

GSA Committee Management Secretariat The Advisory Committee Charter

The purpose of the advisory committee charter is to specify the committee's mission or charge, and general operational characteristics. The charter should include all of the statutorily required components, as well as other components (*) that are not explicitly required (at this time) but improve the overall charter and provide valuable additional information for interested parties.

- 1. Committee's Official Designation (Title).** Provide the committee's exact name.
- * **2. Authority.** Provide the authority for the establishment of the committee and reference that the committee is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.
- 3. Objectives and Scope of Activities.** Describe the objectives and scope of the committee's mission or charge.
- 4. Description of Duties.** Describe the particular functions the advisory committee is expected to perform. In the absence of specific statutory authority or Presidential directive to the contrary, these duties must be advisory only.
- 5. Agency or Official to Whom the Committee Reports.** Identify the agency or official (by title or position) to whom the advisory committee provides its advice.
- 6. Support.** Identify the agency responsible for providing necessary support for the committee.
- 7. Estimated Annual Operating Costs and Staff Years.** Provide the estimated annual fiscal year costs to operate the advisory committee in dollars and staff years (in full-time equivalent, or FTE). The cost expenditure categories used in the Annual Comprehensive Review of Federal Advisory Committees should be used to estimate these costs. Cost estimates include the cost of staff support.
- * **8. Designated Federal Officer.** This paragraph should indicate that a full-time or permanent part-time employee, appointed in accordance with agency procedures, will serve as the DFO (or designee). It should also state that the DFO will approve or call all of the advisory committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

- 9. Estimated Number and Frequency of Meetings.** Provide the estimated number of meetings anticipated within a fiscal year and, if known, how frequently (e.g., “approximately every four months”) the meetings will occur.
- 10. Duration.** State the period of time anticipated to be necessary for the advisory committee to carry out its purposes.
- 11. Termination.** Provide the committee’s termination date, if less than two years from the date of the committee’s establishment.
- * **12. Membership and Designation.** Provide the estimated number of members, a description of the expertise required, and/or groups to be considered in order to achieve a fairly balanced membership and whether the committee will be composed of Special Government Employees (SGEs), Representative members, or members from both categories.
- * **13. Subcommittees.** Provide a statement as to whom (the agency, DFO) has the authority to create subcommittees and states that subcommittees must report back to the parent committee, and do not provide advice or work products directly to the agency.
- * **14. Recordkeeping.** State that the records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
- 15. Filing Date.** Provide the date the charter is filed with Congress.

Last revised: 7-1-08