

# **NEACOP Charter**

## **NORTHEAST AREA COUNCIL FOR OFFICE PROFESSIONALS**

### **Mission and Goal**

The mission of the Northeast Area Council for Office Professionals (NEACOP) is to work with the Area Director/Sponsor and Location management in an advisory capacity on new initiatives that impact office support professionals. The council exists to enhance improved communication, while training, mentoring, and providing recognition. NEACOP will also provide input and serve as a liaison to the NEA representative to the National Advisory Council for Office Professionals (NACOP).

Our goal is to ensure that the Northeast Area (NEACOP) is working to meet the program and administrative needs of the Area and the Agency by serving as role models in providing guidance for skilled office professionals through mentoring, accurate resources, training and creating an open atmosphere of trust and respect.

### **Value Statement**

NEACOP values and supports the research, the scientific impact in our community and the products and services produced by ARS, and will:

- Recommend and deliver positive changes
- Encourage and foster mutual support
- Disseminate resources to office professionals
- Ensure commitment to the council and the NEA Office Professionals
- Build friendships

### **Vision**

Our vision is that Office Support Professionals function as an integral part of the team through shared knowledge and experience, thus providing a valuable resource in support of the Area and Agency missions. We also envision that job satisfaction is heightened through improved job performance, training, positive communication and networking.

### **Objectives**

- Serve as a liaison between the Northeast Area Director/Sponsor, the Locations, and Management units and skilled office professionals.
- Improve communication, awareness, and skills among office professionals and strengthen programs and opportunities for career development.
- Improve recognition and promote proficiency of the skilled office professionals.

- Provide advice and recommendations to management on Area-wide standard operating procedures, policies and programs related to the employment, development, and advancement of office professionals.
- Provide support to the National Advisory Council for Office Professionals (NACOP).

### **Scope of Coverage**

The NEACOP will represent skilled office professionals throughout the Northeast Area.

### **Council Membership**

Membership will be made up of office professionals from the Northeast Area. Council members will be appointed by the Northeast Area Director/Sponsor based upon written recommendations from the Senior Chair and Co-Chair.

- This includes employees in the Administrative Series
  - GS 303: Program Support Assistant (Office Automations Series)
  - GS-318: Secretary (Office Automation Series)
  - GS-326: Office Automation Assistant Series
  - GS-399: Student Trainee (Office Automation Series)-Pathways Students
- The Office of Northeast Area and their Executive Assistant is a permanent appointment (Ex-Officio) and represents office professionals in the Area Office.
- Appointments will be rotating terms consisting of a four year minimum. Council members are permitted to serve more than one term. (Recommended by the Council with final approval by the Area Director/Sponsor.)

### **Representatives to the Council will be appointed from the following locations:**

Beltsville, MD	Plum Island, NY
Wyndmoor, PA	Boston, MA; Greenport, LI, NY
Ithaca, NY	Geneva, NY
Kearneysville WV	Franklin/Orono, ME
Leetown, WV	University Park, PA
Newark, DE (BIIRU)	Frederick, MD

- Terms will begin January 1 and will end December 31<sup>st</sup>. July 1 and will end June 30. If a member cannot complete a term, the new appointee will finish the remainder of the term. If the resigning member has one year or less remaining, the new member will serve the remainder of the term plus an additional term.
- The representative from the NEACOP to the NACOP will serve as Technical Advisor and shall be selected by the Area Director/Sponsor from persons who have served, or are presently serving, on the Northeast Area Council. Upon appointment to the National Council, a new member shall then be selected to serve on the NECOP.

- Co-Chairpersons will lead the Council and be elected by the Council. The national representative will be a member of the council. All Council members beginning their second year are eligible for election as Co-Chair.

## **Roles and Responsibilities**

### **Sponsor Will:**

- Provide guidance to NEACOP.

### **Co-Chairpersons will:**

- Organize meetings and issue agendas.
- Preside at all meetings and conference calls.
- Advise and work with management on implementing policies and programs affecting the Northeast Area office professionals and respectfully communicating this to NEACOP.
- Develop correspondence and obtain appropriate approvals prior to dissemination.
- Arrange monthly conference calls as needed.
- Prepare annual reports for the National Council.
- Appoint chairpersons for subcommittees established by the Council.

