

**CHARTER
NATIONAL INSTITUTES OF HEALTH
CHILD CARE BOARD
MAY 2011**

VISION

The NIH Child Care Board recognizes that the quality of scientific research at the National Institutes of Health (NIH) is a direct result of the quality of the workforce.

Employer-sponsored child care and related support systems are critical to organizations that wish to attract and maintain a highly efficient and increasingly diverse workforce. The productivity and performance of parents and guardians in the workforce is enhanced when their children are in quality care, and children thrive when they are nurtured in a safe and appropriate learning environment.

The entire NIH workforce benefits from the stable child care arrangements.

MISSION

The NIH Child Care Board, hereinafter referred to as the Board, will promote affordable, accessible, and quality child care and related services for the NIH community. The Board will advise the NIH Director regarding child care programs and issues in support of the NIH Mission.

OBJECTIVES

The Board aims to contribute actively and substantively to making and keeping NIH a highly desirable place to work when compared to any public or private workplace.

The success of the Board in supporting a quality workforce and accomplishing its mission depends on its ability to effectively communicate and collaborate with various communities.

The Board will:

- Serve as an advocate for affordable, accessible, and quality child care and related services for the NIH community.
- Serve as a forum for NIH child care issues and policies.
- Advise the NIH Director with regard to child care issues and policies, e.g., status of existing programs, quality of care, need for modification of existing services and/or development of new services.
- Support programs and initiatives that support the role of parents and legal guardians as the first and primary care givers for children.

- Engage in collaborations with other NIH organizations to achieve its vision.
- Develop an annual action plan to direct Board efforts to meet these objectives.

APPOINTMENT

Members will span the interests of NIH employees and their dependents and represent the diverse population of the NIH community.

Applicants shall have a strong interest in issues related to child care and programs for children and families. Employees interested in participating on the Board shall submit a nomination letter to the Director, Division of Amenities and Transportation Services (DATS), Office of Research Services who shall forward a copy to the Board's voting members for review and consideration.

The Board shall provide its recommendations in writing to the DATS Director. The DATS Director will forward the nomination packet to the Deputy Director of Management, NIH for appointment consideration. The Deputy Director of Management shall notify applicants in writing of their appointment to the Board.

VOTING MEMBERS

The Board shall consist of at least 7 Federal employees, including the Chairperson and Vice Chair. Elections by a simple majority of voting members for the positions of Chair and Vice Chair shall be held annually.

No voting member may be an officer, member of the board, trustee, employee or partner of any NIH-supported Child Care Center. Voting members may not have any financial interest in such a program, either themselves or through their spouse or minor child, except that they may have a dependent in such a program, provided that they receive approval to participate from the appropriate ethics official.

TERMS AND VACANCIES

Voting members shall serve on the Board for a term of 3 years, not to exceed two (2) full terms. The terms for voting members are staggered. No more than one-third of the Board members should be replaced in any given year in order to preserve continuity and effectiveness of operation. If a member is unable to fulfill a term, a successor shall be appointed to complete the term, subject to the approval and appointment by the process outlined in this charter.

EX-OFFICIO, NON-VOTING MEMBERS, ADVISORS, and LIAISONS

Ex-officio, non-voting members shall include the NIH Child Care Program Specialist, who shall serve as the permanent Executive Secretary of the Board, and the Director of the Office of Research Facilities, or their respective designee. Additional non-voting members may include representatives from any other NIH organization that has an interest in child care and other related issues. Ex-officio members will serve indefinite terms.

Non-voting liaisons may include the Director and the President of each Center's Board of Directors or their designees.

The NIH Office of the General Council advises the Board as needed.

MEETINGS and ATTENDANCE

Regular meetings shall be held at least 6 times a year. The Chair may call additional meetings as necessary and may also call closed sessions of voting members only. The Board may request a member's resignation if the member fails to attend three consecutive meetings.

A majority of the voting members shall continue a quorum for the transaction of the Board's official business. Meetings may be held in the absence of a quorum but official votes may not be taken unless a quorum is present.

RECORDS and REPORTS

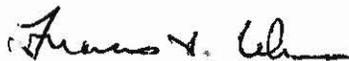
The Board shall be provided with such information as it may require for purposes of carrying out its functions. The Board shall report at least annually in writing and/or in person to the NIH Director on the status of child care programs and other related services at NIH, identify areas of concern, and recommend actions where necessary.

The ORS, Division of Amenities and Transportation Services shall provide the services of a corresponding and recording secretary to handle the business of the Board, prepare correspondence and minutes, record attendance at meetings, maintain membership lists, obtain conference room space, notify members of meetings, and maintain the permanent files of the Board.

TERMINATION DATE

The Board will terminate 5 years from the date this Charter is approved unless renewed by the NIH Director and re-commissioned prior to its expiration.

APPROVED



Director, National Institutes of Health

5/18/11

Date