

## **Briefing Statement**

**Date:** June 3, 2002

**Title:** DMG Chair

**Issue:** Should the DMG Managers Chair the DMG?

### **Background/Status:**

1. As part of last year's evaluation of the DMG, the DMG agreed that the DMG Coordinators would continue to chair and facilitate DMG meetings and serve as the principal spokespersons for the DMG. However, the manager who hosts the quarterly DMG meeting would plan a segment of the meeting. The responsibility for hosting and planning the DMG meetings would be rotated among the Managers.
2. At the April 10-11 DMG meeting, the DMG agreed to consider a request by John Reynolds and Mike Pool for the Managers to chair the DMG meetings. If the proposal was approved by the DMG, the DMG agreed to elect a Chair and Vice Chair at the Ventura meeting.
3. The proposed duties and responsibilities of the DMG Chair/Vice chair and the revised DOD/DOI Coordinator responsibilities (attachment 1) were sent to the Managers for review in May 2002. The results of that review are summarized below:
  - ◆ FWS expressed concerns about taking on yet another collateral duty for an extended period of time and recommended that the host of each meeting chair that session, thus allowing more managers to share the Chair responsibility for a shorter period of time.
  - ◆ DOD managers are not interested in chairing the DMG; they prefer to have the DOD Coordinator facilitate/chair the meeting on their behalf. DOD has no objection to the DOI managers co-chairing the DMG with the DOD Coordinator.

### **Proposed Action:**

There is no consensus among the Managers to Chair the DMG. The FWS proposal (above) would allow managers to chair DMG meetings without placing a long-term time commitment on a manager to chair the group for an entire year. FWS' proposal is also consistent with the agreement reached by the DMG during the last year's evaluation. Accordingly, staff recommends that the DMG manager who hosts a DMG meeting should plan, chair, and facilitate DMG meetings in coordination with the DMG Coordinators. Specific responsibilities of the Chair are identified in Attachment 2. No change is recommended in the current responsibilities of the DMG Coordinators. The responsibility for hosting and chairing DMG meetings would be rotated among the Managers.

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**Attachments (2)**

**Attachment 1**  
**Draft**  
**Duties and Responsibilities**  
**Standing DMG Chair and Vice Chair**

1. The DMG shall elect a chair and a vice chair from its membership. The chair and vice chair shall be elected for a term of 1 years. The Vice Chair shall become the Chair at the end of their year of service as Vice Chair. Chairs are encouraged not to serve more than two consecutive terms.
2. Elections shall be held annually at the fall DMG meeting. If the Chair/Vice Chair position is vacated prematurely, the Vice Chair will serve as interim Chair until the fall meeting. An interim Vice Chair shall be elected to serve until the fall meeting elections.
3. The foremost responsibility of the Chair and Vice Chair shall be to lead the DMG to achieve its vision, mission, and goals. Specific responsibilities shall include:
  - Develop the meeting agenda in coordination with other DMG members and the DMG Coordinators. Agenda items/topics will be those relevant to the DMG's mission and 5 year plan. Meetings will follow the General DMG Meeting Outline (attached).
  - Lead DMG meetings to ensure that issues are brought to closure and conclusions/decisions documented.
  - Approve meeting summaries for distribution to the DMG.
  - Develop/revise DMG goals, objectives, work plans and budget requests for review and approval by the Desert Managers.
  - Draft, review, and endorse correspondence on behalf of the DMG.
  - Serve as a spokesperson for the DMG.

Note: The DOI and DOD Coordinators will provide staff support to the Chair/Vice Chair to fulfill these responsibilities.

**Draft**  
**Attachment 1**  
**Revised Duties and Responsibilities**  
**Department of Defense and Department of the Interior**  
**DMG Coordinators**

- A. Provide advice and assistance to managers on specified matters.
- B. Provide Staff support to the Chair and Vice Chair as requested
- C. Provide administrative services and support for Desert Managers Group meetings:
  - make meeting arrangements
  - develop meeting agenda in coordination with Chair/Vice Chair
  - distribute pre-meeting briefing materials
  - prepare meeting summaries for approval by the Chair/Vice Chair
  - distribute meeting summaries
- D. Coordinate issues and activities among involved agencies.
- E. Ensure lines of communication are maintained with all DMG elements, agencies, offices, and organizations associated with the DMG.
- F. In coordination with the Chair/Vice Chair, develop/revise DMG goals, objectives, work plans and budget requests for review and approval by the Desert Managers.
- G. review materials prior to submittal to the DMG.
- H. Draft and review correspondence for signature by the Chair/Vice Chair.
- I. Monitor agency progress on implementing DMG activities and work to ensure that agency commitments and responsibilities are met in a coordinated manner.
- J. In coordination with the Chair/Vice Chair, serve as spokespersons for the DMG.

**Attachment 1-A**  
**General DMG Meeting Outline**

**Day 1**

1. Introductions and Administration (10 Minutes)
2. Agency/Coordinator Reports (100 minutes)
3. Status of commitments/action items from previous meeting (20 minutes)
4. Break (30 minutes)
5. Outside Speaker (60 minutes)

Lunch (90 minutes)

6. Project/Work Group reports and updates (120 minutes)
7. Break (30 minutes)
8. Outside Speaker (60 minutes)

Evening Social event

**Day 2**

1. Manager(s) presentations (3 hours)
2. Review of meeting commitments/action items (15 minutes)
3. Designate next meeting location, host, and meeting theme (10 minutes)

Noon - adjourn

**Attachment 2**  
**Draft**  
**Duties and Responsibilities**  
**Rotating DMG Chair**

1. The DMG manager who hosts a DMG meeting would plan, chair, and facilitate DMG meetings in coordination with the DMG Coordinators. The responsibility for hosting and chairing the DMG meetings would be rotated among the Managers.
2. The responsibility of the Chair shall include:
  - Developing the meeting agenda in coordination with other DMG members and the DMG Coordinators. Agenda items/topics will be those relevant to the DMG's mission and 5 year plan. Meetings will follow the General DMG Meeting Outline (attachment 1-A).
  - Lead DMG meetings to ensure that issues are brought to closure and conclusions/decisions documented.
  - Approve meeting summaries for distribution to the DMG.

Note: The DOI and DOD Coordinators will provide staff support to the Chair to fulfill these responsibilities.