

Conserving the Future: Wildlife Refuges and the Next Generation

Executive Implementation Council Charter

1. PURPOSE

The purpose of this Council is to facilitate the successful implementation of *Conserving the Future: Wildlife Refuges and the Next Generation*, a strategic vision for the National Wildlife Refuge System (NWRS).

2. SCOPE

The Council is charged with guiding the timely and appropriate development and implementation of follow-up actions emanating from recommendations adopted in the *Conserving the Future* vision.

3. COUNCIL COMPOSITION

The *Conserving the Future* Council is chaired by the Chief, National Wildlife Refuge System, and consists of the NWRS Leadership Team and a Council Coordinator. With the exception of the Council Coordinator, which is a dedicated full-time position, all other Council members are incorporating and prioritizing this activity within their existing duties. Anyone serving as an “Acting” automatically participates as an Alternate with full authority.

4. ROLES AND RESPONSIBILITIES

The Council Chair:

- ✓ Has the overall lead for the effective operation of the Council.
- ✓ Keeps the Director, Assistant Directors, and national stakeholders informed and involved.
- ✓ Appoints a Council Coordinator to assist in managing activities, workflow, and progress of the Council.
- ✓ Approves establishment of Implementation Teams.

The Council:

- ✓ Guides development of proposed actions to be taken in response to recommendations in the *Conserving the Future* vision.
- ✓ Within 90 days of publication of the final *Conserving the Future* document, develops an overall implementation strategy which would identify teams or individuals with specific tasks and deadlines to enable implementation of recommendations.

- ✓ Establishes, coordinates, and provides guidance to individuals or implementation teams empowered to develop recommended implementation actions.
- ✓ Reviews and adopts or refocuses recommended actions as they are brought forward for implementation.
- ✓ Follows normal U.S. Fish and Wildlife Service (Service) protocols in bringing recommended actions to the Director for approval and implementation.
- ✓ Champions implementation actions emanating from the *Conserving the Future* vision by being positive change agents and adopting and adapting as positive changes are furthered.
- ✓ Regularly reports on the status and results of actions under development or implemented under the *Conserving the Future* vision.
- ✓ Celebrates successes and acknowledges and rewards participant contributions as appropriate.

Assistant Regional Directors/Refuge Chiefs:

In addition to roles and responsibilities described above for the Council, Regional Chiefs in particular will:

- ✓ Recommend field staff to serve on Implementation Teams to develop implementation actions from the *Conserving the Future* vision.
- ✓ Keep the Regional Director, Assistant Regional Directors, Refuge Managers, and regional stakeholders informed and involved.
- ✓ Execute initiatives/policies emerging from the *Conserving the Future* effort upon approval by the Director.

The Council Coordinator:

- ✓ Provides a primary point of contact on Council activities.
- ✓ Drafts the implementation plan and various other documents related to Council activities.
- ✓ Provides organizational logistics and support by arranging Council meetings and calls.
- ✓ Provides logistical support in assembling Implementation Teams including development of a project charter for each team at outset of its establishment.
- ✓ Monitors progress against the implementation plan and drafts reports and communications on overall progress and action.
- ✓ Serves as the document manager for all documents related to Council activities.

Implementation Teams:

- ✓ Will consist of appropriate field, regional, and Washington office representation, and States and Partners, as appropriate, to ensure diverse perspectives.
- ✓ One Regional representative and one Washington Office representative from the Leadership Team will co-lead each implementation team.
- ✓ The purpose and composition of each implementation team will be determined by the Council and approved by the Chief of the NWRS.

- ✓ Teams will participate in activities as an extension of their existing duties and, to the extent possible, will devote high priority to their role on the *Conserving the Future* effort.
- ✓ Implementation teams are accountable to the Council and will exist until their individual tasks are completed.

5. DELIVERABLES

The Council is responsible for delivering the following:

- ✓ Complete an implementation plan within 90 days of publication of the final *Conserving the Future* document.
- ✓ Develop methods of keeping internal and external stakeholders informed and involved.
- ✓ Provide quarterly progress reports to the Directorate and stakeholders.
- ✓ Within the next 5 years, implement actions or partial actions on all *Conserving the Future* recommendations.
- ✓ Provide a final report outlining the key decisions and implementation actions.

6. DECISION MAKING METHOD

Decision-making by the Council will be by consensus after employing normal decision-making aids such as discussion, alternatives analysis, and priority ranking. A consensus is defined as a group decision that everyone on the team can “live with.”

7. REPORTING RELATIONSHIP

The Council reports to the Service Directorate.

8. COUNCIL OPERATING COSTS

Costs for travel or any other activities associated with operations of the Council or associated action teams will be covered by base budgets. To simplify administrative requirements, there will not be a national operating fund established specific to management of Council activities.

~~APPROVAL~~



DIRECTOR



DATE