U.S. DEPARTMENT OF AGRICULTURE

SECRETARY'S EXECUTIVE RESOURCES BOARD

CHARTER

I. INTRODUCTION

There will be a Department-wide Executive Resources Board (ERB) to assist the Secretary. The ERB will review current and proposed Senior Executive Service (SES) and Senior Level (SL) and Scientific or Professional (ST) policies for adequacy; and will ensure the provisions are consistent with the Department's mission, strategic planning objectives, priorities and goals established by the Secretary, and the law. As appropriate, the ERB initiates new policy for the approval of the Secretary or designee.

II. MEMBERSHIP

The voting Membership of the ERB shall consist of the following:

A. Permanent Membership

Permanent Membership on the Board will include a Chairperson to be appointed by and at the sole discretion of the Secretary. Additional permanent members include a Vice Chairperson, who may be appointed by the Chair, and the Director of the Office of Human Resources Management (OHRM) who serves as the Executive Secretary.

B. Remaining Membership

Remaining Membership on the board will be a mix of career and noncareer SES and SL/ST employees. Members will be appointed for staggered terms of two to three years on a calendar year basis, with no more than one-third of the Membership changing every year. Members will be appointed based on executive or senior level experience, management perspective, and the ability to provide meaningful advice and assistance to the Secretary.

III. AUTHORITY OF THE CHAIR, VICE CHAIR, AND EXECUTIVE SECRETARY

- The Chair shall determine the composition of the ERB, including filling of board vacancies, and appointment of additional Members, as determined necessary.

- The Chair may establish ERB subgroups and committees to facilitate the successful accomplishment of Board business, as deemed appropriate.

- The Vice Chair will work in concert with the Chair in managing activities of the Board, and to serve with full authority in absence of the Chair.

- The Executive Secretary shall provide staff support, including all administrative, analytical, and other services necessary to carry out the functions of the Board. In addition, the Executive Secretary shall conduct all day-to-day operations pertaining to personnel actions and administration of executive human resources programs.

IV. ACTIVITIES OF THE BOARD

The Board shall review and provide recommendations on various SES and SL/ST policies and programs including, but not limited to:

- Position Management
- Merit Staffing
- Compensation
- Performance Management
- Succession Planning
- Resource Utilization
- Executive Development
- Presidential Management Fellows Program

Specific responsibilities of the Board are outlined in Departmental Regulation 1060-001.

V. PROCEDURES OF THE BOARD

- The ERB will meet monthly. Meeting times and dates will be agreed upon by the ERB. Reminder notifications of meetings will be sent out by the Executive Secretary.

- The Executive Secretary provides staff support to the ERB.

- Approximately one to three days prior to a scheduled ERB meeting, the Board will receive a copy of all documents to be reviewed during the meeting. This will provide the opportunity for individual review by Members, which will serve as the basis for discussion during the meeting. If a Member is unable to attend the meeting on the scheduled date, comments may be submitted to the ERB through the Executive Secretary.

- The ERB will operate with a quorum consisting of the Chair or Vice Chair and at least 50 percent of its Members.

- Board meetings will be attended by Members; if a Member is not available, alternates may not attend.

- The Executive Secretary will document discussion points, recommendations, and decisions made at each ERB meeting through meeting minutes; and the ERB will approve each month's meeting minutes at the subsequent meeting.

- Upon Board approval, meeting minutes will be published to the SES and SL/ST communities for the purpose of transparent program management and decision making. The Board will also solicit ideas, suggestions, and concerns from SES and SL/ST employees through electronic means and provide an employee avenue of communication with the Board. The mechanisms for publishing meeting minutes and soliciting feedback will be decided by the Board.

VI. RECORDS

Meeting minutes and records pertaining to ERB business will be maintained in OHRM for a period of six years.

Thomas J. Vilsack
Secretary

6/14/11
Date