

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
Wildlife Services (WS) EEO Advisory Committee Charter**

I. Name

This team shall be called the WS Equal Employment Opportunity (EEO) Advisory Committee.

II. Goals

- To ensure that Wildlife Services Management receives accurate, efficient and effective guidance on equal employment opportunity issues, concerns and barriers as well as action plans to address them.
- To manage the Special Emphasis Programs (SEP) mandated by executive proclamation and encourage appropriate educational and celebration events in support of these programs.
- To assist management with making required reports to the Civil Rights Enforcement and Compliance (CREC) staff and the Department.

III. Purpose

To provide broad advisory guidance in support of Wildlife Services equal employment and special emphasis program needs through a WS-wide approach and make recommendations to the Deputy Administrator and WS Management Team regarding Equal Employment Opportunities, Headquarters EEO Liaison, and SEP priorities, strategies, and funding allocations. The purpose of the WS EEO Advisory Committee is to provide leadership, guidance, and support for Wildlife Services' Deputy Administrator's Civil Rights efforts; to monitor and evaluate WS's progress in the areas of Accountability, Program Delivery, Workforce Diversity, Procurement, Outreach, Resource and Structure; and to encourage integration of Civil Rights/Equal Employment Opportunity in all program activities and services.

IV. Authorities

EEO Advisory Committee members have sufficient authority delegated to them by the WS Deputy Administrator and their supervisors to make national EEO advisory and SEP decisions for WS.

V. Responsibilities

A. The WS EEO Advisory Committee shall

1. provide broad advisory guidance to the Deputy Administrator, WS, on barriers to accomplishment of equal employment plan goals as well as remedies for addressing those barriers;
2. Provide WS management with resource estimates and associated benefits of outreach and educational activities to improve employee understanding of the importance of diversity and equal opportunity in the workplace
3. Identify and prioritize WS targeted projects or activities to improve workforce diversity.
4. Communicate with WS employees on matters regarding improving work place opportunity and climate for diverse groups of employees.

5. Partner with other EEO organizations and groups to facilitate the implementation of priority projects.
6. Develop and propose an annual budget for projects and activities.
7. Monitor and evaluate projects and activities.

B. Membership

1. The WS EEO Advisory Committee will consist of the Deputy Administrator, WS (or his designee), a Committee Chair, an Headquarters EEO Liaison, the Federal Women's program Special Emphasis Program Manager (SEPM), the Hispanic Employment SEPM, the Disability Employment Program SEPM, the African American Program SEPM, the Asian Pacific Program SEPM, the Native American Program SEPM, the Gay, Lesbian, Bisexual and Transgender SEPM, and/or others appointed by the Deputy Administrator, Wildlife Services, to advise him and other WS managers on EEO-related issues, concerns and barriers.
2. Each member will sign a two-year MOU. Member has the option to renew MOU every two years.

C. Meetings

1. Schedule - WS EEO Advisory Committee meetings will occur at least quarterly, or more frequently, if needed. One meeting per year will be face-to-face and the remaining ones will be via teleconference.
2. Authorized Time - The WS EEO Advisory Committee shall meet during official time and members granted official time to attend.
3. Meeting Minutes - Decisions of the WS EEO Advisory Committee will be documented and provided to all committee members.
4. Officers: A Recorder will be chosen from the membership to take and distribute the minutes. Additional officers may be named to assist the Chair with the work of the committee as needed.

D. Decisions

The WS EEO Advisory Committee will make decisions by consensus whenever possible. This means all WS EEO Advisory Committee members will have the opportunity to thoroughly discuss issues and if, after full discussion, all members can support the group's decision, consensus has been reached. If consensus cannot be reached in a reasonable amount of time, the Chairperson shall call for a majority vote.

VI. Charter Review and Amendments

- A. This charter shall be reviewed annually or as needed to meet the WS EEO Advisory Committee's goals.
- B. This charter may be amended with consensus of the WS EEO Advisory Committee members with the concurrence of the Deputy Administrator, WS.