NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
CHARTER OF THE
MINORITY BUSINESS RESOURCE ADVISORY COMMITTEE
OF THE
NASA ADVISORY COUNCIL

ESTABLISHMENT AND AUTHORITY

The NASA Administrator established the NASA Minority Business Resource Advisory Committee (the "Committee") of the NASA Advisory Council. Having determined that it is in the public interest in connection with the performance of Agency duties under the law, and with the concurrence of the General Services Administration, the NASA Administrator hereby renews and amends the Committee's charter, pursuant to the Federal Advisory Committee Act (FACA), 5 U.S.C. App. §§ 1 et seq.

PURPOSE AND DUTIES

1. The Committee will draw on the expertise of its members and other sources to provide advice and make recommendations to the Assistant Administrator for Small and Disadvantaged Business Utilization on plans, policies, programs, and other matters pertinent to the Agency's responsibilities.

2. The Committee shall function solely as an advisory body and will comply fully with the provisions of the FACA.

3. The Committee reports to the Assistant Administrator for Small and Disadvantaged Business Utilization and to the Administrator through the NASA Advisory Council.

MEMBERSHIP

1. The Committee chair will be appointed by the Administrator and will also serve as a member of the NASA Advisory Council. The Committee will be comprised of members appointed by the Assistant Administrator for Small and Disadvantaged Business Utilization. Membership will be selected to ensure a balanced representation of expertise among industry, academia, and Government with recognized knowledge and expertise in small and disadvantaged businesses and Government contracting.

2. Members will be appointed for a 2-year term, renewable at the discretion of the Assistant Administrator for Small and Disadvantaged Business Utilization. Members serve at the discretion of the Assistant Administrator.

SUBCOMMITTEES AND TASK GROUPS

1. Subcommittees may be established in areas requiring a standing advisory group under the Committee. Subcommittee members are approved by and serve at the discretion of the Assistant Administrator. However, if the Committee is terminated, all subcommittees are terminated. Subcommittee terms of reference will be approved by the Assistant Administrator for Small and Disadvantaged Business Utilization. Committee members will serve as chairs of subcommittees. Subcommittees will report their findings and recommendations to the Committee.

2. Task forces may be established to conduct special studies requiring an effort of limited duration. Task force membership and terms of reference will be approved by the Assistant Administrator for Small and Disadvantaged Business Utilization. Task forces will report their findings and recommendations to the Committee.

ADMINISTRATIVE PROVISIONS

1. The Committee will usually meet three to four times per year. Meetings will be open to the public unless it is determined that the meeting, or a portion of the meeting, will be closed in accordance with the Government in the Sunshine Act, or that the meeting is not covered by FACA.

2. The Executive Secretary of the Committee will be appointed by the Assistant Administrator for Small and Disadvantaged Business Utilization and will serve as the Designated Federal Official

3. The Office of Small and Disadvantaged Business Utilization will provide staff support and operating funds for the Committee and is responsible for reporting requirements of section 6(b) of the FACA.

4. Annual operating costs are estimated to be $90,000, including 0.6 workyears of staff support.

DURATION

The Committee shall terminate 2 years from the date of this charter unless terminated before that date or subsequently renewed by the NASA Administrator.

Administrator

4/29/05
Date