

**CHARTER OF THE
U.S. SMALL BUSINESS ADMINISTRATION
ADVISORY COMMITTEE ON VETERANS BUSINESS AFFAIRS**

1. **Committee's Official Designation (Title).** Advisory Committee on Veterans Business Affairs.
2. **Authority.** The Advisory Committee on Veterans Business Affairs (the Committee) was created by section 203 of the Veterans Entrepreneurship and Small Business Development Act of 1999 (Veterans Act), as amended, (15 U.S.C. § 657b note). This Committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. 10.
3. **Objectives and Scope of Activities.** The Committee serves as an independent source of advice and policy recommendations to the Administrator of the U.S. Small Business Administration (SBA), the Associate Administrator for Veterans Business Development of SBA, the Congress, the President, and other U.S. policymakers on issues of interest to small businesses owned and operated by veterans.
4. **Description of Duties.** In the course of formulating advice and policy recommendations the Committee may:
 - a. Review, coordinate, and monitor plans and programs developed in the public and private sectors, which affect the ability of small businesses owned and controlled by veterans to obtain capital and credit, and to access markets.
 - b. Promote the collection of business information and survey data as it relates to veterans and small business concerns owned and controlled by veterans.
 - c. Monitor and promote plans, programs, and operations of the departments and agencies of the United States that may contribute to the formation and growth of small business concerns owned and controlled by veterans.
 - d. Develop and promote initiatives, policies, programs, and plans designed to foster the growth of small businesses owned and controlled by veterans.
 - e. Hold hearings, sit and act at such times and places, take such testimony, and receive such evidence as the Committee considers advisable to carry out its duties.
 - f. Request information, upon request of the Chairman, from the head of any department or agency of the United States Government that is necessary for the Committee to carry out the duties stated herein.
5. **Agency or Official to Whom the Committee Reports.** The Committee reports to the Administrator of the U.S. Small Business Administration (SBA), the Associate Administrator

for Veterans Business Development of the SBA, the Congress, the President and other U.S. policymakers.

Not later than 30 days after the end of each fiscal year, the Committee shall transmit to Congress and the President, with a copy to the SBA Administrator, a report describing the activities of the Committee and any recommendations developed by the Committee for the promotion of small businesses owned and controlled by veterans.

6. **Support.** All necessary staff support services, facilities, and expenses will, to the extent permitted by law and subject to the availability of funds, be furnished by SBA through its Office of Veterans Business Development.
7. **Estimated Annual Operating Costs and Staff.** The estimated annual operating costs associated with supporting the Committee's functions, including travel costs, is \$75,000 per year. The estimated personnel cost to the SBA is .5 full-time equivalents (FTEs).
8. **Designated Federal Officer.** The Designated Federal Officer (DFO) for the Committee is SBA's Associate Administrator for Veterans Business Development. The Associate Administrator for Veterans Business Development is a full-time employee. The DFO will approve or call Council meetings on the behalf of the SBA Administrator, prepare and approve meeting agendas, attend Committee and subcommittee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest.
9. **Estimated Number and Frequency of Meetings.** The Committee shall meet at least three times per year at the call of the Chairperson or at the request of the SBA Administrator. Each meeting of the full Committee will be held at SBA headquarters in Washington D.C.
10. **Duration.** The need for this advisory function is continual; however, the Committee charter is subject to renewal every two years.
11. **Termination.** The Committee will terminate upon rescission of 15 U.S.C. § 657b note.
12. **Membership and Designation.** The Committee shall be composed of 15 members appointed by the SBA Administrator and who will serve in a representative capacity. Eight (8) members shall be veterans who are owners of small business concerns (within the meaning of the term under section 3 of the Small Business Act (15 U.S.C. 632)) and seven (7) members shall be representatives of veterans' organizations. Not more than eight (8) members of the Committee shall be of the same political party as the President. Officers or employees of the United States are not eligible to serve as members of the Committee. Each Committee member will be appointed for a three (3) year term. Committee members may not serve more than two (2) consecutive terms. The Committee members shall elect one of the members to be the Committee Chairperson; the Chairperson shall serve a two (2) year term. Chairpersons may not serve consecutive terms. Committee members, with the exception of travel and per diem expenses, serve without compensation. Official Committee travel must have the Associate Administrator for Veteran's Business Development's prior approval.

13. **Subcommittees.** Pursuant to section 203(e)(3) of the Veterans Act (15 U.S.C. 657b note), the Committee is authorized to establish temporary task groups to carry out its duties. These task groups shall report back to the Committee and will not provide advice or work products directly to SBA, the President or the Congress.
14. **Recordkeeping.** The records of the Committee shall be handled in accordance with General Records Schedule 6.2 or other approved SBA records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
15. **Filing Date:** January 26, 2024