

Chartering Group	Sponsor	Team Leader	Facilitator (if different from leader)	Team Kick Off Date	Proposed Team Sunset Date
OFCA Board of Directors	OFCA President	Committee Chairperson	NA	August 2006	N/A

Mission Statement	To ensure the OFCA Constitution and By-Laws, Policies and Procedures, and all submitted Resolutions meet the needs of, are consistent with, and serve the on-going interest of the OFCA and its membership.
Goals & Objectives	<ol style="list-style-type: none"> To receive, review and propose changes to the Constitution and By-Laws To receive, review and propose appropriate changes, additions and deletions to the OFCA Policies and Procedures Manual To receive, review and propose Resolutions for consideration by the OFCA membership
Customers	The OFCA Board of Directors and entire OFCA membership
Success Indicators	<ol style="list-style-type: none"> Completion of the goals and objectives stated above The Board of Directors and OFCA membership understand and engage in the submittal process All submittals are fully vetted and final recommendations submitted within 60 days or less. All time-line requirements for consideration of Resolutions or Constitution and By-Laws are met.
Feedback Plan	<ol style="list-style-type: none"> Minutes of all meetings shall be taken and approved by the Committee. All reports and/or recommendations to the OFCA Board and/or Membership shall be in written form, even if reported verbally. Communication to the Committee from the OFCA Board shall be in written form.
Scope/Priority	The Committee has broad scope in working on any issue relative to the OFCA Constitution and By-Laws, Policies and Procedures, and Resolutions. These documents are critical in terms of the on-going viability of the Association and merit a high degree of attention.
Procedures/ Meeting Frequency	<ol style="list-style-type: none"> Procedures for submittal of documents for consideration by this Committee shall be posted on the OFCA website The Committee shall meet no less than twice annually with one meeting occurring in January of each year in anticipation of time-line requirements for Constitution and By-Laws changes. The Committee, in addition to the above meetings, will meet at least once during the OFCA Spring Conference to review any Resolutions submitted for consideration at conference
Decision Making Process	Decisions are made by consensus of the committee members. The committee's chair makes recommendations to the Sponsor, who then takes the issue(s) to the following: <ol style="list-style-type: none"> OFCA membership (for Constitution/By-Laws or Resolutions, or The OFCA Board of Directors for Policies and Procedures
Decision Ratifying Body	The chair refers committee decisions to the Sponsor.
Boundary Conditions to Decisions Made	The Committee can make recommendations. Final approval rests with either the Board of Directors or the OFCA membership, depending on the nature of the recommendation. At all times, the requirements of the OFCA Constitution and By-Laws shall prevail.
How Decisions Are Communicated	<ul style="list-style-type: none"> Meetings Minutes Email Website Official Presentations
Team Members	<ul style="list-style-type: none"> Immediate Past President 4 At-Large Members (one member to be elected chairperson annually)

Team Review Schedule	The July meeting of the Board of Directors each year.
Sunset Clause	Many Committee action items will be on an as-needed basis. All items will be tracked to completion during Committee meetings.
Sustaining Plan	This Committee is vital to ensuring that the documents which guide the Oregon Fire Chiefs Association current, relevant and meet the on-going interests of the Association and its' members. It is important for this Committee to actively seek input from the OFCA Board of Directors and Association membership.