href="mailto:Kwood@usgs.gov">Kwood@usgs.gov</a>
Robin Fegeas	USGS-TNM	<a href="mailto:rfegeas@usgs.gov">rfegeas@usgs.gov</a>
Alternate Pat Hytes	USGS-TNM	<a href="mailto:plhytes@usgs.gov">plhytes@usgs.gov</a>

### **Roles & Responsibilities & Expectations of Team Members –**

- Members are expected to participate in semi-monthly meetings either by conference call or face-to-face. Meetings will last 1.5 – 2 hours.
- Members agreed to participate in a 3 – 4 hour workshop that will take place in lieu of one of the semi-monthly meetings.
- Members agreed to contribute approximately 10 hours of time in addition to semi-monthly meetings.
- Responsibilities may include research, reviewing documents, identifying ideas

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and best practices, drafting documents, and participating in team activities.

### **Decision-making process –**

Decisions will be made by consensus. Everyone will have input into the decision and agree to support the decision once consensus is reached. Voting will be used only as a fallback decision process.

### **Communication Linkages –**

- Conference calls, meetings, a workshop and email will be the primary communication vehicles.
- Email Response Procedures – if response is needed note in subject line. Example: Response needed by \_\_\_\_\_.
- If members are unable to participate in scheduled meetings, please notify one of the co-leads and send input in advance of the meeting to ensure your voice will be heard.

### **Meeting Schedule –**

9/23/04	Conference Call	1 pm – 2:30 pm
10/4/04	Communications Workshop	1 pm – 4 pm
10/14/04	Conference Call	1 pm – 2:30 pm
10/28/04	Conference Call	1 pm – 2:30 pm

### **Time Frame –**

- Draft of the plan due 10/31/04
- Final plan due to Project Manager and Staff Director 11/30/04
- Plan presented to FGDC CG at December meeting
- Begin implementation 1/05

**Performance Indicators** – to be determined

**Resources Available** – financial and logistical support from the FGDC Secretariat. Co-leads have a template for components of the Communications Plan.

### **Logistics –**

FGDC will arrange for rooms and phone bridges

**Champion** –The Steering Committee and the Secretariat Staff Director are recognized as the champions. Operationally to complete the task, the co-leads and the project manager are the champions of this action team.