

**General Services Administration (GSA)
Small Business Advisory Committee
Charter**

Official Designation. General Services Administration (GSA) Small Business Advisory Committee.

Authority. This charter renews the General Services Administration Small Business Advisory Committee (SBAC) in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C., App. Sec. 9(c). The SBAC is in the public interest and supports the General Services Administration (GSA) in performing its duties and responsibilities.

Objectives and Scope of Activities. The Committee will provide advice and recommendations on a broad range of policy issues that affect small business and its role in providing goods and services to the General Services Administration and the Federal Government through GSA. These policy issues may include, but are not limited to:

- Outreach to small businesses
- Best practices for doing business with the Federal government
- Education of Federal government officials and contracting officers on small business issues
- Reaching Federal Government small business contracting goals
- Increasing Federal procurement opportunities for small business

Description of Duties. The duties of the SBAC are solely advisory in nature.

Official(s) to Whom the Committee Reports. The SBAC will provide advice and recommendations and report to the GSA Administrator, through the Associate Administrator, Office of Small Business Utilization.

Support. GSA will be responsible for financial and administrative support to be provided by the Office of Small Business Utilization.

Estimated Annual Operating Costs and Staff Years. The estimated annual operating cost of the SBAC is \$41,000 which includes 0.5 FTE staff years of support.

Designated Federal Officer. A full-time or permanent part-time employee of GSA will be appointed as the Designated Federal Officer (DFO). The DFO will approve or call all of the Committee's and subcommittees' 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 official to whom the Committee reports.

Estimated Number and Frequency of Meetings. It is anticipated that the Committee will meet in person two times per year and hold one or more teleconferences per year.

Duration. The SBAC will be evaluated annually and will exist until the GSA Administrator determines that the committee is no longer needed. This charter will be in

effect for two years from the date it is filed with Congress. After this period, the charter may be renewed as authorized in accordance with Section 14 of FACA (5 U.S.C., App. Sec. 14).

Termination. The termination date of the Committee shall be the second anniversary of the date the charter is filed.

Membership and Designation. The Committee shall consist of approximately sixteen (16) members. These individuals will represent a breakdown of various socio-economic groups and chambers of commerce. One member will be appointed from a chamber of commerce from each of the following socio-economic groups:

- African American
- Asian American / Pacific Islander
- Hispanic
- Native American / Alaska Native
- Veteran / Service-Disabled Veteran
- Women-owned businesses

The remaining members will be selected based on their expertise in government contracting, doing business with the federal government, small business expertise in general, or to assist in filling gaps in representation from any group listed above. The membership will consist of both Special Government Employees (SGEs) and Representatives. The committee will include a small business from the gulf coast region.

Committee members shall be appointed for a period of time not to exceed two years and may be reappointed for additional terms at the discretion of the Administrator.

Subcommittees. GSA, or the SBAC with GSA's approval, may form subcommittees for any purpose consistent with this charter. SBAC subcommittees will follow all open meeting requirements of FACA (5 U.S.C., App. Sec. 10). A member of the SBAC will chair any such subcommittee. Subcommittee membership may be drawn in whole or in part from the Committee. Subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the SBAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered committee nor can they report directly to GSA.

The GSA Committee Management Officer will be notified upon establishment of each standing subcommittee, and will be provided information on its name, membership, function, and estimated frequency of meetings.

Recordkeeping. The records of the Committee and subcommittees 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.

Filing Date. August 29, 2007.