

Human Resources Development Committee (HRDC)
Charter for
BLM-Eastern States

I. PURPOSE

The Bureau of Land Management (BLM)-Eastern States (ES) Human Resource Development Committee (HRDC) is established to be an advisory committee to the State Director and the ES Leadership Team (LT) to:

- A. Promote the development of human resources within the BLM in an effective and economical manner.
- B. Make recommendations for training, employee development, employee recognition, career development, organization development, personnel/Equal Employment Office (EEO) program opportunities and employee wellness.
- C. Serve as a clearing house to direct concerned employees to assistance available through the BLM.
- D. Seek resolution of employee concerns and issues to improve job satisfaction, employee contribution to the organization, and morale of the workforce.

II ROLE

- A. Gather employee issues and concerns, possibly by conducting employee surveys, and accurately relate those to the ES LT.
- B. Actively participate in developing recommendations for the resolution of issues.
- C. Ensure that communication links are maintained to inform employees and the ES LT of HRDC activities, status of issues, and recommendations.

The committee shall be terminated whenever the stated objectives of the committee have been accomplished, the subject matter or work of the committee has become obsolete, or the cost of operating the committee has become excessive in relation to the benefits accruing to BLM-ES.

III. MEMBERSHIP

Candidates will volunteer/apply for or be nominated by the employees or supervisor within the respective organizational unit and submitted to the head of that unit (i.e. 020, 030, 930, 950 and a combination of 910/912/920).

- A. Each Unit Manager and the Associate State Director will select two representatives.

It is desirable that representatives are a cross-section of employees in professional, administrative, technical and clerical positions.

- B. The selection process should be completed no later than September 30.
- C. Either the committee or respective organizational unit may remove representatives for cause. Grounds for removal include a non-excused absence from two meetings per year, failure to carry out assignments to the satisfaction of the majority of the committee, failure to comply with the Operating Guidelines or failure to support the charter.
- D. In the event that a representative can no longer serve on the committee, a new alternate will be promptly appointed through the selection process.
- E. Operating Guidelines (see attachment) will be used as performance standards for all representatives. Review of these Operating Guidelines will be made at the beginning of each fiscal year.
- F. Representatives will be appointed for a term of two years. No member may serve more than two consecutive terms. (When initially establishing the HRDC, the primary representatives will serve two years and those who were initially alternates will serve for one year. After that, every representative will serve a two year term.)
- G. The Human Resources Officer and the Equal Employment Office (EEO) Manager will serve as non-voting advisory members.
- H. By request of the Chair, subject specialists will be provided as needed by the committee.
- I. The Associate State Director or designate will attend each meeting.

IV. ELECTION OF OFFICERS

Representatives of the committee will elect a Chair, Vice Chair, Secretary, and Vice Secretary annually at the first meeting of the fiscal year. All representatives are eligible to become officers.

If the Chair can no longer serve, the vice chair will assume the Chair's responsibilities. If another officer cannot serve, nominations will be held to select the new officer.

V. OFFICER/REPRESENTATIVE/FACILITATOR DUTIES

A. Duties of the Chair

The Chair convenes meetings, prepares and distributes the agendas, presides at meetings,

and is responsible for the orderly conduct at meetings. The Chair can convene special meetings at the request of the State Director, or when there are problems/issues needing the committee's attention. The Chair will forward an agenda to committee representatives at least one week prior to the meeting. The Chair is responsible for reviewing and/or signing documents related to the business of the committee, e-mails, All Employee Bulletins from the committee, submits annual HRDC budget requests to the State Budget Committee, and counsels representatives who fail to meet their obligations to the committee. The Chair presents the End-of-the-Year accomplishments report and Proposed Annual Work Plan at the first ES LT meeting of the fiscal year. The Chair may delegate certain responsibilities to other officers or representatives.

As requested by the ES LT, the Chair will present issues and recommendations at the ES LT Meeting.

B. Duties of the Vice Chair

The Vice Chair will assume all responsibilities of the Chair in his/her absence. The Vice Chair, in coordination with the Chair, is responsible for developing the budget and tracking expenditures, and providing reports at the HRDC meetings.

