

**Timber Volume and Value System Field User Group  
(TVVS-FUG)  
FY 2007-2008 Charter**

**Purpose**

The purpose of the TVVS-FUG is to clarify and resolve computer data processing issues for the production side of the Timber Volume and Value System and its users.

**Roles and Responsibilities**

The roles and responsibilities of the TVVS-FUG are:

- To serve as a communication link to the district users, Westside Cruiser/Appraiser (C/A) Committee, and Oregon State Office (OSO) Scope Committee in an effort to clarify and resolve TVVS production-system issues.
- To provide feedback to the FUG committee members.
- To utilize new software and hardware.
- To recommend training and assist in training district users.
- To serve as the first step in the resolution and follow through of all computer data processing issues.
- To work in a timely manner on all projects.
- To appreciate the fact that each District has issues that may be unique to their District, but still require FUG efforts to help resolve.

**Organization and Membership**

Membership of the TVVS-FUG will consist of one field-going person from each of the following organizational units. Members will serve a two-year term on the TVVS-FUG. It will be encouraged, but not required, that new members be rotated into the group at the end of the member's tenure. Membership rotation will take place at the beginning of each fiscal year. Overlap in the rotation will occur to minimize disruption of the group's ongoing projects.

	<u>FY Rotation</u>
Coos Bay District	Odd
Eugene District	Even
Klamath Falls RA	Odd
Medford District	Even
Roseburg District	Odd
Salem District	Even
Tillamook RA	Odd
One representative from the Westside C/A Committee	Even

In addition, the following OSO positions will be permanently represented on the TVVS-FUG:

OSO Cruiser/Appraiser  
OSO Scaler  
OSO Software Engineer

It is anticipated that up to one work month per year will be required by each member to fulfill the duties of the TVVS-FUG, as identified in the Annual Work Plan (AWP) directives.

Members will be responsible for finding an alternate to attend meetings in her or his absence.

### **Chairperson and Vice-chairperson**

A Vice-Chairperson will be selected from among the District and Resource Area representatives. The Vice-Chair will serve a two year term. He/she will perform the duties of the Chair in his or her absence. The Vice-Chair will become the Chair at the end of the Chairperson's term.

The Chairperson will serve a two-year term. The TVVS-FUG Chair will be responsible for reviewing meeting minutes, setting and distributing meeting agendas, and tracking progress on TVVS-FUG projects. In addition, the Chair will facilitate or provide a facilitator for all meetings.

### **Meetings and Minutes**

Meetings will be held as necessary to accomplish the business of the TVVS-FUG. An agenda for each meeting will be distributed by the Chair no later than one week prior to the meeting. The first meeting of an odd fiscal year will be used to review the past year's accomplishments and set goals for the next biennium.

Meeting minutes will be kept by the Vice-Chair. The minutes of each meeting shall be kept in sufficient detail to serve as a record of items discussed and all recommendations made. Minutes will be reviewed and distributed by the Chair no later than one week after the meeting.

### **Terms of the Charter**

The TVVS-FUG Charter will be reviewed at the first meeting of an odd fiscal year and amended if necessary by consensus of the members.