

## Administrative Committee

**Goal: Assure the viability of the Tongass Futures Roundtable to achieve its purpose, convening values and goals.**

Strategic Action	Participants responsible for completing action	Anticipated completion date
Prepare and implement a multi-year budget and funding plan	Staff and Administrative Committee	On-going.
Work with committees and work groups to identify funding needs.	Staff and Administrative Committee	On-going.
Plan and evaluate the meetings of the full Roundtable.	Administrative Committee, with Committees and Roundtable members.	On-going.
Meet staffing needs of the Roundtable and its committees and work groups.	Administrative Committee	On-going. Coordinator hired November 2007.
Guide development of a Public Outreach and Engagement Plan for the Roundtable.	Administrative Committee, with Committees and Roundtable members.	Discuss December 2007. Draft Outreach Plan by February 2008. Adopt and implement plan by April 2008.
Complete annual review of the Charter, including membership, quorum, voting and administrative leadership.	Administrative committee and Roundtable	February 2008.
Determine how the Roundtable can engage effectively in Strategic Planning to achieve its purpose and goals.	Administrative Committee, with full Roundtable.	Discuss December 2007. Identify process by Spring 2008. Complete by September 2009.
Decide whether, and under what circumstances, the TFR will apply for designation as a Resource Advisory Committee (RAC).	Administrative Committee and Roundtable	Revisit spring 2008.