CHARTER OF THE
DEPARTMENT OF VETERANS AFFAIRS
VOLUNTARY SERVICE (VAVS) NATIONAL ADVISORY COMMITTEE

1. OFFICIAL DESIGNATION: VAVS National Advisory Committee.

2. AUTHORITY: The Committee operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.

3. OBJECTIVES AND SCOPE OF ACTIVITIES: The VAVS National Advisory Committee provides advice to the Secretary of Veterans Affairs, through the Under Secretary for Health, on the coordination and promotion of volunteer activities within VA health care facilities, and on other matters relating to volunteerism.

4. DESCRIPTION OF DUTIES: The Committee serves in an advisory capacity by making recommendations to the Secretary of Veterans Affairs, through the Under Secretary for Health, for the improvement of voluntary services to Veteran-patients by means of coordination on a national level of the established plans and policies for community volunteer participation.

5. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee reports to the Secretary of Veterans Affairs through the Under Secretary for Health.

6. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: Support is provided by the Veterans Health Administration, through the offices of the Chief Communications Officer and the Voluntary Service Office.

7. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: Annual operating costs of the Committee are estimated at $154,000 and two (2) full-time equivalent staff.

8. DESIGNATED FEDERAL OFFICER: The Designated Federal Officer (DFO), a full-time VA employee, will approve the schedule of Committee meetings. The DFO or a designee will be present at all meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

9. ESTIMATED NUMBER AND FREQUENCY OF COMMITTEE MEETINGS: Committee meetings are held annually, and subcommittees meet on an as needed basis.

10. DURATION: There is a continuing need for the Committee to provide advice to the Secretary regarding the coordination and promotion of volunteer activities at VA health care facilities.

11. COMMITTEE TERMINATION DATE: Unless renewed by appropriate action prior to its expiration, the Committee will terminate two (2) years from the date below.

12. MEMBERSHIP AND DESIGNATION: With the exception of the Chairperson and Deputy Chairperson, who are Regular Government Employees, all members of the Committee are named by national organizations involved in VA volunteer activities. Organizations may each designate a VAVS National Representative and VAVS Deputy National Representatives. Organizational membership on the Committee includes five categories: Service (voting); Associate Service; Donor; Associate Donor; and Adjunct Membership for youth organizations. The Committee will be composed of approximately 200 members, depending on the number and size of national organizations supporting VAVS volunteer activities.

13. SUBCOMMITTEES: The Committee is authorized to establish subcommittees, with the DFO approval, to perform specific projects or assignments as necessary and consistent with its mission. The Committee chair shall notify the Secretary, through the DFO, of the establishment of any subcommittees, including its function, membership and estimated duration. Subcommittees will report back to the Committee.

14. RECORDKEEPING: Records of the Committee shall be handled in accordance with General Records Schedule 26 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. DATE CHARTER IS FILED:

Approved: Eric K. Shinseki Date: 3/25/2001

Eric K. Shinseki
Secretary of Veterans Affairs