

# National Civil Rights Leadership Committee

## *Charter*

## *Preamble*

*In the spirit of cooperation, mutual respect, and trust, the National Civil Rights Leadership Committee (NCRLC) hereby establishes a commitment to foster true equality of opportunity for Veterinary Services (VS) employees, program beneficiaries, and all other stakeholders.*

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## *MISSION*

To foster a cooperative, constructive working environment in VS, and to develop means to implement the Department's civil rights goals and objectives. The mission will be carried out by:

- Developing national EEO/CR initiatives with organization-wide benefits;
- Evaluating and monitoring VS progress in implementing the VS Civil Rights Strategic Plan;
- and
- Interfacing with local and regional EEO Civil Rights Advisory Committees.

## ***I. PURPOSE***

The purpose of the VS NCRLC is to provide leadership and guidance in developing a national approach to Civil Rights program implementation within VS.

## ***II. ORGANIZATIONAL STRUCTURE***

**A.** The core membership of the Committee will be comprised of a maximum of ten regular members, the VS Equal Employment Opportunity Program Manager liaison, a member of the Civil Rights Enforcement & Compliance (CREC) staff, and a member of the VS Management Team (MT). The VSMT member will be needed only when there is not a regular member of the VSMT on the committee. The VS EEO liaison, the CREC and VSMT representatives serve as advisors or ex-officio members of the Committee.

**B.** There are no grades or occupational series requirements. Employees will be appointed without regard to race, gender, age, color, national origin, religion, disability, or sexual orientation.

**C.** Any permanent full-time VS employee may apply to volunteer as a member of the Committee. The employee will sign and forward a Memorandum of Understanding to their supervisor, the Deputy Administrator, and the Director of Civil Rights and Compliance which will indicate that the employee will be allowed up to 20% of their official work time to perform their assignment. Criteria for selection of new members will be developed by the Committee. The starting date for new members will be October 1<sup>st</sup> of that fiscal year.

The NCRLC will rate and rank applications for Committee membership. The Deputy Administrator will make the final approval for Committee membership.

In the event a committee member, non-officer, leaves before the expiration of the 2- year term, the following actions will be taken: If the term is less than 6 months the position will not be filled. If the term is more than 6 months, the position will be advertised and filled per established procedures. A vacant secretary position will be elected by the committee.

The term of service will not exceed three consecutive 2-year terms unless elected as an officer during their final 2 year term. At the end of the member's 2-year term, they may elect to remain on the Committee for another term of 2-years, not to exceed a maximum of 6 years, with the approval from the Committee without going through the selection process mentioned above. Members elected as officers will serve two years. The Committee will elect officers every two years at the first face-to-face meeting of the fiscal year. Special elections for officers will be held as necessary by the Committee.

**D.** Reporting Duties:

- Semi-annual reporting to Deputy Administrator
- Accomplishments of the NCRLC will be included in the Deputy Administrator's self-assessment report

- Prepare special reports as necessary

### ***III. OFFICERS OF THE COMMITTEE***

**A.** The regular members of the Committee will elect a Chairperson, Vice-Chairperson, and Secretary. If the vice chairperson or secretary resigns or is otherwise unable to complete their term, a special election will be held to fill the position for the remainder of the term.

**B.** The duties of the Chairperson are to:

- conduct orderly meetings;
- maintains liaison with the Deputy Administrator and other management officials;
- review expenditure requests by the Committee members; and
- monitor and manage the NCRLC budget.

**C.** The duties of the Vice-Chairperson are to:

- act in the absence of the Chairperson;
- assist the Chairperson as directed;
- assume the position and duties of the Chairperson for the remainder of the unexpired term in the event of their inability to complete their term; and
- maintain liaison with the designated VS Equal Employment Opportunity Program Manager liaison and CREC ex-officios.

**D.** The duties of the Secretary are to:

- record and distribute copies of the minutes of each meeting to the Committee and ex-officio members within fourteen days;
- maintain organizational and financial records;
- assist the Chairperson as directed, in the disposition of correspondence and other matters;
- provide notification of vacancies of the Committee to the VS Equal Employment Opportunity Program Manager liaison.

### ***IV. REGULAR MEMBERS OF THE COMMITTEE:***

**A.** The duties of the committee are to:

- honor their commitment to the Committee;
- serve on subcommittees as directed;
- assist the officers as required;
- serve as role models to VS employees;
- carry out the mission and purpose as stated in the charter;
- attend face to face meetings unless excused by the chairperson;

- be present on at least ten teleconferences per FY unless excused by the chairperson; and
- complete assignments in a timely manner.

B. Members excluding the chair will be assigned liaison duties by the chair to the following committees: Eastern Region, Western Region, CVB/NVSL, CEAH, and Headquarters.

EEO liaison duties:

- attend at least one meeting each FY
- participate on phone conferences when possible
- provide leadership direction and guidance
- provide a report once a year on your regional committee
- review accomplishments
- report progress, including problems, activities and achievements; and
- provide feedback on recruitment and outreach strategies if needed.

## ***V. EX-OFFICIO MEMBERS***

A. The duties of the EEO Liaison are to:

- prepare and post vacancy announcements for Committee membership; and
- provide administrative support to the Committee.

B. The duties of the CREC member are to:

- provide information, leadership, direction, coordination and support to the NCRLC; and
- monitor the Committee's progress in achieving established policies and objectives.

C. The duty of the VSMT member is to:

Provide VSMT guidance and perspective to issues that are being discussed at NCRLC meetings.

## ***VI. AUTHORITY***

The NCRLC exists and operates under the authority of the Deputy Administrator.

## ***VII. MEETINGS OF THE COMMITTEE***

- For any meeting to be conducted, a quorum of seven members must be present.
- Meet in-person a minimum of two times per fiscal year.
- Conference calls monthly and as necessary.
- Meet with regional advisory committees.
- As funding permits, attend Agency and Departmental national meetings relevant to EEO/CR.

Committee meetings will be attended by officers, members, ex-officio members, invited guests and the Deputy Administrator.

## ***VIII. CHARTER REVISION***

In order to amend this Charter, a consensus of all members is needed.

## ***IX. FUNDING***

The Committee will develop and submit an annual operating budget each year to the VS, Management Support Staff no later than May 15th of the preceding fiscal year. The budget request will include funding for travel, training, special initiatives, and other miscellaneous expenses.