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# Chief Human Capital Officers (CHCO) Council Charter Effective December 14, 2021

## Name of Organization

Chief Human Capital Officers (CHCO) Council

## Authority

The CHCO Council (Council) was formally established by the Chief Human Capital Officers Act of 2002 (Act), which was enacted as part of the Homeland Security Act, Public Law 107-296, on November 25, 2002. Effective May 24, 2003.

## Purpose

The CHCO Council is the principal interagency forum to advise and coordinate the activities of the agencies of its members on such matters as modernization of human resources systems, improved quality of human resources information and legislation affecting human resources operations and organizations.

## Objectives

The CHCO Council shall perform functions that include the following:

- Inform and coordinate the activities of its member agencies on such matters as modernization of human resources systems and practices, improved quality of human resources information, and legislation affecting human resources management operations and organizations.
- At the request of the Chair, the Council may provide views to Office of Personnel Management (OPM), the Office of Management and Budget (OMB), and agency leaders on human capital strategies and policies, as well as on the assessment of human capital management in Federal agencies.

- Identify and share promising practices with CHCOs and other officials with similar responsibilities in fulfilling their individual responsibilities in an effort to:
  - promote a culture of continuous human capital learning and high performance;
  - embrace strategies, policies, and processes to develop and support a modernized federal workforce and workplace;
  - support consistency in the implementation of the law governing the Federal civil service; and
  - support agency leaders in carrying out their responsibilities for selecting, developing, training, and managing a diverse, inclusive, high-quality, productive workforce in accordance with merit system principles.

## **Leadership and Membership**

### **Council Leadership**

- The OPM Director is the Chairperson
- The OMB Deputy Director for Management is the Vice-Chairperson
- The OPM Chief Human Capital Officers Council Executive Director provides strategic direction and oversees the activities of the Council

### **Leadership Responsibilities**

- Convene the Council and preside over meetings
- Foster inter-agency and stakeholder collaboration

### **Council Membership**

- The Chief Human Capital Officers of Executive departments.
- The Act also provides that the Director of OPM may designate other members of the Council. Such additional members may include, but are not limited to:
  - the Chief Human Capital Officers of other Executive agencies;
  - the Chair of the Small Agency HR Council; and
  - members who are designated on an ex officio basis and who may be invited to contribute to projects, as particular skills and expertise are needed.

### **Membership Responsibilities**

- Attend regularly scheduled meetings and/or events and forums
- Designate a representative (e.g., Deputy CHCO) in rare circumstance should the CHCO be unavailable
- Be an active participant and vote when required
- At the discretion of the Chair, represent Council interests at other CXO sponsored meetings and/or events and forums.

## Ex-Officio Members

The following members may attend the Council meetings as non-voting participants:

- Chief Financial Officers Council representative
- Chief Information Officers Council representative
- Chief Data Officer Council representative
- Chief Learning Officer Council representative
- Chief Acquisition Officers Council representative
- Others designated recommended by the Executive Steering Committee, if constituted at the request of the Chair

## Committee Structure and Procedures

### Standing Committees

#### Executive Steering Committee

At the request of the Chair, the Executive Director may lead an Executive Steering Committee (ESC) for the CHCO Council. The ESC will be responsible for advising the Council Leadership on the Council's strategic direction and priorities and fostering a strong relationship between OPM and the Council. The ESC will provide feedback to the Council's Executive Director on proposed agenda items for meetings. At the direction of the Chair, the ESC will also advise on the creation of Standing Committees and Working Groups – including their goals and outcomes – and assist with recruiting other CHCOs or Deputy CHCOs to participate in these groups. At the request of the Chair and where timing is of the essence, the ESC will be available to provide feedback to OPM on exigent policy or operational needs when feedback before a full Council meeting is not available.

If constituted, the Executive Steering Committee membership will include the following:

- Executive Director
- Up to five (5) Council Members to be selected by the Executive Director, and approved by the Chair, for a two-year term

The ESC may be disbanded at any time at the discretion of the Chair.

#### Additional Standing Committees and/or Working Groups

At the request of the Chair, the CHCO Council may create additional Standing Committees to inform and recommend solutions to strategic challenges that can last over several years and/or transcend Administrations or Working Groups to address emerging needs that are time-limited in nature and are oriented towards more tactical solutions. CHCO Council members, Deputy CHCOs and/or designees may lead or participate on these committees or working groups. The CHCO Council's Executive Director is responsible for providing guidance and direction to these committees or groups.

## **Annual Public Council Meeting**

As required by the Act, at least once a year, representatives of employee labor organizations will be invited to attend a Council meeting. At the discretion of the Chair, representatives of other organizations may be invited to attend Council meetings.

## **Council Support and Sponsored Events**

The staff of the Council, led by the Executive Director, shall provide strategic guidance and oversee all activities of the Council, including setting priorities, promoting collaboration, and proposing and managing the Council's budget.

## **Voting**

When votes are taken either at the Full Council or Executive Steering Committee on recommendations to take to the Chair, each eligible voting member of the Council or Committee will get one vote and the member must be present. There is no minimum requirement to establish a quorum at a meeting.

## **Annual Report**

The Act requires that the Council submit each year to Congress a report on the activities of the Council.

## **Amendments**

This Charter may be amended with input from the CHCO Council and at the discretion of the Chairperson.