CHARTER
OF THE
OVERSEAS SCHOOLS ADVISORY COUNCIL

1. Committee's Official Designation.

The official designation shall be the Overseas Schools Advisory Council (Council).

2. Authority

The Committee is established under the general authority of the Secretary of State and the Department of State as set forth in Title 22 of the United States Code, in particular Section 2656 of that Title, and consistent with the Federal Advisory Committee Act, as amended (5 U.S.C. App.). The Under Secretary for Management's approval of this Charter constitutes a determination by the Secretary of State that the renewal of the Committee Charter is in the public interest in connection with the performance of duties of the Department of State.

3. Objectives and Scope of Activities

A. The Overseas Schools Advisory Council (hereinafter, "the Council") was established March 1, 1967, by the Department of State to seek the advice of a selected group of American leaders from the business, foundation, and educational communities, on issues affecting the American-sponsored elementary and secondary schools abroad (hereinafter referred to as "overseas schools") that are assisted by the Department of State.

B. The main objectives of the Council are:

(a) To advise the Department of State regarding matters of policy and funding for the overseas schools.

(b) To help the overseas schools become showcases for excellence in education.

(c) To help make service abroad more attractive to American citizens who have school-age children, both in the business community and in Government.

(d) To identify methods to mitigate risks to American private sector interests worldwide.

4. Description of Duties

The Council shall provide the advice and expertise of American leaders from the business, professional, foundation, and educational communities. The duties of the Council are:

(a) Coordinating the efforts of U.S. business firms and foundations with those of the Department of State to provide needed educational facilities for dependents of U.S. citizens abroad.

(b) Facilitating the flow of and providing advice on the use of resources (funds, buildings, equipment, and supplies) from private and public agencies to assist those independent community schools abroad that are assisted by the Department of State.

(c) Advising and consulting with the Department of State on the relations between the U.S. Government and private agencies, which are concerned with independent community, elementary and secondary schools abroad that are assisted by the Department.

The focus of the Council's activities will be on (1) providing information and expertise to the overseas schools in the area of local fund-raising programs through such projects as fund-raising handbooks, directories of U.S. corporations and foundations and consulting services, among others; (2) providing information to the U.S. business community regarding the American educational facilities available for American children abroad and the needs of these American schools; and (3) providing in-depth recommendations regarding additional activities that would be of benefit to the overseas

schools. The Council will maintain a close liaison with the Office of Overseas Schools, Department of State.

5. Agency or Official to Whom the Committee Reports

The Council will report to the Under Secretary for Management through the Council's Executive Secretary. The method of reporting will be oral and/or written.

6. Support

All staff and support functions required for operation of the Council shall be supplied by the Office of Overseas Schools, Department of State.

7. Estimated Annual Operating Costs and Staff Years.

A. All funding necessary for the organization and operation of the Council shall be supplied from the Diplomatic and Consular Programs, Salaries and Expenses Allotment of the Office of Overseas Schools.

B. Necessary expenditure of funds shall have the approval of appropriate officials of the Office of Overseas Schools.

C. The members of the Council will serve without compensation, but may in accordance with laws and regulations, be allowed transportation and per diem in lieu of subsistence and other expenses.

D. The annual estimated operating costs of the Council are:

Federal Staff	$18,000
Other	92,400
Total	$110,400

Projected annual FTE years of federal staff support are 0.2.

8. Designated Federal Officer.

An Executive Director of the Council who is an officer of the Department of State shall be designated by the Assistant Secretary of Administration and shall serve as the Council's Designated Federal Officer. An alternate DFO may also be appointed. The DFO or alternate DFO will approve or call all of the advisory committee meetings and the meetings of any subcommittees; will prepare and approve all meeting agendas, attend all committee and subcommittee meetings; adjourn any meeting when the DFO or alternate DFO determines adjournment to be in the public interest, and chair meetings when directed to do so.

9. Estimated Number and Frequency of Meetings.

It is anticipated that the Council will meet once a year, with additional meetings subject to the call of the Chair and the approval of the Executive Secretary. A quorum will be a majority of the members of the Council. A quorum must be present before a meeting can be held.

10. Duration.

It is anticipated that there will be a continuing need for the advice offered by the Council. The Department will periodically review this need.

11. Termination.

In accordance with P.L. 92-463, Section 14(a)(1), the Council and its components will terminate two years from the filing date of this Charter unless it is formally determined to be in the public interest to continue it for a period of another two years.

12. Membership and Designation.

The Council will have four officers, not more than twenty-five representative members, and such ex-officio members as may be necessary.

(A) The officers will be: Chair, who shall be a public member from the business, professional, foundation or educational communities; two Vice Chairs, who shall be public members from the business, professional, foundation, or educational communities; and an Executive Secretary, who shall be the Director, Office of Overseas Schools, Department of State. The Executive Secretary will serve as the Designated Federal Officer of the Council.

(B) The officers (except for the Executive Secretary) and members shall be senior executives of businesses and foundations and leaders in the professional and educational communities, and shall be appointed by the Assistant Secretary for Administration upon recommendation of the Executive Secretary of the Overseas Schools Advisory Council. The members are representatives of their organizations to the Council.

(C) The Council may recommend the appointment of honorary members to recognize previous significant contributions and to provide an opportunity for such members to continue services on behalf of the Council.

(D) Vacancies will be filled by the Assistant Secretary for Administration upon recommendation of the Executive Secretary.

(E) The Chair and Vice-Chairs shall be elected for up to two terms by the Council's members.

13. Subcommittees.

(A) The Department may establish appropriate subcommittees or working groups to carry out assigned responsibilities, and shall provide such guidance and direction as is necessary and appropriate to ensure the effective functioning of such subcommittee or working group so established. Any subcommittees must report to the Council, and must not provide advice or work products directly to the Department.

(B) There shall be an Executive Committee of the Council. The purpose of the Executive Committee, a sub-committee comprised of selected members of the Council, is to assist and advise the Council with respect to policy and financial matters relating to U.S.-sponsored elementary and secondary schools abroad that are assisted by the Department of State. The Executive Committee will:

(1) Provide advice to the Council on matters of policy and finance in preparation for meetings of the full body of the Overseas Schools Advisory Council.

(2) Develop proposals and submit them to the Council for preliminary consideration prior to regular meetings of the Council.

(C) Organization of the Executive Committee: The officers of the Executive Committee are the same as the officers of the Overseas Schools Advisory Council. Other members of the Executive Committee will be selected from the membership of the Overseas Schools Advisory Council by the Chair of the Council. In the case of matters dealt with by correspondence, rather than by a meeting of the Committee, a quorum is the entire membership of the Committee.

14. Recordkeeping.

Minutes shall be recorded and maintained in accordance with 41 C.F.R. § 102-3.165. The records of the Council and any subcommittees shall consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings, including those of any study groups. The records shall be handled in accordance with General Records Schedule 26, Item 2. These records shall be available for public inspection and copying to the extent required by the Freedom of Information Act, 5 U.S.C. Sec. § 552, at the Department of State.

15. Filing date: [*filled in when filed*]:

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date when copies have been provided to the appropriate standing committees of the Senate and the House of Representatives having legislative jurisdiction for the Department of State and to the Library of Congress pursuant to the provisions of said Act.

APPROVED Patrick F. Kennedy

Patrick F. Kennedy
Under Secretary for Management

DATE (*when approved*)
Filed 1.28.2015