



Middle Rio Grande Endangered Species Collaborative Program

Est. 2000

Charter for Fiscal Planning Committee of the Middle Rio Grande Endangered Species Collaborative Program

*Approved by the Executive Committee (EC) on June 5, 2019
Revised to Align with the By-Laws Adopted on July 28, 2021
Revised to reflect membership change on June 23, 2022*

I. Overview

The Middle Rio Grande Endangered Species Collaborative Program (MRGESCP) By-Laws state that the Executive Committee (EC) may establish committees and ad hoc groups to carry out activities that further the MRGESCP's mission and goals. On June 5, 2019, the EC established the Fiscal Planning Committee (FPC) with the directive that it report directly to the EC. The purpose of this charter is to further define the activities, roles, and responsibilities of the FPC as outlined in the By-Laws.

II. Purpose

The FPC is created for the purpose of building a diverse financial support system for priority MRGESCP activities as set forth in the Long-Term Plan for Science & Adaptive Management (LTP). The FPC shall report to the EC on securing funding and other resources for priority MRGESCP-recommended activities set forth in the LTP, as well as on any remaining funding or other resource gaps and recommended opportunities to fill those gaps. The FPC shall communicate with the SAMC on the implementation of science activities set forth in the LTP.

III. Membership

Each Signatory shall designate one FPC point-of-contact for their organization. That point-of-contact shall attend FPC meetings, ensure their EC member is updated on FPC activities, relay FPC initiatives and coordination needs to the rest of their Signatory organization as needed, and ensure appropriate individuals within the organization are invited to FPC meetings as needed based on the agenda.

The FPC will select a federal co-chair and non-federal co-chair to serve as committee leaders for a one (1)-year term, with no more than two (2) consecutive one (1)-year terms.

The Program Support Team (PST) shall keep an updated list of FPC membership.

IV. Administration

The PST shall support the FPC and serve as the designated point of contact for the committee. Responsibilities of the PST include the following administration and support duties:

- Coordinating meetings and meeting materials
- Documenting and distributing action items and decisions
- Providing notice to the EC and the Signatory representatives regarding meeting topics
- Aiding in identifying potential funding streams and other resources

- Providing FPC updates to the MRGESCP's other committees.

V. Meetings

The FPC will hold meetings as necessary to conduct its business. At a minimum, the FPC shall meet twice per year to accomplish activities in the Science & Adaptive Management Plan's annual administrative schedule, with additional meetings as needed to correspond with funding opportunities and timelines related to fulfilling its role.

Meetings will be facilitated by a member of the PST. Formal agendas will be drafted for review and approval at each meeting. The PST will announce FPC meetings on the Program Portal event calendar, including draft agendas. Read-aheads will be provided via public download or email as appropriate. Meeting agendas and read-aheads will be made available to FPC members no later than seven (7) calendar days in advance of the meeting date.

FPC meetings shall be open to an audience of non-committee members. Only FPC members may participate in meeting deliberations.

The PST shall record minutes of all FPC meetings. Finalized agendas, read-aheads, and minutes will be stored on the Program Portal.

VI. Responsibilities

FPC responsibilities include:

- Coordinating on Signatory funding capabilities (i.e., authorities, budget restraints, interests, deadlines) to support priority MRGESCP activities
- Identifying and pursuing additional funding sources (i.e., grants, appropriations) in support of funding MRGESCP-related activities, including coordinating messaging for these efforts
- Identifying other potential resources (i.e., partnerships, grants) to support MRGESCP-related project implementation
- Coordinating with other MRGESCP committees and groups to achieve the FPC's purpose
- Reporting and communicating requests to the EC on the pursuit of external funding and other resources to support MRGESCP activities
- Coordinating on implementation of Signatory activities of interest to the MRGESCP within the purpose of the FPC, and at the invitation of the implementing Signatory
- Communicating with the Science and Adaptive Management Committee (SAMC) on updates regarding the implementation of science activities set forth in the LTP

Individual signatories reserve the right to ensure appropriate use of their respective commitments consistent with applicable laws and regulations. The FPC and the EC may make recommendations on how individual Signatories allocate their respective funding, but the ultimate decision lies with the individual Signatories.

VII. Evaluation of the FPC

As part of the annual MRGESCP evaluation, the EC will evaluate the performance of the FPC with respect to its assigned duties and responsibilities.