

Functions of Required Standing Committees

Ad Hoc Conservation Planning Process Review Committee (Committee will meet as needed in FY 2010 to finish their review and to make recommendations to SRC)

1. Review items in conservation plan checklist and make recommendation to streamline planning process to State Resource Conservationist.

Awards Committee (Committee will meet at least 2 times a year. One meeting will focus on a review of Awards program for development of recommendations to STC. Second meeting will be to review award nominations)

The Maine Awards Committee will perform the following tasks:

1. Develop and maintain procedures and criteria for the Awards Program.
2. Solicit suggestions for improvement annually from employees and incorporate them into Awards Program where possible.
3. Review nominations for completeness and adherence to nomination criteria.
4. Forward nominations and any recommendations to the State Leadership Team member or State Conservationist as appropriate.

Civil Rights Advisory Committee (Committee will meet at least quarterly; two of the meetings may be by phone conference. Members develop a plan of work; implementation of the plan of work requires additional time outside of the meetings)

1. Identify and bring to management's attention any trends, problems, issues, or concerns.
2. Monitor recruitment practices and make recommendations for ensuring that under represented groups are made aware of employment opportunities for career positions, temporary summer employment, or special appointment.
3. Focus the attention of management on specific personnel practices or problems of an EEO nature which are producing or could produce dissension and dissatisfaction among employees.
4. Monitor the policies and overall effectiveness of the Affirmative Employment and Federal Equal Opportunity Recruitment Programs with regard to recruitment, hiring, promotion, and retention.
5. Act as a forum for an exchange of ideas and action proposals on sensitive issues, matters, or concerns of an EEO nature.
6. Promote and communicate the efforts of management to achieve and operate a realistic and ongoing EO program.

Plant Materials Committee (Committee meets as needed and predominantly through email or teleconference)

The State Plant Materials Committee is critical for the integration of plant materials activities into FO operations and the needs of FOs into the PM program. Each state will have a State PM Committee. Responsibilities include:

1. Serving as a focal point for identification and prioritization of key local and state plant issues, concerns, and product needs.
2. Developing a State Plant Materials LRP which includes prioritized plant issues, concerns, and needs along with proposed action items.
3. Developing an annual state plant materials plan.
4. Is responsible for ensuring identified local and state plant science needs are presented to the appropriate decision makers.
5. Ensures that the developed plant technology is disseminated to meet customer needs.

Safety and Health Management Committee (Committee will meet at least once annually and as needed to address particular incident(s))

1. To assist the Designated Safety and Health Official (DSHO) establish annual goals and objectives for reducing job-related injuries, illnesses, and property damage incidents and develop operational plans for implementing and evaluating NRCS programs.
2. Review safety and health inspections.
3. Review reports of serious accidents and injuries.
4. Recommend preventive programs through newsletters and bulletins, employee and supervisor training, scheduling inspection of workplaces, agenda topics meetings, and similar activities.

SRC Advisory Committee [Committee will meet as needed to provide input and to make recommendations to SRC relative to proposed conservation planning policies or development of conservation planning tools.]

1. Review draft policy relative to conservation planning and provide recommendations to State Resource Conservationist.
2. Provide input for development of conservation planning tools prior to large investment of time in development. Provide periodic review of conservation planning tools in development stages and provide recommendation to State Resource Conservationist.
3. In FY2010 review conservation planning certification policy and proposed policy, and provide recommendations to State Resource Conservationist.

Technical Guide Committee (Committee will be used as needed and input will be sought electronically, such as review of standards)

1. Responsible for the approval and distribution of state-developed or state-supplemented FOTG materials.
2. Responsible for quality assurance activities to ensure the completeness and currency of field office FOTG materials.