

**Department of Veterans Affairs
Voluntary Service National Advisory Committee**

Charter

1. Official Designation. Department of Veteran Affairs (VA) Voluntary Service National Advisory Committee (the Committee).

2. Authority. The Committee is established under agency authority and in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. 10.

3. Objectives and Scope of Activities. The VA Voluntary Service (VAVS) National Advisory Committee provides advice to the Secretary of Veterans Affairs, through the Under Secretary for Health, on the coordination and promotion of volunteer activities within VA health care facilities and on other matters relating to volunteerism.

4. Description of Duties. The Committee serves in an advisory capacity by making recommendations to the Secretary of Veterans Affairs, through the Under Secretary for Health, for the improvement of voluntary services to Veteran-patients by means of coordination on a national level of the established plans and policies for community volunteer participation.

5. Official to Whom the Committee Reports. The Committee reports to the Secretary of Veterans Affairs through the Under Secretary for Health.

6. Office Responsible for Providing the Support to the Committee. Support is provided by the Veterans Health Administration, through the offices of the Deputy Assistant Under Secretary for Health for Operations and the VA Center for Development and Civic Engagement.

7. Estimated Annual Operating Costs in Dollars and Staff-Years. Annual operating costs of the Committee are estimated at \$615,764 for two full-time equivalent staff and associated costs to facilitate meetings.

8. Designated Federal Officer. The Designated Federal Officer (DFO), a full time VA employee, will approve the schedule of committee and subcommittee meetings. The DFO, or a designee, will be present at all Committee and subcommittee meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

9. Estimated Number and Frequency of Committee Meetings. Committee meetings are held annually, and subcommittees meet on an as needed basis.

