

# Fairfax County Restoration Project

A Public Private Partnership

## Charter

### I. Purpose

The Fairfax County Restoration Project (FCRP) will strengthen the relationship between people and nature through community action. FCRP will **connect, create, and promote efforts** to restore ecosystem functions in Fairfax County through collaboration with public, private, and volunteer organizations.

### II. Goals

The Project will accomplish its mission by building upon efforts already being undertaken by non-profit community organizations, government agencies, and interested members of the business community that address our stated purpose. Community resources and business partnerships will be enlisted to help accomplish these goals through sponsorships, employee participation programs, community and volunteer outreach, and other means as those relationships develop. We will raise awareness, foster initiatives, and highlight accomplishments by engaging volunteers, encouraging hands-on community action, educating, sharing resources, and developing a “green calendar” to keep track of activities.

The organization recognizes that the issues don't stop at jurisdictional boundaries and will seek opportunities to partner with entities outside of Fairfax County when appropriate.

### III. Structure

The FCRP is an open public coalition of interested parties. Any person or organization having interest in the purpose of FCRP may participate.

Organizational decisions will be made by the FCRP Leadership Team. The FCRP Leadership Team will consist of representatives from government, non-profit, business partner organizations, and the community at large. Leadership Team members will serve two-year terms. There will be up to 15 positions on the Leadership Team with the following distribution:

- Government (up to 4)
- Non-Profit (up to 6)
- Business (up to 3)
- Community (up to 2)

The Leadership Team will elect a Chair, Co-Chair, Secretary and Public Relations Officer for one-year terms. The Officers will organize and convene meetings. The officers will be the official spokespeople for the organization. The officers will maintain the records for the organization and produce an annual report.

Advisors will be sought out for technical and organizational advice either broadly or relating to specific project development. Advisors will be invited by the Leadership Team to participate in the discussions on, and implementation of projects.

A Partner is a person, organization, or business who chooses to work with FCRP on a project. A Partner may help define and join with others in a funded project. Recruiting of Partners will be on-going and fluid and they can rotate in as they engage. As Partners express interest in participating with the FCRP, program designs will be tailored to each situation and members of the Leadership Team will be consulted. Final program designs will be reviewed and approved by the Leadership Team.

A Member is a person, organization, or business that is willing to join FCRP in support of its purpose, but is not currently a Partner, Advisor, or Leadership Team member.

#### **IV. Projects and Initiatives**

Projects and initiatives will be developed by FCRP and/or one or more of its partners.

Once projects are identified, the Leadership Team will decide whether FCRP has a role and if so, define that role. FCRP will/may:

- Identify and engage with appropriate and interested partners to form a project partnership
- Identify potential resources, and lead and fiduciary partner(s)
- Support detailed project plan development by the partnership as appropriate.
- Assist, as able, in securing resources, including funding
- Support project implementation in coordination with lead partner(s)
- Monitor and review project progress
- Report, learn, educate, and celebrate

#### **V. Financial Roles and Responsibilities**

The FCRP is a partnership. It will have no financial resources or responsibility. All financial transactions will be handled by our non-profit, public or private partners.

FCRP will/may:

- Coordinate financial accountability and administration
  - Establish an MOU among project partners
  - Help to develop project budgets (scoping)
  - Identify responsible tracking and monitoring partners
  - Develop agreements with grant writers and fundraisers
- Coordinate acquisition of funding and/or resources of various partners
  - Identify sources of funding
  - Solicit funds for projects
  - Outreach to business community for funding, support
  - Apply with partners for funding
- Build financial expertise among the partners
  - Educate
  - Mentor

## **VI. Process**

### Actions

The FCRP Leadership Team will facilitate the definition of and approve the projects prior to the grant application being submitted. The FCRP will track the grants as they are implemented. The non-profit partner or partners will be responsible for day-to-day operational management of the grant funds and reporting the status back to the FCRP.

FCRP will not engage in political advocacy or lobbying. This in no way should be construed that partners cannot do so. FCRP may share information regarding pending legislative and administrative decision making of concern to its purpose.

The Leadership Team will work to promote the FCRP and recruit new partners to further the mission of the FCRP.

### Organizational procedures

The FCRP Leadership Team should work toward consensus. If voting on issues is required a quorum will be one more than half of the current Leadership Team. Decisions will be made by a majority of the quorum.

FCRP may decide to accept a project for sponsorship, ask for revision, or reject the project.

The Leadership Team will meet publicly at least quarterly and all members and advisors will be notified in advance and have access to FCRP information.

The FCRP Leadership Team will hold meetings as needed. Working meetings may employ such available communications technology as appropriate.

The Leadership Team may establish workgroups to provide support and oversight over individual projects or subject areas, such as plant rescue, highway right-of-way restoration, stormwater control, etc. Each workgroup will be led by a member of the Leadership Team. Focus areas and criteria will be established by the Leadership Team.

Future amendments to this structure may be made by a majority of the Leadership Team.

All documents and information regarding FCRP's activities are public. Access is available by making a request of the Secretary.

The FCRP will maintain a moderated calendar and discussion group on its website. Summaries of projects and agreements may also be posted.

The FCRP will maintain a record of:

- Meeting notes
- Project files – MOUs, reports, outcomes, lessons learned
- MOU templates