

VOLUNTEER DELIVERY SYSTEM STEERING COMMITTEE CHARTER AND BY-LAWS

ARTICLE I

MISSION

The Volunteer Delivery System Steering Committee (the “Committee”) is responsible for:

- (a) Overseeing and coordinating the development of the Volunteer delivery system activities involved in providing qualified Volunteers to overseas assignments.
- (b) Promoting the seamless continuity of operations between all offices participating in Volunteer delivery system activities.
- (c) Proposing strategic solutions to emerging challenges in the Volunteer delivery system activities.
- (d) Monitoring the Volunteer delivery system activities to assure that the activities meet customer requirements.
- (e) Developing and implementing a process to oversee continuous quality improvement of the Volunteer delivery system.

ARTICLE II

MEMBERSHIP

- (a) The members of the Committee will consist of the Chair of the Committee, who will be the Deputy Director, the Vice Chair, who will be the Chief of Staff, and the following Peace Corps staff:
 - Associate Director for Global Operations
 - Associate Director for Volunteer Support
 - Associate Director for Volunteer Recruitment and Selection
 - Associate Director for Management
 - Chief Financial Officer
 - Chief Information Officer
 - General Counsel
 - Director of Communications
 - Director of the Office of Strategic Information Research and Planning
 - Director of Peace Corps Response

- Regional Director – Africa
- Regional Director – EMA
- Regional Director – IAP
- Director of Peace Corps Response
- Director of the Office of Global Health and HIV
- Chief Acquisition Officer
- Chief Compliance Officer
- Director of Innovation
- Director of the Office of Civil Rights and Diversity
- Director of the Office of Overseas Programming and Training
- Director of Returned Volunteer Services

(b) The Committee conducts most of its business at meetings and regular attendance by members of the Committee is vital for the Committee to perform its mission. Members accept the obligation to attend meetings and participate in the work of the Committee.

ARTICLE III

STEERING COMMITTEE SECRETARIAT

The Committee will be supported by a Secretariat, which will be responsible for (i) organizing Committee meetings, including preparing the agenda, distributing briefing papers on agenda items and maintaining meeting minutes, (ii) coordinating with appropriate offices in relation to their performance of Volunteer delivery system activities, (iii) monitoring such offices on behalf of the Committee with respect to implementation of Committee initiatives, and (iv) carrying out such other tasks as may be delegated to it by the Committee. The Secretariat will be headed by the Associate Director for Volunteer Recruitment and Selection and supported by the Secretary to the Committee and the Project Advisor.

ARTICLE IV

OFFICERS

- (a) Chair. The Chair of the Committee is the Deputy Director. The Chair presides at all meetings of the Committee and sets the agenda for meetings. The Chair is responsible for assuring that deliberations at meetings of the Committee are fair, thorough, orderly, and to the point. The Chair will conduct meetings of the Committee in accordance with its rules.
- (b) Vice Chair. The Vice Chair is the Chief of Staff. The Vice Chair presides at meetings of the Committee in the absence of the Chair and performs such other duties as assigned by the Chair or the Committee.

- (c) Secretary. The Secretary will assist in the preparation and conduct of meetings of the Committee and record and maintain minutes of meetings of the Committee. The Secretary will also work closely with the Chair in regards to the management of the Committee.
- (d) Project Advisor. The Project Advisor will support work of the Chair and will assist the Secretary in ensuring timely implementation of Committee deliverables.

ARTICLE V

MEETINGS OF THE COMMITTEE

- (a) Meetings: The Committee conducts its business at meetings where issues are discussed and decisions are made.
- (b) Regular Meetings: Regular meetings of the Committee will be held at a time and place designated by the Chair.
- (c) Special Meetings: Special meetings of the Committee may be called by the Chair.
- (d) Quorum: A majority of the voting members of the Committee will constitute a quorum for the transaction of business at any meeting of the Committee.
- (e) Decision-making Process: The Committee will make decisions through careful deliberation and discussion by the members of the Committee. The Committee will strive for consensus in its decision-making. For any matter where a consensus cannot be reached, the position receiving the votes of the majority of the voting members at the meeting will constitute the decision of the Committee.
- (f) Minutes: Minutes of meetings of the Committee will be presented to the Committee for approval.
- (g) Attendance at Meetings: Members must be present physically or by phone to cast a vote at a meeting. Voting by proxy is not permitted. A person who has been delegated to act for a Committee member pursuant to 5.3 of MS 114 may attend meetings in an acting capacity for an absent member.
- (h) Action without a Meeting: Action may be taken without a meeting by written or electronic consent to the action by a majority of the voting members of the Committee.
- (i) Nonmember Attendance: Peace Corps staff who are not members of the Committee may only attend meetings of the Committee at the invitation of a Committee member. The DOVE Team must have an observer at all Committee meetings as a resource for Committee members.

ARTICLE VI

DUTIES AND RESPONSIBILITIES

The Committee will have the following duties and responsibilities:

- (a) Review and assess the adequacy of the Volunteer delivery system and coordinate the development of delivery system activities.
- (b) Monitor the Volunteer delivery system to assure that it addresses, as appropriate, operational aspects of the Peace Corps in accordance with all applicable legal and administrative obligations.
- (c) Review the Volunteer delivery system to ensure that it facilitates and supports accomplishment of strategic goals under the Peace Corps Act.
- (d) Oversee and approve the adoption of procedures that ensure the continuity of operations in regards to the delivery system.
- (e) Develop and implement a process to oversee continuous quality improvement of the Volunteer delivery system.
- (f) Delegate duties and responsibilities to subcommittees of the Committee and to other Peace Corps staff as necessary or appropriate.
- (g) Establish agency teams or special working groups to address specific issues.
- (h) Perform any other duties or responsibilities expressly delegated to the Committee by the Director.
- (i) Regularly report to the Director on the Committee's activities.
- (j) Annually review and report to the Director on the performance of the Committee.
- (k) As necessary, revise or modify the Committee's Charter and By-laws.

ARTICLE VII

SUBCOMMITTEES AND OTHER GROUPS

Establishment: The Committee may establish subcommittees and working groups, and may also authorize individuals or agency offices, to perform such duties as may be designated by the Committee. Such groups or individuals may be used by the Committee to assist it with matters under Committee consideration.

Delegation: The Committee may delegate to such groups or individuals so much of the authority of the Committee as it determines to be appropriate.

ARTICLE VIII
AMENDMENTS

This Charter and By-laws may be amended from time to time by the Committee.