

# Charter

## COLORADO FEDERAL EXECUTIVE BOARD

### Southern Colorado Council

#### **PURPOSE**

The Colorado Federal Executive Board's (CFEB) Southern Colorado Council (SCC) will strengthen the management and administration of Executive Branch activities and to create value to the public by fostering communication, coordination, and collaboration between federal, state, and local government agencies. The SCC will provide programs and services that support the needs of federal agencies in the region and the goals of the CFEB. The Council shall communicate, collaborate, and coordinate programs and services to synchronize efficient, effective use of resources.

#### **AUTHORITY**

The Chair of the CFEB authorizes the SCC to conduct the activities of this Charter.

#### **GOALS**

Advise the CFEB in areas of importance to agencies in Southern Colorado to:

- ◆ Increase awareness of the SCC to all federal agencies and potential intergovernmental partners
- ◆ Collaborate with the CFEB to assess Southern Colorado's needs within each of the FEB Business Lines and prioritize annual activities based on local needs, the National FEB Strategic Plan, CFEB goals, and OPM directives
- ◆ Identify and coordinate effective strategies to attract, retain, develop, manage and reward a high-performing and diverse group of federal employees
- ◆ Provide services and annual forums for interagency sharing of best practices and training opportunities for Southern Colorado employees, including emergency preparedness, succession planning, leadership development, mediation, and other employee training
- ◆ Foster partnerships with professional and community groups to raise awareness and promote public service as a career.

## DELIVERABLES

- ◆ Southern Colorado Agency Contacts
- ◆ Annual Plan
- ◆ Annual Report
- ◆ Identify efficiencies received or gained through collaboration and coordination of services among agencies
- ◆ Monitor Southern Colorado (SCC) Programs to determine and evaluate value of SCC services to member agencies
- ◆ Promote Emergency Preparedness, Security, and Employee Safety to member agencies, intergovernmental partners, and within the community, such as:
  - Continuity planning and intergovernmental COOP exercises
  - CPR and First Aid Training
- ◆ Promote Human Capital Readiness through Southern CO and CFEB Human Capital Education and Training Programs, such as:
  - Annual CFEB MLK Unity Training
  - Leadership Development, Management and Skill Training
  - Retirement and Financial Planning Training
  - Financial Planning
  - Federal agency Alternative Dispute Resolution (ADR) Program (mediation services)
- ◆ Promote FEB Intergovernmental Collaboration & Community Outreach through Southern CO and CFEB Programs, such as:
  - Employee Recognition Initiatives, i.e., United We Serve Awards, Rocky Mountain Eagle Awards
  - Combined Federal Campaign
  - Community outreach through volunteer activities
  - Establishing intergovernmental partnerships to further the goals of member agencies and the FEB
- ◆ Participate in Public Service Outreach Events, for example:
  - Coordinate with city, county, State, and Federal agencies, and/or academic institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences
  - Distribute job vacancy announcements to FEB member agencies
  - Ensure FEB website links to USAJOBS, USA.GOV and local agency services

## MEMBERSHIP

Every federal agency is automatically a member of the Council and may appoint as many employees as appropriate as liaisons to the Council to ensure equal representation, open lines of communication, and dissemination of information throughout the agency. Agencies may also nominate an employee for a position on the Council Leadership Team.

Although membership on the Council is limited to federal agencies, meetings, workshops, and other council events are open to city, county and state government agencies, as well as private sector organizations, nonprofits, universities, and special interest groups.

There are no membership dues.

## LEADERSHIP TEAM

The Council Leadership Team shall have up to fifteen (15) members including three (3) officers as follows:

Members (15)

- ◆ CFEB Executive Director
- ◆ Fourteen (14) Members-At-Large from federal agencies

Officers (elected by the members of the Leadership Team)

- ◆ Chair
- ◆ Vice Chair
- ◆ Secretary

Policies regarding terms of office, elections, quorums, voting procedures, etc. are governed by the CFEB Bylaws.

## MEETINGS

- ◆ Leadership Team Meetings will be held a minimum of nine times annually
- ◆ The CFEB and/or Officers may call special Meetings as necessary.

## REPORTING

The Council reports to the CFEB Executive Director.

COLORADO FEDERAL EXECUTIVE BOARD

Southern Colorado Council Charter

**DURATION**

In perpetuity until sunset by the CFEB Executive Committee.

Al Vincent  
CFEB Chair

Date

Gay Page  
CFEB Executive Director

Date

