

**CHARTER**  
**GWCC-ARS Employee Advisory Council**  
**October 2012**

**PURPOSE:**

The Deputy Administrator, Administrative and Financial Management (AFM) established the GWCC-ARS Employee Advisory Council (EAC) to foster a spirit of pride, service, and respect among GWCC-ARS employees. It shall also serve as an advisory body to executive management on matters regarding employee concerns, morale, and issues.

**OBJECTIVES:**

The EAC will:

1. Foster an environment where all employees are valued, trusted, and provided an opportunity to express their ideas and concerns.
2. Provide a forum for identification of employee issues. Utilize objectivity and confidentiality when representing employee interests and perspectives to management.
3. Assist management in making informed decisions regarding employee issues.
4. Facilitate organizational communication and information sharing to include but not limited to diversity issues.
5. Sponsor meetings, activities, and special events which contribute to the goals of cultural diversity, pride in service, excellence, and genuine teamwork.
6. Enhance communication among and between GWCC-ARS employees and management regarding employee issues.
7. Encourage all GWCC-ARS employees including non-EAC members to participate and support all EAC sponsored activities.

**COMMITMENT OF MANAGEMENT:**

The Deputy Administrator for AFM and all Senior Management confirm the commitment of the principles and objectives of the EAC.

### **MEMBERSHIP SELECTION PROCESS:**

The council representatives will be selected by each Director or Senior Manager from all ARS offices located in GWCC.

**Members should have an interest in employee issues and concerns, the ability to communicate and work well with others, and should be capable of serving on the EAC while performing their regular duties. Membership should represent a cross section of all employees.**

### **ALTERNATES:**

All offices should provide an alternate to represent their respective office in the absence of their appointed member to attend regular monthly meetings. If office staffs are too small to provide representation or alternates, please submit the name and email address of who in the office should receive a copy of the meeting notes.

### **ROLES OF THE LIAISON**

- Keep the Deputy Administrator, AFM, informed of EAC information and activities monthly.
- Draft information for the Deputy Administrator to disperse to GWCC-ARS Management regarding any EAC information.
- Ensure all spending, activities, etc., is shared and approved prior to a commitment.
- Ensure information on the website is up to date.

### **ROLES AND RESPONSIBILITIES OF CHAIR OR VICE CHAIR:**

- Preside at all meetings and conference calls.
- Ensure development of correspondence from the EAC and obtain appropriate approvals prior to dissemination.
- Inform EAC Members of future meetings and arrangements.
- Keep the EAC Liaison informed of all EAC activities.
- Obtain approval for all fund raisers from the Liaison.
- Assign other duties as needed to other EAC members.
- Approve all financial transactions.

## **ROLES AND RESPONSIBILITIES OF THE TREASURER**

- Maintain an accurate log of all incoming and outgoing transactions.
- Report to the Chair and Vice Chair the financial status of the organization to ensure checks and balances.
- Provide a Bi-Monthly Financial Report to the Liaison, Chair and Vice Chair.
- Reimburse EAC members within 3 business days of receiving an approved receipt from the member of personal funds utilized for EAC activities, with the prior approval of the Chair.
- Ensure that EAC has enough money to carry out their stated aims and objectives, and that they do not overspend.
- Ensure accurate records and supporting documentation is kept to a reasonable level of detail that provides a clear audit trail for all transactions.

## **OPERATING PROCEDURES**

1. A quorum exists when 6 EAC members are present. In the absence of a quorum, an official EAC meeting may not be held (no votes, minutes, etc.); however a working session may be invoked by the members present.
2. The EAC will meet monthly on the 1<sup>st</sup> Tuesday of the month at 10:00 a.m. in the George Washington Carver Center in Beltsville. The place and time will be determined by the Chair. EAC members will be notified 2 days in advance of the meeting place.
3. EAC members will consider meetings important and will make every effort to attend monthly meetings.
4. The Chair/Vice Chair will create an agenda for each meeting after seeking input from all members and from management.
5. EAC Member should take turns volunteering to take meeting minutes during the monthly meeting. Minutes should be provided to the Chair to ensure consistency. The Chair will distribute to the Liaison and EAC Members.
6. Public Announcements: GWCC-ARS All announcements will be coordinated through the Chair/Vice Chair and submitted to the Liaison for approval.
7. Calendar: A proposed calendar of events will be developed at the January meeting and submitted to the Liaison for approval. Once approved, the calendar will be posted on the

EAC Web site. Each month, the calendar will address the items of interest.

8. All EAC funds will be kept in a safe location to be determined by the Chair and Vice Chair.

**Approval:**

October 23, 2012



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Date:

Signature: Deputy Administrator, AFM