U.S. DEPARTMENT OF COMMERCE
CHARTER OF THE
UNITED STATES TRAVEL AND TOURISM ADVISORY BOARD

ESTABLISHMENT

In furtherance of the duties established by law, and with the concurrence of the General Services Administration, the Secretary of Commerce hereby recharters the United States Travel and Tourism Advisory Board ("Board") under the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

OBJECTIVES AND DUTIES

Pursuant to 15 U.S.C. 1512, the Board shall advise the Secretary of Commerce on matters relating to the U.S. travel and tourism industries. The Board shall act as a liaison among the stakeholders represented by the membership and shall provide a forum for those stakeholders on current and emerging issues in the travel and tourism industry, ensuring regular contact between the government and the travel and tourism sector.

MEMBERS AND COMMITTEE OFFICERS

1. The Board shall consist of no more than fifteen members appointed by the Secretary of Commerce. Members shall represent companies and organizations in the travel and tourism sector from a broad range of products and services, company sizes, and geographic locations and shall be drawn from large, medium, and small travel and tourism companies, private-sector organizations involved in the export of travel and tourism-related products and services, and other tourism-related entities.

   Members shall serve in a representative capacity, representing the views and interests of their particular business sector.

   In addition, the Secretaries of State and Homeland Security (or their designees) will serve on the Board as *ex officio*, non-voting members.

2. Selection Criteria. Members of the Board will be selected, in accordance with applicable Department of Commerce guidelines, based on their ability to carry out the objectives of the Board as set forth above and in a manner that ensures that the Board is balanced in terms of points of view, industry subsector, demographics, geography, and company size.

3. Tenure. Members shall serve at the pleasure of the Secretary from the date of appointment to the Board to the date on which the Board's charter terminates. The Secretary may at his/her discretion reappoint any member to an additional term or terms, provided that the member proves to work effectively on the Board and his/her knowledge and advice is still needed.

4. Members are required to attend a majority of the Board's meetings. If such requirement is not met, service on the Council can be terminated at the discretion of the Secretary.

5. The Secretary shall appoint the Board's Chair and Vice Chair from among the members. The Secretary shall designate, or otherwise select, the Board's Executive Director and/or other support staff.

6. The Secretary shall designate a Designated Federal Officer (DFO) from among the employees of the International Trade Administration's (ITA) Assistant Secretary of Manufacturing and Services Office of Advisory Committees. The DFO shall approve or call all of the advisory committee's and subcommittee's meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.

ADMINISTRATIVE PROVISIONS

1. The Board shall report to the Secretary of Commerce. The Board may provide recommendations, through the Secretary, to other officials of the Executive Branch consistent with the objectives and duties of the Board.

2. The Board will function solely as an advisory body and in compliance with the provisions of the Federal Advisory Committee Act, its implementing regulations, and applicable Department of Commerce policies.

3. The Board shall, to the extent practical, meet a minimum of two times a year. Additional meetings may be called at the discretion of the Secretary or his/her designee. The meetings will take place in Washington, DC, or elsewhere in the United States or held via teleconference. The Board will: hold consultations for fact-finding, information gathering, and briefing purposes; establish such subcommittees or working groups from among its members as necessary; and produce reports. All activities and subcommittees shall be subject to the provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook.

4. ITA's Office of Advisory Committees shall provide staff support for the Board and shall maintain all files mandated by the Federal Advisory Committee Act and the Department's policies on advisory committee management.

5. The estimated annual operating cost of the Board is approximately $160,000, which includes 1.3 person years of staff support.

6. Members of the Board may not be compensated for their services or reimbursed for their travel expenses.

7. The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

DURATION

This Charter shall terminate two years from the date of the filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Chief Financial Officer and
Assistant Secretary for Administration

SEP 3 2009
Date