

Special Emphasis Program Advisory Committee

Charter

ARTICLE I

INTRODUCTION

This document establishes basic operating procedures for the Special Emphasis Program Advisory Committee (SEPAC). The four standing committees and Executive Board may develop supplemental operating procedures.

ARTICLE II

NOMINATION AND SELECTION OF SEP LIAISONS

A. Nomination:

1. Nominations will be solicited by the respective Regional Office or Headquarters with support from the Office of Equal Opportunity (OEO).
2. Any U.S. Geological Survey (USGS) employee may nominate individuals to serve on SEPAC. Employee peers, managers, supervisors or the employee him or herself may make the nomination. Nominees must be permanent or term USGS employees. Nominations must include concurrence of the nominee's first line supervisor.

B. Selection:

1. Nominations will be reviewed and evaluated by the current liaison to the respective Special Emphasis Program (SEP) group, the appropriate chair, management representative, and the Diversity Program Manager.
2. Selection of the SEP Liaison will be made by the appropriate management representative based on the review and evaluation of the nominations.

ARTICLE III

PARTICIPATION

A. Terms of membership for SEPAC are:

1. SEPAC liaisons shall serve for a 2-year term, with one-half of each SEPAC's membership scheduled for replacement each year. Liaisons may be re-nominated according to procedures stipulated in ARTICLE II A.
2. The 2-year rotation for replacement of SEPAC members is coordinated across the four committees to ensure continuity of membership within each SEP group nationwide.
3. There shall be a 6-year term limit (consecutive or non-consecutive) for SEPAC membership.
4. Replacements for SEPAC positions vacated out of rotation will complete the term of the outgoing member.
5. Participation in SEPAC is a collateral duty, requiring up to 20 percent of the members work schedule. Members must have the approval of their first-line supervisor to serve on the SEPAC.
 - a. Members shall have their position description amended to document their collateral duty participation in SEPAC.
 - b. A memorandum of understanding (MOU) to document performance expectations and management support will be established and signed by the SEPAC member, the member's first-line supervisor, and the management representative.

ARTICLE IV

REMOVAL AND RESIGNATION

A: Removal: Any SEPAC member may be removed by:

1. a majority vote of their respective SEPAC, if the member's performance or conduct does not support the goals and objectives of the Charter, or
2. the management representative if:
 - a. The member's performance of his/her duties in his/her primary position or his/her conduct is not satisfactory.
 - b. The member's duties in his/her primary position require full-time attention.

B: Resignation: Any SEPAC member may voluntarily resign their duties by submitting their resignation to their management representative.

ARTICLE V

SEPAC OFFICERS AND EXECUTIVE BOARD

A: Each of the four standing SEPACs shall name a Chair and Vice-Chair.

1. Chair: The duties of the Chair include:
 - a. Leading the SEPAC in meeting annual objectives and guiding the committee in undertaking projects.
 - b. Coordinating the development of meeting agenda and presiding at committee meetings.
 - c. Informing managers of SEP objectives and progress toward accomplishing them.
 - d. Serving as the committee's principal point of contact, both internally and externally.
 - e. Ensuring the review of official communication by OEO for compliance with laws, regulations and bureau policies.
 - f. Serving on the SEPAC Executive Board.

2. Vice Chair: The Vice-Chair shall fulfill the duties of the Chair in his/her absence and perform other designated duties at the Chair's request.

B. The SEPAC Executive Board is composed of the chairpersons and management representatives from each standing committee and the Chief, OEO. The National SEP Manager serves as Executive Secretary.

1. The role of the Executive Board includes:
 - a. Leading the SEPAC in determining strategic goals, setting annual objectives, and assigning special projects.
 - b. Analyzing the recommendations of the Regional and HQ SEPACs to determine if they affect national strategies, policies and programs that advance hiring, training, career development, retention, and promotion opportunities for employees.
 - c. Providing advice and making recommendations on SEP related issues to the Executive Leadership Team (ELT).

2. Executive Board Meetings

- a. The SEPAC Executive Board shall meet in person on a semi-annual basis. Responsibilities for chairing these meetings shall be rotated among the chairs and management representatives of the four standing committees. Unless modified by agreement among the Executive Board, the rotation of meeting responsibilities shall be:
 - i. Headquarters
 - ii. Central
 - iii. Eastern
 - iv. Western
- b. At the meetings held at the National Center, the agenda shall include time to meet with and brief the Deputy Director. At all Executive Board meetings, agendas shall include time to meet with Regional Leadership Teams, as appropriate, to discuss SEPAC activities and SEP.

ARTICLE VI

EXECUTIVE SECRETARY TO EXECUTIVE BOARD AND SEP LIAISONS

A: The National SEP Manager serves as Executive Secretary to the SEPAC Executive Board.

1. The role of the Executive Secretary includes:

- a. Working with the meeting chair to formulate the agenda.
- b. Working with the Executive Board chairs to develop materials required for meetings.
- c. Disseminating materials and background documents to the Executive Board.
- d. Recording meeting minutes.
- e. Maintaining a suspense file for all action items.
- f. Maintaining files and records of the Executive Board.
- g. Coordinating linkage to subject matter experts.
- h. Advising the Executive Board as requested.

B. The SEP Liaisons compose the eight special interest groups.

1. The role of the SEP Liaisons includes:

- a. Supporting overarching goals and activities of the SEPAC.
- b. Participating in activities related to SEPs (eg - conferences, other committees)
- c. Bringing individual experience, i.e., surface new and/or specific issues, as a member of the SEP group to SEPAC
- d. Forming informal SEP networks and links to Special Emphasis Program (SEP) communities, the Department of the Interior, and coalitions with other Federal and non-Federal SEP-related groups.
- e. Identifying unique issues and recommending remedies to the SEPAC Chair or OEO.

- f. Serving as a resource to OEO SEP Managers for gathering and disseminating information.

ARTICLE VII

KEY TASKS

- A. Each Regional and Headquarters SEPAC will develop the following:
 1. Strategic plan – The Executive Board will establish and maintain a SEP strategic plan that supports USGS strategic goals.
 2. Annual Work Plan – Each of the four standing committees will establish and execute annual work plans that align with the SEP strategic plan.
 3. Accomplishment Reports – The Executive Board, with each of the four standing committees, will prepare an annual report of accomplishments to be submitted to the Deputy Director, and other status documents as requested by the OEO or Executive Leadership Teams.

ARTICLE VIII

BUDGET

- A. The Executive Board, with input from each standing committee, will develop and submit an annual budget recommendation according to established Bureau Policy.
- B. The Chairs and management representatives are responsible for the execution of the budget.

ARTICLE IX

REVISIONS TO SURVEY MANUAL AND CHARTER

Request to amend the Survey Manual Chapter or Charter must be made in writing to the SEPAC Executive Board 60 days in advance of their meeting prior to the annual SEPAC meeting. The SEPAC Executive Board will review the request and, if agreed to by a simple majority of the members of Board, will forward it in writing to the SEPAC members 30 days prior to the annual meeting. SEPAC members will vote on the proposed changes at the annual meeting. A vote of two-thirds of the SEPAC members present at the annual meeting is required to accept the amendments. Amendments will be submitted for approval within 30 days of the annual meeting and become effective on the date the Chapter or Charter are officially changed.