

**CHARTER**  
USGS Business Leaders Team

This charter establishes basic operating procedures of the USGS Business Leaders Team.

**I. Purpose.**

The Business Leaders Team (BLT) is a standing committee of the USGS under the authority of the Associate Director (AD) for Administrative Policy and Services (APS). The primary purpose of the BLT is to provide input to the AD, APS on administrative policy issues; and provide leadership and guidance in developing and implementing administrative policy decisions and business practices within their organizational units.

**II. Roles and Responsibilities**

The BLT is responsible for the following:

- A. Identifying and prioritizing administrative issues and challenges that require the attention of, and action by, the AD and Chief of Staff for APS.
- B. Providing background information and participating in discussions involving administrative and organizational policy decisions.
- C. Anticipating and assessing the impact of policy decisions on constituents.
- D. Recommending business solutions to business problems.
- E. Aligning administrative operations with policy decisions on common business practices.
- F. Developing strategic and communications plans for implementation of policies and business practices within organizational units of responsibility.
- G. Monitoring and measuring progress and accomplishments through standardized metrics.

**III. Membership**

Members of the BLT include the AD and Chief of Staff for APS; Chiefs, Offices of Regional Services (ORS); Regional Management Officers (RMOs); Senior Management Advisors (SMAs); Chief, Office of Fiscal Services; Chief, Office of Accounting and Financial Management; Chief, Office of Management Services; Chief, Office of Acquisition and Grants; and the Chief, Human Resources. The AD, APS, serves as the team chairperson. Membership is permanent, based on position within the organization.

#### **IV. Operating Guidelines**

- A. The chairperson sets the agenda for each meeting with input from team members.
- B. Consensus is sought on operational and content issues addressed by the team, but final decisions are made by the chairperson. Decisions are communicated to and discussed with team members.
- C. The use of an officially designated alternate when a member cannot attend a scheduled meeting is allowed. A person officially designated as “acting” for some period of time for a BLT member is considered a member, not an alternate.
- D. The chairperson will be notified if a member will send an alternate.
- E. A quorum will be one AD office representative, one ORS Chief, and 85% of the RMOs and one SMA.
- F. Monthly teleconferences will be held on Wednesday of the third full week of each month.
- G. Observe normal teleconference etiquette, including identification of the person speaking.
- H. Meeting face-to-face at least twice a year (one meeting in Reston, one meeting at a field location) to review the status of administrative and business policies; resolve undecided issues; re-evaluate priorities; and vote (if necessary) on candidates for membership. These meeting will be facilitated.
- I. An Executive Secretary will maintain, distribute, and post to the Business Practices Page meeting minutes within a week of the meeting.
- J. Action items will be assigned with a lead and due date.
- K. The BLT charter will be reviewed by the team on a yearly basis.