

**VETERANS HEALTH ADMINISTRATION
UNDER SECRETARY FOR HEALTH
DIVERSITY ADVISORY BOARD CHARTER**

- A. OFFICIAL DESIGNATION: Veterans Health Administration (VHA) Under Secretary for Health Diversity Advisory Board (DAB).
- B. OBJECTIVES AND SCOPE OF ACTIVITY: DAB will assist and advise the Under Secretary for Health and key VHA senior management staff regarding issues relating to cultural diversity in the work place.
- C. PERIOD OF TIME NECESSARY FOR THE BOARD TO CARRY OUT ITS PURPOSE: The Board is authorized by this charter to operate through January 2012.
- D. OFFICIAL TO WHOM THE BOARD REPORTS: The Board reports to the Under Secretary for Health.
- E. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE BOARD: Support for the Board is provided by the Office of Workforce Management and Consulting (10A2). The Office of Workforce Management and Consulting will also maintain the budget to support travel and other Board activities.
- F. DUTIES OF THE BOARD: The Board will be aligned to the VHA National Leadership Board Human Resources Committee (HRC). The Board will work with HRC to advance diversity in the following areas: succession planning; recruiting and retaining a diverse workforce; developing training opportunities to ensure a diverse applicant pool especially as it impacts the leadership pipeline; administering an annual awards program through a selection of nominations received from field facilities and providing winning facilities with medical care training funds; increasing awareness and sensitivity about diversity in the VHA workforce through dissemination and coordination of information (i.e., training, statistics, terminology, etc.); serving as a resource to VHA leaders in the promotion of cultural diversity; identifying challenges to advancement of underrepresented employees (i.e., mobility, education, experience); developing programs and initiatives to address challenges and to change paradigms; and establishing relationships with internal and community organizations and programs that enhance workforce diversity in VHA.

The DAB will consist of up to 12 senior executives representing both Department of Veterans Affairs Central Office and field facilities appointed by the Under Secretary for Health. The Under Secretary for Health will designate a chairperson.

Members will be appointed for a 1 or 2-year term or as determined by the Under Secretary for Health, to ensure on-going new membership and with possible participation by other organizations within the Department of Veterans Affairs. The Office of Workforce Management and Consulting will provide staff support including an ex-officio member to serve as a liaison between the Board and that office.

- G. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: The estimated annual cost for operating the Board is \$65,000 and .50 staff.
- H. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The DAB will meet quarterly, or at the call of the chairperson. Conference calls will be held monthly. Attendance at the meetings by non-members is at the direction of the chairperson. It is each member's responsibility to stay fully informed of Board activities when meetings or conference calls are missed. A quorum will be considered when a simple majority of members is present. The preparation of the agenda and minutes for all DAB meetings are the responsibility of the chairperson. Members will be required to carry out other functions at the request of the chairperson.

Recommendations presented to National Leadership Board Human Resources Committee will be passed by a simple majority of the Members.

***NOTE:** Quarterly Meetings and conference calls times and dates will be scheduled at the beginning of each year in order to facilitate attendance.*

- I. BOARD TERMINATION DATE: Authorized through January 2012, unless otherwise extended.
- J. DATE CHARTER FILED:

Approved: Michael J. Kussman, M.D. Date: JAN 23 2008
Michael J. Kussman, MS, MS, MACP
Under Secretary for Health