

CJE Education Committee Charter

Mission Statement: *To develop and maintain a national education awareness of Job Order Contracting and related IDIQ contracting methods. The committee searches for subject matter experts to assist with education and provides regular updates to the Center for Job Order Contracting Excellence Board of Directors.*

Charter & General Function: The Committee chartered by the Center for Job Order Contracting Excellence Board of Directors shall be called the Education Committee (EC). It is authorized by the Board of Directors as a standing committee functioning as an Educational resource to serve at the pleasure of the governing body of the non-profit organization, Center for Job Order Contracting Excellence (CJE). The committee charter is established to collect and relay information regarding new or changing status pertaining to Job Order Contracting and related IDIQ contracting methods.

Purpose: The purpose of the EC shall be to discover and report information regarding new and changing education to support the nonprofit organization's mission to educate and further advance Job Order Contracting and related IDIQ contracting methods. Members of the committee are volunteers with an expert competency of the processes and requirements for the Job Order Contracting delivery method.

Members Structure and Composition: Committee members shall be composed of a chapter officer/representative from each chapter at minimum. Each Chapter shall designate an officer/representative to actively serve on the committee. Additional volunteers are welcome to join the committee and contribute. All committee members will contribute time and effort to the mission. If a Board Member is not assigned as Committee Chair, committee members shall elect the Committee Chair on an annual basis to lead the efforts in a facilitating role. Ideally, the election shall occur before December 10th each year in preparation for the new year. Additionally, the goal is to have representation from a cross-section of members with knowledge of education, JOC processes, and who will commit to maintain status updates on relevant market activities relating to JOC.

Membership Requirements & Term: All EC members must maintain current membership within the CJE organization. The EC is open for all CJE member participation with no terms or limits as long as membership in good standing is maintained. All CJE members are encouraged to participate at a level commensurate with their expertise and/or interest. Providing unbiased and factual information is mandatory to maintain involvement in the committee. Performance of any noncollaborative activities on behalf of the committee is grounds for immediate dismissal from involvement.

Responsibilities: The EC will establish their responsibilities and define specific annual strategic and tactical action items in alignment with its charter. The EC will issue a quarterly meeting report to the CJE Board of Directors summarizing its primary plans, activities, recommendations and requirements. It is imperative the committee collaborate with the other committees, staff and Board in order to realize the most effective results. **All EC 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 EC is a committee within the nonprofit organization and shall adhere to the by-laws that govern the organization. Full compliance with ethical standards is expected to

CJE Education Committee Charter

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: EC committee quorum shall consist of a simple majority of members. The EC will meet at least six times per year. Written/electronic notice of upcoming meetings will be sent to 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 committee 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 organization's master files. The minutes must be provided within two weeks following a meeting.

Recommendations and Reports: EC recommendations and reports will be submitted to the Board of Directors. The committee as a group will develop recommendations to include both suggested action and justification for suggestions prior to commencement or implementation of new initiatives. The Board will respond to such recommendations as per the standard procedures. The committee may also submit recommendations for the LMS (Learning Management System) and/or the JOC Training program to the Certifying Board and the relevant oversight body for each of the programs.

Expectation: Committee members must remain informed of the industry conditions, the association, and the committee plans and activities. Active involvement is necessary from those that volunteer. Being available for an inquiry and providing a timely response is expected in fulfillment of the mission. All EC members are expected to provide the owner community with unbiased information regarding job order contracting and related IDIQ methods to help the industry as a whole. Collaboration with the CJP Certification body is expected in order to maintain a continuity of information.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat on the committee. Members removed from the committee will remain members of the organization in accordance with the organization's by-laws. The intent is to maintain active involvement from committee members for successful progress.

CJP Committee Members: Active committee members with CJP credentials will receive credits towards renewal as per the CJP Renewal Guidebook. Active participation in committees is a renewal credit activity.

Public Announcements: While members are expected and encouraged to discuss proper JOC methods and practices within the community, members shall not report opinions regarding any 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 committee 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.