

**Guidance Equal-Opportunity Mentoring Sessions Charter
(GEMS Charter)**

Purpose:

The purpose of this Charter is to establish the Guidance Equal-Opportunity Mentoring Sessions (GEMS), define the organization, authority, roles and responsibilities, and procedures.

Authority:

The Team is a group of individuals from OS&T (e.g. membership should include at least one bargaining unit representative from each of OST's three divisions) who are authorized to:

- Identify a team lead responsible for facilitating the team and communicating status, progress, and needs to the GEMS committee which consists of managers/supervisors from OS&T
- Add additional members in coordination with the GEMS committee, as needed, to complete team deliverables
- Participate in brainstorming and decisions making sessions for various GEMS deliverables (i.e. Brown Bag Strategy)

Each team member shall act as an organizational point-of-contact within his or her respective organization and be responsible for coordinating actions and communications within that organization.

Team communication shall be accomplished by meetings, teleconferences, and/or emails.

Organization:

GEMS will be led by a Chair or Co-chairs who comprise the GEMS committee (management representatives from OST's three divisions) and will have leadership supervising GEMS Team activities. They may elect officers as the need arises. Additionally, GEMS will have Subject Matter Experts on functions such as offering training, building and maintaining their website, email account and list-serve.

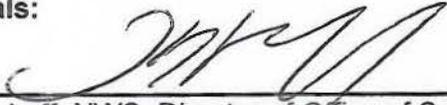
Roles and Responsibilities:

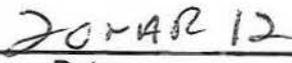
GEMS will partner experts of a topic with individuals who wish to gain knowledge from the experts on that topic; GEMS will serve as a structure for uniting these individuals. GEMS will provide opportunities for training as a mentor and/or a mentee.

Procedures:

GEMS will provide opportunities for uniting potential mentors and mentees through activities such as brown bag luncheons, small group meetings, website announcements and other communications. Once individuals express interest, GEMS will review applications and pair appropriate and available mentors with mentees. GEMS will offer a mandatory training session for all participants before the commencement of any one-to-one mentoring sessions. GEMS will facilitate establishing mentoring sessions between mentors and mentees, oversee schedules, maintain open lines of communication, and log the completion of the training sessions. As appropriate, GEMS will grant certificates of training completion or make recommendations to the OS&T Director regarding awards for outstanding GEMS participants.

Approvals:


Don Berchoff, NWS, Director of Office of Science and Technology


Date