

Center for Job Order Contracting Excellence

Owners' Advisory Council

Charter & General Function: The Committee chartered by the Center for Job Order Contracting Excellence Board of Directors shall be called the Owners' Advisory Council (OAC). It is authorized by the Board of Directors as a standing committee functioning as an Advisory Council and will serve at the pleasure of the governing body of the non-profit organization, Center for Job Order Contracting Excellence (CJE). Members are by appointment only.

The committee charter is established to provide an expert forum for real property owners and managers to provide input on Job Order Contracting best practices, requirements, and recommendations to the organization's Board of Directors. The primary role of the OAC is to serve as a resource for other owners that have questions or need expert advice from a colleague considered to be a subject matter expert. The OAC serves as an advisory committee in addition to an industry resource for knowledge.

Purpose: The purpose of the OAC shall be to advise, assist, support and advocate in support of the nonprofit organization's mission to educate and further advance Job Order Contracting. Members are nominated and appointed to serve as volunteers with an expert competency of processes and requirements for both the profession and the project delivery method as a whole. The OAC is a critical owner-community champion for both JOC and CJE. Members share their service to the mission by providing professional expertise, diverse knowledge of constituent perspectives, connection to peers in support or needed assistance. The committee is composed of owners and for owners as a direct link to the owner community as ambassadors.

Members Structure and Composition: Inaugural OAC members shall be selected and appointed by the Board of Directors through nomination and approval. Subsequent members will be nominated for appointment and selected by the then current OAC membership. New appointments will be submitted to the Board of Directors for approval. Members shall represent a cross-section of owner representatives with in-depth experience in the JOC project delivery method as leaders and stakeholders in diverse geographic markets and market sectors to fulfill the mission as a national council of experts. Positions and vacancies are filled as required and may be adjusted if there are specific areas of expertise needed to meet the needs to serve the industry.

Membership Requirements & Term: All OAC members must maintain current membership within the CJE organization. OAC members will serve one (1) term at minimum and not to exceed 3 consecutive terms. Each term is a two (2) year commitment and be will, at its discretion, comprise of six (6) to fourteen (14) members including an OAC Chairperson and/or Facilitator. Upon expiration of each term, members desiring an additional term on the Council, must be approved via vote by their OAC peers to be considered for a subsequent term. Members commit to attending the quarterly meetings and/or conference calls. Each OAC member's first year membership dues of each term is waived in recognition of his/her contribution to CJE and the industry. Terms must be served as members in good standing of the organization.

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Responsibilities: The OAC will establish their structure, detailed roles, responsibilities, and define specific annual strategic and tactical action items in alignment with its charter. The OAC will issue a quarterly meeting report to the CJE Board of Directors summarizing its primary plans, activities, recommendations and requirements. All OAC members shall adhere to the same Code of Conduct as the Board of Directors in addition to the Policy on External Communications for compliance with nonprofit organization standards.

Procedures: The OAC is an advisory committee within the nonprofit organization and shall adhere to the by-laws that govern the organization. Full compliance with ethical standards is expected to conduct its activities at all times in amenability with each member's associated entity and in compliance with non-profit association standards. Members are committed to providing their peers with unbiased information as per CJE's mission.

Meetings: OAC committee quorum shall consist of a simple majority of appointed members. The OAC will meet at least four times per year. Written/electronic notice of upcoming meetings will be sent to OAC members at least ten (10) days before a meeting. These meetings may occur in person or via teleconference due to the diverse geographic location of members.

Minutes: Minutes of each meeting will be recorded and copies will be provided to the Secretary, Industry Chair, Executive Director, or authorized representative to maintain the organizations files. The minutes will be provided within two weeks following a meeting.

Recommendations and Reports: OAC recommendations and reports will be submitted to the Board of Directors. Recommendations will include both suggested action and justification for suggestions. The Board will respond to such recommendations as per the standard procedures.

Expectation: OAC members must remain informed of the industry conditions, the association, and the committee plans and activities. Being available for an inquiry and providing a timely response is expected in fulfillment of the mission. As experts, all OAC members are expected to provide the owner community with unbiased information regarding job order contracting and related IDIQ programs to help the industry as a whole with Best Practices.

Dismissal: Members who are absent without reasonable cause from three consecutive meetings will be considered to have resigned their seat. The OAC and/or the Board will move to fill the position. As an esteemed member of a select national group representing the owner community, it is important to be an active member of the OAC. Members removed from the OAC will remain public entity/owner members of the organization in accordance with the organization's by-laws.

Public Announcements: While members are expected and encouraged to discuss proper JOC methods and practices within the owner community, members shall not report opinions regarding legislative issues on behalf of the association to the general public without concurrence from the Board of Directors or the current Industry Chair to ensure compliance with 501(c) status. The OAC shall coordinate with the Board and Executive Director in compliance with the association's Policy for External Communications to ensure alignment with the education mission.