

# Charter

## COLORADO FEDERAL EXECUTIVE BOARD

### Workforce Development Council

#### **PURPOSE**

The purpose of the Colorado Federal Executive Board's (CFEB) Workforce Development Council (WDC) is to ensure organizational continuity among the disciplines within this business line and guide the development of programs and services that support the CFEB mission. The WDC shall communicate, collaborate, and coordinate programs and services to synchronize efficient, effective use of resources.

#### **AUTHORITY**

The Chair of the CFEB authorizes the WDC to conduct the activities of this Charter.

#### **GOALS**

Advise the CFEB in areas of Workforce Development to:

- ♦ Prioritize annual activities based on needs assessment and OPM directives
- ♦ Identify and coordinate effective Workforce Development strategies to attract, retain, develop, manage and reward a high-performing and diverse federal workforce
- ♦ Provide annual forums for interagency sharing of best practices and training opportunities for Workforce Development and workforce development, including succession planning, leadership development and other employee training
- ♦ Pool resources and experience to support and advance the capacity of the federal workforce
- ♦ Foster partnerships with professional and community groups to raise awareness and promote public service as a career
- ♦ Review and recommend, cost effective and meaningful learning programs for the Federal community at-large

- ♦ Facilitate a needs assessment, review other FEB programs nationwide, and recommend vendors/consultants.

## **DELIVERABLES**

- ♦ Annual Plan
- ♦ Annual Report
- ♦ Two (2) Workforce Development Best Practice Forums annually, such as:
  - Employee Recognition Initiatives, i.e., United We Serve & Rocky Mountain Eagle Awards
  - Performance Management Practices
  - Leadership Development Models
  - Succession Planning Strategies
  - Successful Employee Recruitment Strategies
  - Equal Employment Opportunity/Diversity, i.e., MLK Unity Training
- ♦ Two (2) Education/Training Programs annually, such as:
  - Leadership Development, i.e., Professional Development Seminar
  - Management Training
  - Skill Development
  - Retirement Planning
  - Financial Planning
  - Training Expo
- ♦ Respond to member agency requests for recruitment and retention assistance
- ♦ Two (2) Public Service Outreach Events annually, such as:
  - Coordinate with city, county, State, and Federal agencies, and/or academic institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences
  - Distribute job vacancy announcements to FEB member agencies
  - Ensure individual FEB website links to USAJOBS, USA.GOV and local agency services

## **FOCUS AREAS WITHIN THE WORKFORCE DEVELOPMENT BUSINESS LINE**

Per the National Federal Executive Board Strategic Plan and CFEB Bylaws, the Workforce Development Business Line includes, but is not limited to the following focus areas:

### **Alternative Dispute Resolution (ADR)**

- ♦ Provide expertise and guidance to the CFEB ADR Mediation Program
- ♦ Identify trained Federal employees to serve in the mediator cadre
- ♦ Recommend and host training for future mediators

### **Equal Employment Opportunity (EEO)**

- ♦ Equal representation of Special Emphasis Programs (SEP)
  - American Indian/Alaskan Natives
  - Asian American & Pacific Islanders
  - Black Employment Program
  - Federal Women's Program
  - Gay, Lesbian, Bisexual, Transgender
  - Hispanic Employment Program
  - Persons with Disabilities
- ♦ Promote diversity in the Federal workforce
- ♦ Foster equal opportunity and fair treatment of all persons regardless of race, gender, sexual orientation, disability, veteran's status, or participation in protected activities
- ♦ Raise awareness and promote understanding of the rich, diverse heritage of the citizens of this country.

### **Learning and Development**

- ♦ Provide a forum for sharing training needs and resources among city, county, State, and Federal agencies
- ♦ Review and recommend cost effective and meaningful training programs, vendors, and consultants

### **Health and Fitness**

- ♦ Coordinate employee participation in the President's Healthy Feds Program
- ♦ Provide health and wellness education, programs, and services to the Federal workforce through the Colorado Federal Center Wellness Center and agencies throughout Colorado
- ♦ Serve as a resource for agency health and wellness programs and initiatives to encourage employee fitness
- ♦ Collaborate with city, county, State, and Federal agencies to promote healthy behaviors and activities

## MEMBERSHIP

Every Federal agency in Colorado is automatically a member of the Council and may appoint as many employees as appropriate as liaisons to the Council to ensure equal representation, open lines of communication, and dissemination of information throughout the agency. Agencies may also nominate an employee for position on the Council Leadership Team.

Although membership on the council is limited to Federal agencies, meetings, workshops, and other council events are open to city, county and state government agencies, as well as private sector organizations, nonprofits, universities, and special interest groups. There are no membership dues.

## LEADERSHIP TEAM

The WDC Leadership Team may have up to fifteen (15) members including three (3) officers as follows:

### Members

- ♦ CFEB Executive Director
- ♦ Office of Personnel Management
- ♦ Department of Interior University
- ♦ Alternative Dispute Resolution Representative
- ♦ Equal Employment Opportunity Representative
- ♦ One Representative from each Special Emphasis Program
  - American Indian/Alaskan Natives
  - Asian American & Pacific Islanders
  - Black Employment Program
  - Federal Women's Program
  - Gay, Lesbian, Bisexual, Transgender
  - Hispanic Employment Program
  - Persons with Disabilities
- ♦ Health and Fitness Representative
- ♦ Learning and Development Representative
- ♦ One (1) Member-At-Large

### Officers

- ♦ Chair
- ♦ Vice Chair
- ♦ Secretary

Policies regarding terms of office, elections, quorums, voting procedures, etc. are governed by the CFEB Bylaws.

**MEETINGS**

- ♦ General Membership Meetings will be held quarterly
- ♦ Leadership Team Meetings will be held monthly
- ♦ The CFEB and/or Officers may call special Meetings as necessary

**REPORTING**

The Council reports to the CFEB Executive Director.

**DURATION**

In perpetuity until sunset by the CFEB Executive Committee.

