



NATIONAL WILDFIRE COORDINATING GROUP

NWCG Memorandum 23-007

December 15, 2023

TO: NWCG Committee Chairs
FROM: Shane McDonald, Chair, NWCG Executive Board
SUBJECT: NWCG Committee/Subgroup Chair Rotations

Purpose: The purpose of this memorandum is to communicate expectations for NWCG committees and subgroups chairperson rotations.

Please distribute this information through your committee and agency channels.

Issue/Action: In 2023 one of the NWCG Executive Board (EB) priorities was standardizing some aspects of the EB and committee business practices. In support of this priority, the NWCG committee toolkit was created and posted for reference. The tool kit includes a suggested committee chair rotation process to address known challenges with timely and effective chair rotations within the organization.

It is the expectation of the EB that committees identify and follow a clear chair rotation process that includes each member agency. The committees and respective subgroups may each establish a unique rotation with each member agency expected to assume the chair position when identified. If an agency member is unable to serve in the chair position, that agency is responsible for finding an alternate to serve as chair. Should a need arise those conflicts with this expectation, the current chair and NWCG coordinator may bring the issue to the EB for resolution.

The response to wildland fire is national in scope necessitating the commitment of federal, state, municipal, local, and Tribal cooperators. The work of NWCG is foundational to the coordination, cooperation, and interoperability occurring every day across the nation. Thank you for your commitment to NWCG and the wildland fire community, we are stronger from your contribution.

Background and Coordination: The service by most members on NWCG committees and subgroups is a collateral duty. While the level of required commitment varies, when members step up to provide leadership as a chairperson the required level of effort increases. Establishing and following a clear chair rotation ensures both equitable opportunities and equitable distribution of leadership responsibilities through a predictable, readily communicated, and finite timeline.

Contact: Shane McDonald, Chair, NWCG EB, shane_mcdonald@fws.gov.

Distribution:

NWCG EB Members
NWCG Staff
NWCG Committee Chairs

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.