

MINNESOTA INCIDENT COMMAND SYSTEM

INFORMATION MANAGEMENT WORKING TEAM CHARTER

2019-2022

MISSION STATEMENT

The mission of the MNICS Information Working Team is to utilize an interagency forum to provide advice and input on issues pertaining to the public information functions in support of the policies and procedures of all agencies.

Goals

- Provide a forum where all field units' concerns are represented.
- Facilitate the exchange of information and ideas between Public Information Officers.
- Recommend and develop standard public information procedures.
- Represent information officers at selected meetings that address information issues.
- Facilitate and promote a better understanding of agency specific policies and procedures.
- Present local information issues to the MNICS Task Force.
- Promote standard guides and templates for information management.
- Initiate, coordinate, and sponsor information officer training courses, workshops, and meetings.

ORGANIZATION

Membership

The MNICS Information Management Working Team (MNICS IMWT) will be comprised of selected information officers and others from within the MNICS agencies. These individuals are voting members and conduct Working Team business. The MNICS IMWT will select a Chairperson and Vice-Chairperson from its membership based on a set agency rotation established as an annual task for the working team.

All working team members will serve a minimum of two (2) years at which time the agency may choose to continue with the current representative or select a new member. Participation of all working team members is critical to getting the work completed that is assigned to the team, should individual members find themselves unable to participate due to time requirements, lack of funding or other constraints, the Chair will work with the agency and/or liaison to the MNICS Task Force to find a replacement.

Working Team Representation/Voting Members

1-US Forest Service, Superior and Chippewa National Forests
1-Minnesota Department of Natural Resources
1-US Fish & Wildlife Service
1-Bureau of Indian Affairs
1-National Park Service
1-Taskforce Liaison

Agencies without a Working Team Representative may submit any concerns to the Working Team Chair.

Agencies may choose to have additional working team representatives, but in that case 1 member per agency is identified as the voting member. This will help ensure equity in decision making for agencies.

Any members that are Administratively Determined (AD) may not be voting members.

The proposed Working Team Chairperson will have served on the team for a minimum of one year prior to being selected, preferably in the role of Vice Chairperson, The Working Team Chairperson and Vice Chairperson will serve a 2 year term.

The Chair position will rotate in the following order:

- US Forest Service, Superior and Chippewa National Forests
- Minnesota Department of Natural Resources
- US Fish & Wildlife Service
- Bureau of Indian Affairs
- National Park Service

If the next representative in rotation is unable to serve, the agency must make an effort to find a replacement. If that is not possible the Chair position will move to the subsequent agency representative.

The agency representative following the Chair in the rotation will become the Vice Chair.

The immediate past Chair will be available to the current Vice Chair and Chair for consultation as needed.

The Taskforce Liaison will serve in an advisory role.

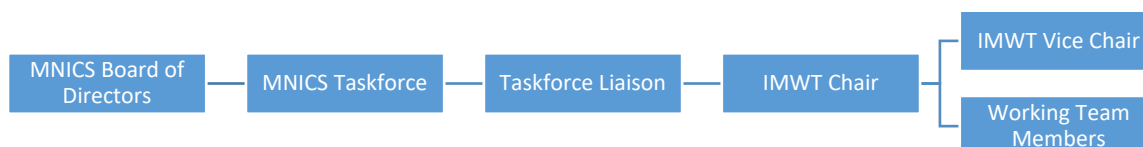
A majority of active committee members must be present, either in-person or teleconference, in order to conduct voting business of the Working Team.

Nominated positions on the Working Team are open for nomination and voting by the working team either in-person or teleconference call as needed.

Ad-Hoc task groups can be formed with subject matter experts (line officers, fire management officers, cache managers, incident management team members, computer system people, incident business management specialists, etc.) through work task orders issued and approved by the MNICS Taskforce.

Structure

The Information Management Working Team organization chart is as follows:



Responsibilities and Duties

Working Team Members

- Attend Working Team meetings and participate in tasks. 60% participation is required.
- Participate in Working Team tasks, sub-committees, and/or ad-hoc groups as assigned by the IMWT Chair.
- Serve as Point-Of-Contact and liaison for the members' respective agencies.
- Work with the Working Team to develop operation strategies and objectives.
- Coordinate the distribution of information regarding the activities and operations of the working teams, sub-committees and ad-hoc working teams to the respective agency as needed.
- Coordinate the distribution of pertinent public information to agency public information officer staff and other interested parties.
- Notify Chairperson if unable to attend a meeting.
- Notify MNICS Taskforce Liaison agency representative if time and/or budget constraints restrict working team participation to find an agency replacement.

Chairperson

- Ensure Working Team meetings and conference calls are conducted in a proper and timely manner.
- Establish time and locations for all the Working Team meetings and calls.
- Receive IMWT assignments from the MNICS Taskforce.
- Prepare documentation showing progress or completion of IMWT assignments.
- Establishes sub-committees and ad-hoc working groups, as necessary.
- Prepare the team article for the Spring Newsletter and MNICS Annual Report.
- Attend or designate a representative to attend identified Taskforce meetings, and provide a report(s) to the Taskforce on the Working Team activities and accomplishments.
- Manage information sharing with the public information officer community on the MNICS.org Information Management Working Team page.

Vice Chairperson

- Conducts Working Team business in the absence of the Chair or at the request of the Taskforce.
- Responsible for ensuring the Working Team notes are recorded, edited, filed and distributed to Working Team members.
- Maintains Working Team membership roster, compiles public information officer contact lists for Working Team business and information distribution.

Past Chairperson

- Serves as a mentor and advisor to the Chair and Vice Chair in an effort to provide continuity to the Working Team.

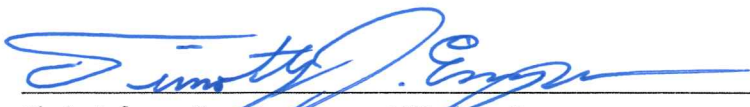
Meetings

- The Working Team will meet as needed to accomplish assigned tasks. Conference calls can be utilized to keep costs down and allow for maximum participation.
- All travel and administrative costs for members will be paid for by each member's home unit.

Annual Action Items

- Review the Information Management Working Team Charter for needed updates.
- Review Working Team Membership; solicit for new members if needed. Contact MNICS Taskforce representatives for missing or inactive agency representation.
- Assist in developing and identifying Public Information Officer Course instructors and Cadre members within MNICS.
- Identify what public information officer training will be held during the current year.
- Attend and participate in the MNICS Annual Meeting.

This Charter has been reviewed and agreed to by the MNICS Taskforce. This Charter will be reviewed every three (3) years with the option to amend as needed.


Chair, Information Management Working Team

3/27/19
Date


Chair, MNICS Taskforce

3-27-2019
Date