The Vice Chair will be the lead for publishing an End-of-the-Year accomplishments report summarizing the assignments and accomplishments for the year. This will include Fiscal year expenditures.

The Vice Chair will be responsible for developing the "Can We Talk" (CWT) newsletter and ensuring that it is displayed on the website. This entails collecting newsletter topics at each meeting, assembling articles, writing articles where needed, and editing articles to ensure they are up-to-date, appropriate for a statewide audience, and support management goals. Prior to publication, a draft copy will be sent to all HRDC members, Advisory members, the Associate State Director, and other contributors to the newsletter for comments.

The minutes of each current meeting will be displayed on the website upon receipt of the final copy from the HRDC Secretary.

C. Duties of the Secretary

The Secretary shall assist the Chair in the internal administration of the committee business and records. Correspondence will be completed by the Secretary and submitted to the Chair for review, comment, approval and/or signature. The Secretary will take minutes and record decisions at all HRDC meetings and according to Operating Guidelines will make distribution to all employees. Historical records of the committee such as copies of nomination forms for awards (i.e., Education and Employee of the Year) and the latest copies of the Operating Guidelines will be maintained.

At the end of the Secretary's term, the Secretary will be responsible for distributing the electronic records of the committee to the Secretary elect. The Secretary is also responsible for distributing the historical records to the next Secretary at the end of the term and explaining the contents.

D. Duties of the Vice Secretary

The Vice Secretary will provide assistance to the Secretary when requested and will assume all responsibilities of the Secretary in his/her absence.

E. Duties of All Representatives

Committee members shall actively solicit information and provide feedback concerning previous meetings/issues to employees. Committee members will distribute finalized meeting minutes and other information to BLM-ES employees. Representatives will complete assignments, keep orderly records of meetings, keep notebooks updated, formally update new representatives, and comply with Operating Guidelines. Representatives are responsible for providing a communication link between ES LT, Field Offices, and employees. Representatives will assist the Chair with duties as assigned. Each Representative will assist the Vice Chair in identifying subjects to cover in the "Can We Talk" newsletter and accept assignments to write articles.

F. Duties of the Associate State Director

The Associate State Director will be an advisory representative and does not have voting rights. His/her duties will be to consult with the HRDC Chair and ES LT in preparation of the HRDC agenda; to act as liaison to bring ES LT perspective to HRDC meetings; to assist the HRDC Chair with duties as assigned; to attend HRDC meetings (or ensure an alternate attends in his/her absence); and to provide a communication link between HRDC and ES LT. The Associate State Director will be familiar with HRDC's Operating Guidelines; will complete assignments; and will formally update the ES LT regarding activities and actions of the HRDC.

G. Duties of Advisors

Advisory representatives will serve as advisory members only and do not have voting rights.

VI. MEETINGS

Monthly teleconference meetings will be held during the fiscal year. Additional meetings may be scheduled as the need arises. Length of the meeting will be determined by the agenda. One annual meeting will be held in person at a location to be determined.

Decisions will be made by consensus of a quorum of at least 50% of the committee

members as outlined in the Operating Guidelines.

VII. BUDGET

The budget will be developed by the committee annually and will be reviewed at each meeting and/or telephone conference calls.

VIII. GENERAL

The Committee will review the Charter annually. Changes will be submitted for approval to the State Director.

Associate State Director

S/S _____

Chair

S/S _____

State Director

BLM-ES HRDC

OPERATING GUIDELINES

The “Operating Guidelines” for the BLM-ES Human Resource Development Committee include:

- Speak one at a time
- Timely/prompt
- Be open; participate
- Check in/check out (review objectives)
- Decisions will be made by consensus of a quorum of at least 50% of the committee members
- Record decisions
- Remain professional
- Stay flexible
- Minimum sideline conversation
- Respect others opinions/courtesy
- Work toward consensus; don't assume – ask
- Recognize differences in style
- Include all members
- Follow through on action items
- Be recognized before speaking
- Help others understand
- Support group decisions
- Review agenda (establish objectives)
- Develop agenda for next meeting