### **Recorder will:**

- Record and distribute highlights and action items of meetings.
- Maintain an accurate roster, e-mail list of Council members.
- Maintain Council records.
- Inform Council members of future meeting arrangements.

### **Technical Advisor will:**

- Be selected from senior or former NEA Council members.
- Ensure all Council meetings are conducted in accordance with the established charter and appropriate issues are addressed.
- Ensure that all recommendations from the Council are consistent with laws and regulations.

### **Webmaster will:**

- Maintain and update the NEACOP website with changes submitted by Council members.
- Maintain, update and share information regarding, minutes, agendas, bios, pictures, etc.

**Historian will:**

- Maintain and update timeline of NEA members including dates of service.
- Maintain, update and acquire images to create pictorial history through scrapbooking with hard copies.
- Bring scrapbook and supplies to meetings.

**News Editor will:**

- Collect and compile articles from NEACOP members bi-annually in April and October
- Prepare draft of NEACOP Reporter for review by council members
- Send final to Co-Chairperson bi-annually in May and November for dissemination in a PDF format.

**All Members will:**

- Actively participate and support the activities of the Council.
- Collect and report information on significant activities, questions, and concerns.
- Keep NEA office professionals aware of information and activities of the Council.
- Provide current biographical information upon appointment to the Council. Serve as a confidential liaison and actively support networking among the office professionals in NEA.

**Operating Procedures**

- The Council will meet annually within the Northeast Area, at a site and place to be determined. Payment of travel expenses will be the responsibility of the member's unit.
- Special meetings will be called as needed by the Co-Chairpersons.
- All decisions will be made by consensus.
- Recommendations from the Council with Area-wide impact will be submitted to the Area Director/Sponsor for approval prior to implementation.
- Highlights and action items from the annual meeting will be forwarded to the Area Director/Sponsor.
- A replacement will be named three months prior (April 1<sup>st</sup>) to the expiration of a member's term. The Co-chairs will contact the Area Director/Sponsor to ensure that a replacement is appointed.
- Accomplishments will be summarized at the completion of each annual meeting.
- Minutes of the meetings will be distributed to NEACOP.

In addition, the Council will adhere to the following principles:

- Be honest.
- Agree to disagree – respectfully.
- Behave and respond professionally.
- Value every opinion.
- Be positive and constructive.
- Be confidential: “What starts with the Council, stays with the Council”.
- Involve yourself as an equal.
- Commit to the mission of NEACOP.
- Council operations are built on trust.
- Encourage, support, and praise others, and pass it on.

NORTHEAST AREA COUNCIL OF OFFICE PROFESSIONALS

March 12, 2015

<u>Charles Onwulata</u> Charles Onwulata, Sponsor	<u>3/12/2015</u> Date
<u>Rebecca L Crawford</u> Rebecca Crawford, (Primary Historian)	<u>3/12/2015</u> Date
<u>Mary E Daffley</u> Mary Daffley, Jr Co-Chairperson	<u>3/12/2015</u> Date
<u>Tiffany Fisk</u> Tiffany Fisk, Primary Recorder	<u>3/12/15</u> Date
<u>Brenda Holmes</u> Brenda Holmes, Technical Advisor	<u>3/12/2015</u> Date
<u>Joanne Murphy</u> Joanne Murphy, Sr. Co-Chairperson	<u>3/12/2015</u> Date
<u>Allison Mowery</u> Allison Mowery, Primary Webmaster	<u>3/12/15</u> Date
<u>Catherine Parsons</u> Catherine Parsons, Secondary News Editor	<u>3/12/2015</u> Date
<u>Linda W. Reynolds</u> Linda Reynolds, Technical Advisor	<u>3/12/2015</u> Date
<u>Akia Samuda</u> Akia Samuda, Secondary Historian	<u>3-12-2015</u> Date
<u>Melody A. Schuffler</u> Melody Schuffler, News Editor, Primary	<u>03/12/2015</u> Date
<u>Emily Schuck</u> Emily Schuck, Secondary Webmaster	<u>3/12/15</u> Date
<u>Roslyn Williams</u> Roslyn Williams	<u>3/12/15</u> Date