

**MID SOUTH AREA COUNCIL  
FOR OFFICE PROFESSIONALS**

**CHARTER**

**A. Mission and Goal**

1. The mission of the Mid South Area Council for Office Professionals (MSACOP) is to provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals.
2. The goal of the Council is to enhance office professionals through training, networking, mentoring, and recognition of office support staff. It is the desire of the Council to work with all levels of management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and ARS are met.

**B. Objectives**

**The objectives of the Council include:**

1. Welcome and provide basic information to all new Office Professionals series listed under "Scope of Coverage."
2. Encourage effective communication among the office support staff.
3. Continue mentoring and networking among office support staff for efficient working relationships, which can provide assistance and backup between various offices, as needed.
4. Keep office support staff informed of new procedures, forms, and systems via website, webinars, workshops, AgLearn training, and local information meetings.
5. Identify and advise the Area Director's Office and all levels of management of matters concerning the office support profession.
6. Identify ways and means to maintain professionalism for the office professional.
7. Promote recognition for office professionals.

**C. Scope of Coverage**

The Council will serve as the representative for office support staff in the Mid South Area. This includes employees in the Secretarial Series, GS-318; Office Automation Clerical Series, GS-326; Office Clerk Typist Series, GS-322; and Miscellaneous Clerk and Assistance Series, GS-303.

**D. Council Membership**

To be eligible for membership, the following criteria must be met: 1) permanent full-time or permanent part-time employee with at least the equivalent of two full year's experience with ARS in one of the series listed under "Scope of Coverage"; 2) willingness to promote mission and goals of the Council and devote time necessary to serve on committees; and 3) must have full support and approval of supervisor. Current Council members must have non-voting status for one year to be eligible for reappointment to the Council.

When vacancies occur, a notification advertisement will be prepared by Area Office Representative and distributed. Nominations will be submitted by the first line supervisor with second line supervisor's approval and selection made by the Executive Committee, which consists of the following: Senior Chair, Junior Chair, Recorder, Sponsor, Area Director's Administrative Assistant, Technical Advisor, and Ex-Officio Senior Chair.

The Council will be comprised of no more than 9 rotating voting members, 4 non-voting members (Ex-Officio Senior Chair, National Technical Advisor, Sponsor, Western Business Service Center (WBSC) Representative), and 1 permanent voting member (the Area Director's Administrative Assistant). Each rotating member will serve a three-year term beginning June 1st, after which they will rotate off and another member will be selected.

The Council will have a Senior Chair. The Junior Chair will be elected by the Council at the Annual MSACOP Meeting. Both will assume their roles June 1<sup>st</sup>. Candidate must serve on Council one year to be eligible to be elected Junior Chair. The Junior Chair will automatically become Senior Chair the following year. After serving a term as Senior Chair, that member shall remain on the Council for one additional year as an Ex-Officio Member.

The Area Director will appoint a Sponsor for the MSACOP.

The Recorder will serve a one-year term beginning June 1<sup>st</sup>.

Additional members may be added for specific technical expertise, as needed.

## **E. Roles and Responsibilities of Council Members**

### **Senior Chair will:**

1. Organize conference calls, meetings, and issue agendas.
2. Preside at all conference calls and meetings.
3. Advise and work with all levels of management on implementing policies and programs.
4. Prepare annual reports of accomplishments and goals to the National Council.
5. Inform Area Director, Assistant Area Director, WBSC Directors, Center Directors, Research Leaders, and Administrative Officers of accomplishments and recommendations of annual meeting.
6. Submits a request for annual budget.

### **Junior Chair will:**

1. Assist Senior Chair in all duties.
2. Assume appropriate duties in absence of Senior Chair.
3. Develop correspondence and obtain appropriate approvals prior to dissemination.
4. Appoint chairpersons of subcommittees.
5. Serve as first line of contact for subcommittees' concerns.

### **Recorder will:**

1. Record minutes and attendance of all conference calls and meetings.
2. Maintain an accurate roster and email list of Council membership.
3. Notify Chair if unable to participate in conference calls, and then designate/provide Senior Chair with the name of an agreeable substitute.
4. E-mail Senior Chair and Sponsor draft minutes within 5 working days of meetings/conference calls.

5. After Senior Chair and Sponsor's approval, distribute minutes of meetings/conference calls to Council members.
6. Maintain the yearly MSACOP records.
7. Provide a copy of the records to the incoming Recorder.
8. Provide original Charter with signatures and minutes of meetings to Area Office for filing.

**Committee Chairpersons will:**

1. Independently perform all duties of their assigned committee.
2. Report any concerns in a timely manner to the Junior Chair.
3. Provide an oral report at each conference call.
4. Provide a written report to Recorder within two days following conference calls.

**All members will:**

1. Support and actively participate in the activities of the Council.
2. Serve as advisors to office professionals in the Mid South Area.
3. Share information on significant activities and questions received from non-council members.
4. Keep ARS office support staff aware of information and activities of the Council.
5. Maintain confidentiality of all discussions.
6. Provide an article for each issue of the News Notes.

**F. Operating Procedures**

1. Conference calls will be held bimonthly or more frequently when necessary.
2. The Council will meet once a year.
3. Minutes of each conference call will be taken by the Recorder; accomplishments will be summarized at the completion of each call by the Recorder. The MSACOP Sponsor and Senior Chair will approve minutes before dissemination to Council.

4. An annual progress report will be provided to the National Advisory Council for Office Professionals (NACOP).

June 1, 2013



Brenda Aysenne, Senior Chair  
Houma, Louisiana



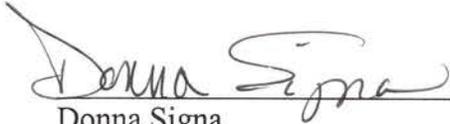
Wendy Smith, Junior Chair  
Stoneville, Mississippi



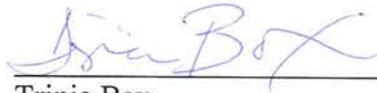
Valerie Reed, Recorder  
New Orleans, Louisiana



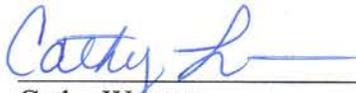
Tammy Dorman, Ex-Officio  
Auburn, Alabama



Donna Signa  
Stoneville, Mississippi



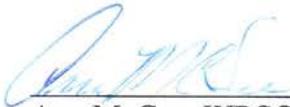
Trinia Bax  
New Orleans, Louisiana



Cathy Warren  
Stoneville, Mississippi



Drusilla Fratesi, Management Analyst  
Stoneville, Mississippi



Ann McGee, WBSC Representative  
Stoneville, Mississippi



Dawn Reed, Technical Advisor  
New Orleans, Louisiana



Mr. Archie Tucker, Sponsor  
Stoneville, Mississippi