Northeast Area Council for Office Professionals
2017

“Together We’re Better – Empowering Ourselves and Others”
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Mission and Goal, Value Statement & Vision

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 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 representatives 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 and respect for the Office Professional position
- Disseminate resources to office professionals
- Ensure commitment to the council and the NEA Office Professionals
- Build friendships
- Offer training opportunities, i.e. webinars, workshops, etc.

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 and Scope of Coverage

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.

Representatives to the Council can be appointed from the following locations:

- Beltsville, MD (BARC, BHNRC,)
- Boston, MA
- Frederick, MD
- Geneva, NY
- Ithaca, NY
- Kearneysville, WV
- Leetown, WV
- Newark, DE
- Orient Point, NY
- Orono, ME
- University Park, PA
- Washington, DC
- Wyndmoor, PA
Council Membership

Membership will be made up of office professionals from the Northeast Area. Council members will be appointed based upon recommendations from the Council and invited in writing from the Northeast Area Director/Sponsor, 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 Executive Assistant to the Sponsor of NEACOP 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 provided a re-canvas of the location has been made to ascertain whether another candidate would like to fill that position. Should no new candidate be willing to serve, the former council member can continue to serve another term as recommended by the Council with final approval by the NEACOP Sponsor.

- Terms will begin January 1 and will end December 31st. If a member cannot complete a term, the new appointee will finish the remainder of the term. A letter of resignation should be submitted on behalf of the resignee, at least 14 days before resignation. 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 (s) from the NEACOP to the NACOP will serve as Technical Advisor(s) and shall be selected by the NEACOP /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 NEACOP. Co-chairpersons will lead the council and be elected by the Council. All Council members beginning their second year are eligible for election as Co-Chair.
Roles and Responsibilities

Sponsor
- Provide guidance to NEACOP.

Co-Chairpersons
- 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 communicate 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.
- Ensure help desk requests are followed up within 24 hours.

Recorder
- 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
- Be selected from senior or former NEACOP 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
- Maintain and update the NEACOP website, NEACOP SharePoint, NEACOP Axon with changes submitted by Council members.
- Maintain, update and share information regarding minutes, agendas, bios, pictures, etc.
Historian
- 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 the meetings.

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

All Members
- Actively participate and support the activities of the Council including teleconference calls.
- 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 location with the support and direction of the NEACOP Sponsor.
- 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 NEACOP Sponsor for approval prior to implementation.
- Highlights and action items from the annual meeting will be forwarded to the NEACOP/Sponsor.
- A replacement will be named three months prior to the expiration of a member's term. The Co-chairs will contact the NEACOP Sponsor to ensure that a replacement is appointed.
- Minutes of the meetings will be distributed to NEACOP.
NEACOP CODE

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.
Goals and Accomplishments for 2017-2018

Short Term
1. Special assignments from NACOP
   a. Foreign Visitor/Foreign National Book Chapter (Submitted to NACOP 4/10/17)
2. Administrative Professional’s Day (April)
   a. Certificates (Mailed or Hand delivered by 5/10/2017)
   b. Do folders need to be ordered? (Order Approved by Sponsor)
3. Annual Meeting Minutes (April)
   a. Due Date 4/7/2016 (Received 4/3/17)
   b. Review & Approve (Council approved with corrections 5/16/17)
4. Leadership Conference (April)
   a. Recruiting
   b. Display scrapbook (Emily displayed our scrapbook)
5. Brochure (April/May) (In Progress)
   a. Create
   b. Review & Approve
6. NEACOP Conference Line (May) (Researching)
   a. Make contact to gather info
   b. Request approval from Dr. Onwulata
7. NEACOP Survey Monkey Account (May) (Approved by Sponsor for use as needed)
   a. Make contact to gather info
   b. Request approval from Dr. Onwulata
8. NEACOP Reporter (June) (In Progress)
   a. Articles due May

Long Term
1. 2018 Meeting-Hello Boston!
   b. Theme
   c. Speakers
   d. Tour
2. NEACOP Reporter
   e. Biannually
      i. June & December
         1. June draft was submitted to Sponsor for review & approval on 5/16/2017)
f. Articles
   i. Due month before it’s to be published
3. Update SharePoint (Ongoing)
   g. FAR-B approval process for future members to refer to
   h. New Member forms and letters
   i. Supervisor forms and letters
   j. Sponsor letters
   k. Formal Memos
4. YouTube Training Video (In The Process of Developing)
   l. Domestic Authorization & Voucher
5. Webinars for OP’s
   m. As requested per the Survey Monkey (Accomplished)

Ongoing
1. Office Professional conference calls are held with all NEA Office professionals (Secretaries, Program Support Assistants and Office Automated Assistants) in the Northeast Area on the fourth Thursday of every month (Ongoing)
2. NEA Council members continue to hold conference calls on the third week of every month (Ongoing)
3. Planning Webinars (Ongoing-As needed for training and informational purposes)
4. Token Program, recognition of OP in the Northeast Area (Under Discussion)
5. YouTube video, is to offer training to meet the Office Professionals needs (In The Process of Developing)
6. NEACOP Display (In The Process of Developing-Pending Funding)
7. USDA ARS Pathways Program, Adopt and create mentorship program to build working relationships between Office Professionals and experienced employees (In The Process of Developing)
8. NEACOP News Editor (twice a year) (Ongoing)
9. Mentoring Program
   a. Encompass welcome handbook and orientation Welcome Packet (Ongoing)

Accomplishments
1. Analyze and list what impact they have had on our OP’s and/or the AREA
   a. Onwulata took our OP calls to California (Accomplished -2016)
   b. PD letter Tiff wrote went outside of our AREA (Accomplished -2016)
2. NEA Council members continue to hold conference calls on the third week of very month (Accomplished)
3. Office Professional conference calls are held with all NEA Office professionals (Secretaries, Program Support Assistants and Office Automated Assistants) in the Northeast Area on the fourth Thursday of every month (Accomplished)

4. Analyze Welcome packet and guide for new hires. (National Council-Ongoing)

5. Create a Logo “Making an Impact Together” (Accomplished)


7. NEACOP Help Desk
   a. Establish an email address for OP’s to ask questions (Accomplished)
   b. Establish spot on Website so they can ask questions and it goes through the NEACOP Help Desk (Accomplished)