

SENIOR POLICY COMMITTEE CHARTER

MISSION

The Senior Policy Committee (the “Committee”) is responsible for:

- (i) managing and coordinating the development of Peace Corps policies and procedures;
- (ii) making recommendations to the Director on new policies and revisions to existing policies in the Peace Corps Manual; and
- (iii) approving the adoption of procedures to implement policies in the Peace Corps Manual.

MEMBERSHIP

The members of the Committee will consist of senior officers of the Peace Corps appointed by the Director. The initial membership will consist of the Deputy Director, who will serve as Committee Chair, and the following senior officers: the Chief of Staff, the Associate Director for Global Operations, the General Counsel, the Associate Director for Volunteer Support, the Associate Director for Volunteer Recruitment and Selection, the Associate Director for Management, the Chief Financial Officer, the Associate Director for Safety and Security, and the three Regional Directors. In order to participate in a meeting of the Committee, a member must attend the meeting in person or by phone, unless, in the absence of such member from headquarters, the member has delegated authority to an alternate pursuant to paragraph 5.3 of MS 114.

POLICY SECRETARIAT

The Committee will be supported by a Policy Secretariat, which will be responsible for:

- (i) coordinating with appropriate offices in relation to Peace Corps policies and procedures;
- (ii) organizing Committee meetings, including preparing the agenda, distributing briefing papers on agenda items and maintaining meeting minutes;
- (iii) coordinating the issuance and distribution of new or revised Peace Corps Manual sections; and
- (iv) carrying out such other tasks as may be delegated to it by the Committee.

The staff of the Policy Secretariat will be appointed by the Committee Chair. The Committee and the Policy Secretariat will be supported by the Associate General Counsel for Policy Development in the Office of the General Counsel.

DUTIES AND RESPONSIBILITIES

The Committee will have the following duties and responsibilities:

- Review and assess the adequacy of the Peace Corps Manual and assure that the Peace Corps Manual is maintained primarily as a compilation of policy statements.
- Assure that the Peace Corps Manual addresses, as appropriate, operational aspects of the Peace Corps in accordance with all applicable legal and administrative obligations.
- Review the Peace Corps Manual to ensure that it facilitates and supports the accomplishment of strategic goals under the Peace Corps Act.
- Forward recommendations to the Director on additions to and revisions of the Peace Corps Manual.
- Oversee and approve the adoption of procedures that implement policies in the Peace Corps Manual.
- Delegate duties and responsibilities to subcommittees of the Committee and to other Peace Corps staff as necessary or appropriate.
- Establish agency teams or special working groups to address specific policy issues.
- Perform any other duties or responsibilities expressly delegated to the Committee by the Director.
- Regularly report to the Director on the Committee's activities.
- Annually review and report to the Director on the performance of the Committee.
- Make recommendations to the Director, as necessary, on revisions or modifications of the Committee's charter and authorities.

MEETINGS

- The Committee will meet at a regular time at least once a month.
- A quorum will consist of a majority of the members of the Committee.
- When making recommendations to the Director, the Committee will, to the extent possible, operate on the basis of consensus. If it is not possible to reach a consensus on a particular recommendation, the recommendation receiving the most support from the members in attendance at a meeting will be forwarded to the Director, along with other positions taken at the meeting.
- The Committee will adopt by-laws governing Committee operations.