



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

JUL 22 2010

CHARTER
FOR THE
NATIONAL
NONSTRUCTURAL/FLOOD PROOFING
COMMITTEE

1. **Purpose:** This charter establishes and prescribes the composition of the National Nonstructural/Flood Proofing Committee of the U.S. Army Corps of Engineers (herein referred to as the Committee) and states its objectives and responsibilities.
2. **Objectives:** The objectives of the Committee are to provide leadership in all aspects of flood plain and flood risk management; support Headquarters in implementation of the Flood Plain Management Services Program throughout the Corps; serve as an integral part of the Headquarters Flood Risk Management Team; and, promote the development and use of all nonstructural flood risk reduction measures.
3. **Function:** The Committee functions under the general direction of the Chief, Planning and Policy Division, Directorate of Civil Works, HQUSACE. The Committee operates under the specific direction of the Deputy Chief, Planning Community of Practice.
3. **Responsibilities:** The Committee is responsible for, but not limited to:
 - a. Provide expertise directly to HQUSACE on the development, implementation, and execution of the Flood Plain Management Services Program and on the Flood Risk Management Program.
 - b. Provide a source of technical expertise on all aspects of nonstructural flood risk reduction and associated opportunities.
 - c. Disseminate nonstructural flood risk reduction information through the web site, paper reports and personal communication.
 - d. Serve as the Corps Center of Expertise for all Nonstructural Flood Risk Reduction, and partner with the Planning Centers of Expertise in all aspects of nonstructural flood risk reduction and associated opportunities.
 - e. Serve as a virtual community of nonstructural flood risk reduction expertise.

- f. Develop and improve nonstructural flood risk reduction methods and procedures, including research and testing as necessary.
- g. Support the application of nonstructural flood risk reduction methodology in the Corps planning process as required by planning guidance.
- h. Develop guides, pamphlets, and other publications on nonstructural flood risk reduction. Develop and display digital and physical models to demonstrate flood risk reduction measures.
- i. Disseminate nonstructural flood risk reduction information and expertise through presentations at Prospect Courses, Planning Core Curriculum, seminars, workshops, and other venues.
- j. In conjunction with, and at the request of, the associated Planning Center of Expertise, provide independent technical review of Corps projects which contain nonstructural flood risk /flood damage reduction measures.
- k. Provide technical and planning assistance on nonstructural flood damage reduction and associated opportunities.
- l. Serve as a specific partnering organization with the Planning Center of Expertise for Flood Risk Management.
- m. Serve as the proponent for the Prospect Course #345 currently titled “Nonstructural Measures for Flood Risk Management”.
- n. Provide the Nonstructural expertise to Corps sponsored training in venues such as workshops, classes, seminars, etc. The Planning Associates Program is an example of such a training venue.

4. Membership and Composition: The Committee is a standing committee of current employees of the Corps of Engineers.

- a. The Committee is generally comprised of eight members and up to five advisors.
- b. Members will be appointed to the Committee by the Chief, Planning and Policy Division, Directorate of Civil Works, HQUSACE.
- c. Advisors will be recommended by a majority vote of the members and approved by the Chief, Planning and Policy Division, Directorate of Civil Works, HQUSACE.
- d. The Committee generally will have three officers: a Chairperson, and an Executive Secretary to be elected for a one-year term by majority vote of the Committee, and a HQUSACE Coordinator assigned by the Chief, Planning and Policy Division, Directorate of Civil Works, HQUSACE.

5. Duties:

a. Members will attend as many full Committee meetings as possible; aggressively carry out individual responsibilities; and perform assigned tasks in a timely manner.

b. Advisors will attend meetings and provide advice and support when appropriate and upon request of the Chairperson.

c. The Chairperson will call and chair meetings; formulate agenda and establish the time and place of meetings; develop and provide follow-up reports on Committee action items; and sign all official Committee correspondence.

d. The Executive Secretary will record and report the minutes of each meeting and furnish timely minutes to each member and advisor.

e. The HQUSACE Coordinator will report on Committee activities and submit Committee funding requirements to the Deputy Chief, Planning Community of Practice; manage Committee funds; retain all official Committee records, reports and files; and coordinate interdivision activities of the Committee.

6. Meetings: Committee meetings will be held at the call of the Chairperson.

a. The number of full Committee meetings shall be no less than one, and generally no greater than three per fiscal year.

b. Meetings should be coordinated with other meetings, when appropriate, to facilitate efficient use of time and travel. Official meetings may be held by teleconference.

c. A majority of the members constitute a quorum and the majority of those present rules. In the event of a tie, the Chairperson will cast the deciding vote.

d. With advance approval from the Chairperson, members/advisors may have non-members assist in making reports and presentations to the Committee. Also, upon advance approval by the Chairperson, non-members may participate in Committee meetings.

7. Subcommittees and Other Support:

a. The Committee may establish and staff, from among its members and advisors, those ad-hoc subcommittees or panels necessary for the conduct of Committee business.

b. The Committee also may arrange for non-Committee staff assistance, expert services, and advisors/consultants, including support from Corps of Engineers laboratories.

c. The Committee may continue existing, and develop new collaborative arrangements with Associations, Universities, State interests, and other flood risk related stakeholders, to advance the concepts of sound floodplain management.

8. Work, Correspondence, and Salaries:

a. Generally, Committee activities will require that members accomplish work at their home offices.

b. Direct correspondence and communication are authorized and encouraged among Committee members.

c. As appropriate, salaries, per diem, and travel expenses of Committee members, while engaged in routine Committee activities, generally will be paid using Flood Plain Management Services Program funds from a special "NFPC" account established in the Committee members' home offices.

d. Assistance provided by other Districts or entities will generally be funded by those customers.

9. Periodic Review: This charter should be reviewed and revalidated no later than five years from date of approval.



THEODORE A. BROWN
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