

CHARTER
PLAINS AREA COUNCIL for OFFICE PROFESSIONALS
April 2015

MISSION:

The mission of the Plains Area Council for Office Professionals (PACOP) is to serve the Area Director in an advisory capacity on initiatives that impact office professionals across the Area.

VISION:

Facilitate and enhance the office support profession through cultivation of talents, strengths, and potential to ensure that the Plains Area has highly skilled and informed office professionals working in partnership with management through teamwork, networking, and mentoring to meet the needs of the Area.

GROUND RULES:

- Quorum should be present
- Start and end on time
- Accurate record keeping
- Behave and respond professionally
- Stand together as a team committed to the mission
- Every opinion counts – be involved
- Feedback should be constructive not destructive
- Approach and resolve conflict openly
- Encourage the giving and receiving of feedback
- Be accountable for decisions and actions
- Assume good intent
- Maintain confidentiality

OBJECTIVES:

1. Support NACOP.
2. Provide basic information to all office professionals within the scope of coverage.
3. Identify and advise the Area Director's Office of matters concerning the office support profession.
4. Encourage recognition of office professionals while promoting excellence within the occupation series.
5. Keep office professionals informed of new procedures, forms, and systems.
6. Encourage communication and networking amongst office professionals.
7. Serve as liaison between office professionals, ADO, WBSC, and NACOP.
8. Identify, promote, and encourage training opportunities.

SCOPE OF COVERAGE:

The PACOP will serve as representatives for office professionals throughout the Plains Area. This includes employees in the Secretarial Series, GS-0318; Office Automation Series, GS-0326; and Miscellaneous Clerk and Assistance Series, GS-0303.

COUNCIL MEMBERSHIP:

- All new positions are assumed at the close of the Annual Meeting.
- Council members are appointed by the Area Director from a pool of applicants with recommendations from the Council.
- Council members will serve a 3-year term starting April 1 and ending March 31.
- Council will consist of the following:
 - 6 Office Professionals
 - 2 NACOP Technical Advisors
 - Management Analyst – Ex-Officio
 - Secretary to Associate Area Director – Ex-Officio
- Every year, 2 office professionals will rotate off of the council.
- If someone leaves the council with 1 year or less left in the term, the replacement member will be allowed to serve the remaining term plus a consecutive term.
- Prior Council members may re-apply to serve an additional term.

PACOP Rotation Schedule

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Member 1													
Member 2													
Member 3													
Member 4													
Member 5													
Member 6													

ROLES AND RESPONSIBILITIES:

Senior Chair:

- Organize meetings and issue agendas
- Preside over all meetings and telephone conferences
- Advise and work with Area Director on implementing policies and programs
- Provide annual meeting summary to the Area Director
- Prepare and submit annual report for NACOP
- Develop correspondence and obtain appropriate approvals prior to dissemination
- Serve one-year term
- Follow-up the welcome memo with a call and discuss mentor options
- Mentor Junior Chair

Junior Chair:

- Assist Senior Chair in all duties
- Assume duties in the absence of Senior Chair
- Serve one-year term and transition to Senior Chair
- Send out welcome memo to new Office Professionals
- Coordinate and distribute monthly Tidbits (email)

Recorder:

- Record minutes and action items of conference calls/meetings
- Maintain an accurate roster and email list of Council membership
- Maintain a Resource List of Experts (RLE)
- Rotate yearly among members
- Notify chair in advance if unable to attend conference call/meeting
- Upload minutes and action items to SharePoint

ADO Ex-Officio Members:

- Advise and work with the co-chairs
- Non-voting member
- Assist in preparation of the Annual Report for NACOP
- Notify Council of new office professionals
- Notify Council of potential need for Vacancy Assistance Program (VAP)
- Ensure all Council meetings are conducted in accordance with the established charter and appropriate issues are addressed
- Ensure all recommendations from the Council are consistent with policies and procedures

NACOP Technical Advisors:

- Serve as liaison between NACOP and PACOP
- Ensure all recommendations from the Council are consistent with policies and procedures
- Ensure all Council meetings are conducted in accordance with the established charter and appropriate issues are addressed
- Non-voting member
 - In the event of a tie, senior technical advisor will assume voting privileges

Webmaster:

- Ensure website and SharePoint are up to date
- Coordinate with OCIO as needed
- Maintain historical files
- Maintain Council member bios and photos
- Upload Annual Report and Charter into SharePoint and Website

Committee Chairs:

- Provide reports to the Council Chairs in a timely manner
- Coordinate committee conference calls
- Delegate committee assignments
- Submit a summary to Recorder within two days following committee conference calls

Voting Members:

- Support and actively participate in all Council activities
- Serve as a confidential sounding board and advisor for other office professionals and represent their concerns to the Council
- Provide current biographical information upon appointment to the Council
- Adhere to the Council ground rules
- Contribute to tidbits
- Monitor web links

OPERATING PROCEDURES:

- Council will conduct annual meetings at the Area Office or via teleconference
- Hold bi-monthly Council conference calls
- Special meetings will be held as called by the chairperson
- Decisions by consensus
- All Council documents will be stored at the SharePoint site
- Annual progress report will be submitted to NACOP by June 1st
- A replacement will be appointed prior to the expiration of a member's term; both the outgoing member and the incoming member will attend annual meeting
- Accomplishments and action items will be summarized at the completion of each meeting

PLAINS AREA COUNCIL for OFFICE PROFESSIONALS

Date **Olga Lee, Ex-Officio Member**

Date **Barbra McGraw, Ex-Officio Member**

Date **Trudy Pinkerton, NACOP Technical Advisor**

Date **Janel Nierman, NACOP Technical Advisor**

Date **Diona Austill, Member**

Date **Sherri Brown, Junior Chair**

Date **Andrea Griffith, Recorder**

Date **Barbara Hodges, Senior Chair**

Date **Aaron Wiggett, Webmaster**

Date **, Member**

APPROVED:

Date **Laurence D. Chandler, Area Director**