

**Name of Committee:** *Oregon Fire Service Honor Guard*

**Rev:**

<b>Chartering Group</b>	<b>Sponsor</b>	<b>Team Leader</b>	<b>Facilitator (if different from leader)</b>	<b>Team Kick Off Date</b>	<b>Proposed Team Sunset Date</b>
<i>Oregon Fire Chiefs Association</i>	<i>OFCA Board</i>	<i>Honor Guard State Commander</i>	<i>N/A</i>	<i>Continuous OFCA Section</i>	<i>None</i>

<b>Mission Statement</b>	<i>Represent the Oregon Fire Service at ceremonial and memorial services with professionalism and honor.</i>
<b>Goals &amp; Objectives</b>	<ol style="list-style-type: none"> <li>1. <i>Create and maintain an annual budget.</i></li> <li>2. <i>Support the Oregon Fire Service at memorials, funerals and other ceremonies.</i></li> <li>3. <i>Oversee funds and operations of the Oregon Fallen Fire Fighters Memorial.</i></li> <li>4. <i>Work with other Oregon Fire Service Honor Guards and promote a positive working relationship.</i></li> </ol>
<b>Customers</b>	<i>The Oregon Fire Service (all departments, personnel and organizations).</i>
<b>Success Indicators</b>	<ol style="list-style-type: none"> <li>1. <i>Maintain adequate funds.</i></li> <li>2. <i>100% attendance at approved activations/events.</i></li> <li>3. <i>Maintain a membership of 40 members.</i></li> <li>4. <i>Meet requirements of Honor Guard operations and training manual.</i></li> </ol>
<b>Feedback Plan</b>	<ol style="list-style-type: none"> <li>1. <i>Report to the OFCA board through verbal or written correspondence.</i></li> <li>2. <i>Provide quarterly report to the OFCA board on Honor Guard activity.</i></li> </ol>
<b>Scope/Priority</b>	<i>To establish a formal process to provide appropriate services at memorials, funerals and other events.</i>
<b>Problem Statement</b>	<i>N/A</i>
<b>Procedures/ Meeting Frequency</b>	<ol style="list-style-type: none"> <li>1. <i>Abide by the OFSHG By-laws, Operations and Training Manual.</i></li> <li>2. <i>Meet bi-annually at the Spring and Fall OFCA conference.</i></li> </ol>
<b>Decision Making Process</b>	<ol style="list-style-type: none"> <li>1. <i>Bi-annual Spring and Fall OFCA conference meetings.</i></li> <li>2. <i>OFSHG By-laws, Operations Manual.</i></li> </ol>
<b>Decision Ratifying Body</b>	<i>Per OFSHG By-laws and Operations Manual. Meet bi-annually at the Spring and Fall OFCA conference.</i>
<b>Boundary Conditions to Decisions Made</b>	<ol style="list-style-type: none"> <li>1. <i>Honor Guard section will conduct and make decisions at the Spring and Fall OFCA conference meetings.</i></li> <li>2. <i>Finances/Budget impact requiring OFCA funds will be approved by the OFCA board.</i></li> </ol>
<b>How Decisions Are Communicated</b>	<i>Verbal and written reports, meeting minutes and email.</i>
<b>Team Members</b>	<i>State Commander, Assistant Commander, Team Trainer, Membership (members meeting requirements per OFSHG by-laws and Operations Manual).</i>
<b>Team Review Schedule</b>	<i>Annually at the Spring OFCA board meeting.</i>
<b>Sunset Clause</b>	<i>N/A</i>
<b>Sustaining Plan</b>	<i>N/A</i>

