

CHARTER
COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

1. Official Designation
This body shall be known as the “Council of Federal Executive Secretariats.”
2. Membership
Membership is voluntary and is open to an Federal agency with an Executive Secretariat or equivalent function.
3. Functions
The Council provides a forum for Executive Secretariats within the Federal Government to:
 - a) Exchange information and ideas on executive correspondence management and other functions performed by Federal Executive Secretariat offices.
 - b) Research, discuss, share, and promote best practices to more effectively enhance the management, work, effectiveness, and administration of all Federal Executive Secretariats.
4. Term of Mission
The time period necessary for the Council to carry out its purpose is indefinite.
5. Accountability and Authority
The Council is self-directed and ad hoc in nature
6. Staff Support for the Council
Immediate support is generally provided by the staffs of current officers. Support for selected writing, notification, or special project needs is provided on a voluntary, as-needed basis from members of the Council
7. Operating Costs
Web site and meeting costs will be shared by the Council members
8. Officers
The Council seeks to provide for the ongoing leadership of the organization by having the following officers and plan for succession:
 - a) Chair: The Chair is responsible for chairing each Council meeting, and for providing leadership and direction to the Council and structure for the Council meetings during the current year.
 - b) Vice Chair: The Vice Chair assists the Chair as needed during the current year, and assumes the role of Chair for the following year.

The Vice Chair is responsible for chairing the monthly meeting in the absence of the Chair.

Officers are appointed for a one-year term (January 1-December 31) in each position by a simple majority of the Council members. The regular schedule for selection of the officers is at the December meeting of the Council. Absent vacancies, the selection each December would be only for the "Incoming" Vice Chair since the current Vice Chair would move up to the Chair position as of January 1 of the coming year. In the event of an unexpected vacancy of the Chair position during the year, the Vice Chair would move up to the Chair position assuming he/she was agreeable to moving up at that time. The resulting vacancy of the Vice Chair, or a Vice Chair vacancy created for any other reason during the year would be filled at the next regular meeting of the Council.

9. Meetings
Meetings are held at the call of the Chairperson. They are in general held on a monthly basis from September through June, although any member may request that the Chair call a special meeting. The meetings will be hosted by member agencies on a voluntary rotational basis.
10. Minutes
Minutes are kept of each Council meeting and certified by the Chair.
11. Subcommittees
Subcommittees can be established as required.
12. This Charter for the Council of Federal Executive Secretariats is a revised version of the original Charter of the Council and is hereby approved on


Ann E. Brewer
National Institutes of Health
2010 Chair


T. Tracy Catoe
U.S. Department of Education
2010 Vice Chair