

Chartering Group	Sponsor	Team Leader	Facilitator (if different from leader)	Team Kick Off Date	Proposed Team Sunset Date
Oregon Fire Chiefs Assoc.	OFCA Board of Directors	Immediate Past President	None	Current	None

<b>Mission Statement</b>	To manage, facilitate, promote and ensure the continuation of the OFCA Board of Directors through identification and presentation of qualified candidates for Board positions.
<b>Goals &amp; Objectives</b>	<ol style="list-style-type: none"> <li>1. Solicit and present qualified candidates for Board election</li> <li>2. Manage the process for any vacancies that occur between elections</li> </ol>
<b>Customers</b>	OFCA Board of Directors and members
<b>Success Indicators</b>	<ol style="list-style-type: none"> <li>1. Presentation of a full slate of candidates for each election</li> <li>2. Minimal breaks in having a full and complete Board of Directors</li> </ol>
<b>Feedback Plan</b>	<ol style="list-style-type: none"> <li>1. Report at periodic Board meetings</li> <li>2. Report to membership at all conference business meetings</li> <li>3. Report electronically and on the web</li> </ol>
<b>Scope/Priority</b>	The Committee works completely within the framework of the OFCA Constitution & Bylaws, from which it receives its' guiding authority.
<b>Procedures/ Meeting Frequency</b>	<ol style="list-style-type: none"> <li>1. The Committee shall work with the OFCA staff in notifying the membership of open Board of Director positions and the qualifications process. This should begin no later than February of each year.</li> <li>2. The Committee shall meet as needed in order to present a full slate of candidates for each election.</li> <li>3. For unanticipated openings, the Committee shall meet as needed to fill the position(s) in accordance with the OFCA Constitution &amp; Bylaws.</li> </ol>
<b>Decision Making Process</b>	<ol style="list-style-type: none"> <li>1. Decisions concerning candidate qualifications shall be in accordance with the OFCA Constitution &amp; Bylaws.</li> <li>2. Question and/or challenges regarding candidate qualifications shall be forwarded to the OFCA Board of Directors.</li> </ol>
<b>Decision Ratifying Body</b>	Oregon Fire Chiefs Association Board of Directors
<b>Boundary Conditions to Decisions Made</b>	Questions not answered by the Constitution and Bylaws shall be forwarded to the OFCA Board of Directors, with recommendations from the Committee.
<b>How Decisions Are Communicated</b>	Verbally through reports, meeting minutes, and/or email
<b>Team Members</b>	President Past President
<b>Team Review Schedule</b>	Annually at the July OFCA Board meeting