

CHARTER
AFM Business Council
September 2010

PURPOSE:

The Deputy Administrator, Administrative and Financial Management (DAAFAM) established the AFM Business Council (AFMBC) to serve as an mid-level management advisory board to AFM executive management to support, recommend and/or implement initiatives aimed at improving AFM services to the REE agencies. The purpose of the AFMBC is to identify and/or address the critical strategic issues facing the organization and provide analysis of alternative strategic options and offer viable solution. The Council's actions will foster a positive impact on customer and employee satisfaction and improve the scope, cost effectiveness and quality of services provided by the organization.

The AFMBC exists indefinitely for the purposes described above. There will be a series of on-going initiatives with shorter term deadlines and milestones.

OBJECTIVES:

The AFMBC seeks to:

1. Provide valuable insight and information to AFM executive management to improve the organization.
2. Make recommendations to the DAAFAM on initiatives that can be undertaken by the council in support of the AFM mission.
3. Promote effective communication across the divisions and also through the lines of management (up and down).
4. Engage in continuous improvement efforts to provide the highest quality of service, foster employee satisfaction and a healthy work environment.
5. Ensure effective business sustainability through our committed performance in areas of innovation, business improvement and employee and customer engagement.

Council Members will:

- ✓ Actively participate in scheduled meetings – start and end on time.
- ✓ Follow-thru on assigned work items to address pending actions – be prepared.
- ✓ Communicate organizational goals or issues that may need to be addressed by Leadership.
- ✓ Commit to being a positive force, focused on the future and the success of our agency.
- ✓ Recognize we may experience conflict and be respectful of differences.
- ✓ Remain mindful of the overall best interests of AFM and our commitment to focusing on AFM mission.
- ✓ Make positive assumptions concerning the motives of employees and management.

Appointed by: Division Director appoints AFMBC members with input from DAAFM Office.
Members: Includes reps from the six AFM Divisions, one rep from the DAAFM staff, and an executive assistant.
Term: Chair will serve 1-year term. Members will serve 2-year terms.
Meeting: One meeting per month, second Thursday at 10:00 DAAFM Conf. Rm. There must be 4 members present for the committee to meet. Quarterly meetings with larger Business Council – 30 minutes & attendance is voluntary. All minutes and agendas will be shared with larger Council
Purpose: The Committee is charged with discussing AFM issues of concern and making recommendations to management officials on business process issues, employee morale and council activities.

My signature confirms commitment to the principles and objectives of this Charter.

Date:

AFM Business Council

Cassandra Butler, HRD

Kim Parks, FMD

Don Jones, FD

Itzel Sclopis, ODEO

John Chadwick, APD

Jamie Wadzink, DAAFM

Kim Hicks, EAD

AFM Executive Management

James H. Bradley
Deputy Administrator
Administrative and Financial Management

Carol Shelton
Associate Deputy Administrator
Administrative and Financial Management

Assistant Deputy Administrator (Acting)
Administrative and Financial Management

Sherri L. Carroll
Director, EAD

Joon S. Park
Director, HRD

Patrick G. Barry
Director, FD

Steven M. Helmrich
Director, FMD

Larry Cullumber
Director, APD

Don McLellan
Director, ODEO