





- **Meeting Agenda:** An agenda will be developed by Team Leader and sent to the members before each meeting. The Team Leader will solicit agenda items at least four weeks prior to each meeting.
- **Meeting Leader:** The Team Leader will conduct all meetings. The alternate leader will serve in this capacity in absence of the Team Leader.
- **Leader or Alternate Leader:** The Team Leader will serve as primary contact for members and will maintain a repository of cooperative correspondence and products.
- **Meeting Facilitation and Notes:** Facilitation and note taking services will be provided by the National Forester for NRCS or other staff designated by NRCS, NASF, USFS, and NACD. Notes will be provided to the members within one week following each meeting.
- **Communication with Agencies/Organizations:** At the conclusion of each meeting the team and staff will develop a "team communiqué" that members will use to communicate the team's activities and recommendations to their respective agencies/organizations. Members will report to the team on feedback received from their agencies/organizations. The team will annually report on its activities at the annual joint NRCS-USFS-USFS-NACD leadership meeting.

Team Charter Approved by:

			
OLIN SIMS	KIRK ROWDABAUGH	ABIGAIL R. KIMBELL	ARLEN L. LANCASTER
President National Association of Conservation Districts	President National Association of State Foresters	Chief USDA Forest Service	Chief USDA Natural Resources Conservation Service

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