

The Presidio Trust

Charter of the Fort Winfield Scott Advisory Committee

- 1. Committee's Official Designation (Title).** The Fort Winfield Scott Advisory Committee ("Committee").
- 2. Authority.** This charter establishes the Committee under agency authority in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2. The Executive Director of the Presidio Trust ("Executive Director"), in consultation with the Chair of the Board of Directors, has determined that the Committee is in the public interest and supports the Presidio Trust in performing its duties and responsibilities under the Presidio Trust Act, 16 U.S.C. §460bb appendix.
- 3. Objectives and Scope of Activities.** The purpose of the Committee is to provide the Executive Director with recommendations related to the redevelopment of the historic Fort Scott campus in the Presidio of San Francisco. The Committee will be charged with assisting the Trust in repurposing the iconic Fort Scott district as a place that builds upon the Presidio's 200-year legacy of service. Specifically, the Committee will advise on the establishment of a new national center ("Center") focused on service and leadership development.
- 4. Description of Duties.** The functions of the Committee are advisory only. The Committee will provide advice, information, and recommendations to the Executive Director on matters related to the Center, with an emphasis on the following:
 - a) Assessing the role and key opportunities of a national center dedicated to service and leadership at Fort Scott in the Presidio of San Francisco;
 - b) Providing recommendations related to the Center's programmatic goals, target audiences, content, implementation, and evaluation;
 - c) Providing guidance on a phased development approach that leverages a combination of funding sources including philanthropy;
 - d) Making recommendations on how to structure the Center's business model to best achieve the Center's mission and ensure long-term financial self-sufficiency.
- 5. Agency or Official to Whom the Committee Reports.** The Committee will report its recommendations, analysis, and information directly to the Executive Director.
- 6. Support.** The Presidio Trust is responsible for providing administrative services and support to the Committee to the extent permissible by law and subject to the availability of resources.
- 7. Estimated Annual Operating Costs and Staff Years.** It is estimated that the annual cost of operating the Committee will be \$150,000 in the first fiscal year and \$185,000 in the second. These expenses include an estimated \$125,000 in staff time totaling approximately one FTE per year to prepare Federal Register notices, draft meeting agendas and minutes, attend and facilitate meetings, and otherwise manage the administrative needs of the Committee. The estimated cost of per diem and travel expenses for Committee members totals \$25,000 in the first fiscal year and \$60,000 in the second.

- 8. Designated Federal Officer.** The Presidio Trust's Senior Advisor to the Executive Director shall be appointed as the Designated Federal Officer (DFO) of the Committee. The DFO will approve or call all of the Committee's and subcommittees' meetings, prepare and approve all meeting agendas, adjourn any meeting when they determine adjournment to be in the public interest, and chair meetings when directed to do so by the Executive Director.
- 9. Estimated Number and Frequency of Meetings.** The frequency of meetings will be determined by the Chairperson(s) of the Committee with the approval of the DFO and will occur approximately every three months.
- 10. Duration.** The Committee will exist for a period of two years, unless earlier renewed.
- 11. Termination.** The Committee will terminate two years from the filing date of this charter, unless earlier renewed.
- 12. Membership and Designation.** The Committee shall consist of up to 15 members with a demonstrated interest in advancing service, to community and country, and/or expertise in building the capacity of organizations to tackle society's most pressing challenges through innovative approaches, including cross-sector collaboration. The members' diverse views will help to ensure that the Center effectively responds to the needs of its identified target audiences by offering leadership trainings, research, and opportunities to convene.

Members will be selected with regard to the Committee's collective representation of public, for-profit, non-profit, and academic perspectives. Committee members may include regular government employees, special government employees, and representatives.

The Executive Director is responsible for appointing members to the Committee and may designate one or more members to serve as Chairperson(s).

Members will serve for a term of two years without compensation, but may receive transportation expenses, including per diem in lieu of subsistence, to the extent permissible by law and subject to the availability of resources.

- 13. Subcommittees.** The Executive Director has the authority to create subcommittees to bring in additional expertise. Such subcommittees will report to the Committee and will not provide advice directly to the Presidio Trust.
- 14. Recordkeeping.** The records of the Committee, as well as any formally and informally established subcommittees, shall be handled in accordance with the General Records Schedule 26, Item 2. These records shall be available for public inspection and copying, subject to applicable exemptions of the Freedom of Information Act, 5 U.S.C. §552.
- 15. Filing Date.** The charter of the Committee is filed with the appropriate committees of Congress, the General Services Administration, and the Library of Congress as of [date].