

Charter of the Women in Aviation Advisory Board
U.S. Department of Transportation

- 1. Committee's Official Designation.** Women in Aviation Advisory Board.
- 2. Authority.** The Women in Aviation Advisory Board (the Board) is established pursuant to section 612, “Supporting Women’s Involvement in the Aviation Field,” of the Federal Aviation Administration (FAA) Reauthorization Act of 2018 (Public Law 115-254). The Board will operate in accordance with the provisions of the Federal Advisory Committee Act (FACA) of 1972 as amended, Pub. L. 92-463, 5 U.S.C., App. 2.

The Charter establishing the Board is amended under this same authority to increase the maximum number of voting members. This charter amends the Board’s Charter filed on October 3, 2019.

- 3. Objectives and Scope of Activities.** The Board will develop and provide independent recommendations and strategies to the FAA Administrator to:

- a. Explore opportunities for encouraging and supporting female students and aviators to pursue a career in aviation, with the objective of promoting organizations and programs that are providing education, training, mentorship, outreach, and recruitment of women for positions in the aviation industry.

Any decision to implement any recommendations provided by the Board remain with the FAA Administrator and the Secretary of Transportation.

- 4. Description of Duties.** Not later than 18 months after enactment of P.L. 115-254 (April 5, 2020), the Board will develop and present to the FAA Administrator a comprehensive plan for strategies the FAA can use to encourage women’s involvement in the aviation field, which will include the following:

- a. Identify industry trends that directly or indirectly encourage or discourage women from pursuing careers in aviation.
 - b. Coordinate the efforts of airline companies, nonprofit organizations, and aviation and engineering associations to facilitate support for women pursuing careers in aviation.
 - c. Create opportunities to expand existing scholarship opportunities for women in the aviation industry.
 - d. Enhance aviation training, mentorship, education, and outreach programs that are exclusive to women.

Not later than 2 years after the enactment of P.L. 115-254, October 5, 2020, the Board will submit a report outlining the comprehensive plan for strategies to the FAA Administrator and the appropriate committees of Congress.

- 5. Agency or Official to Whom the Committee Reports.** The Board reports to the FAA Administrator.

- 6. Support.** The FAA Office of Talent Development will provide support to the Board.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual operating cost (including pro rata share of salaries of U.S. Department of Transportation (DOT) employees, and travel) is \$350,000.00, with approximately two full time equivalents (FTEs) employees per year.

8. Designated Federal Officer (DFO). The FAA, on behalf of the Secretary, will appoint a full-time or permanent part-time Federal employee to serve as the Board DFO. The DFO (or designee) will:

- a. Ensure compliance with FACA and any other applicable laws and regulations.
- b. Approve or call all Board meetings.
- c. Attend all Board and subcommittee meetings.
- d. Formulate and approve all meeting agendas.
- e. Maintain all Board records, files, and membership records.
- f. Adjourn any meetings when doing so would be in the public interest.
- g. Chair meetings when directed to do so by the FAA Administrator.

9. Estimated Number and Frequency of Meetings. The Board is estimated to meet up to two times a year to carry out its responsibilities.

10. Duration. The Board will exist until submittal of its report to the FAA Administrator and Congress.

11. Termination. The Board will terminate upon submittal of the report to the FAA Administrator and Congress.

12. Membership and Designation. The Board will consist of members whose diverse background and expertise allow them to contribute balanced points of view and ideas regarding the strategies and objectives outlined above.

- a. The Board will have no more than 30 representative members.
- b. The Board will include representatives from the following:
 - (i) Major airlines and aerospace companies.
 - (ii) Nonprofit organization within the aviation industry.
 - (iii) Aviation business associations.
 - (iv) Engineering business associations.
 - (v) United States Air Force Auxiliary, Civil Air Patrol.
 - (vi) Institutions of higher education and aviation trade schools.
- c. The statute required members be appointed to the Board not later than 9 months after the enactment of P. L. 115-254 (July 5, 2019), and serve for the duration of the existence of the Board.
- d. Members of the Board will serve without compensation or reimbursement.

13. Subcommittees. The FAA, when necessary and consistent with the Board mission, may create and dissolve subcommittees to support the Board. Subcommittees must not work independently of the Board. They must provide recommendations and advice to the Board, not the FAA, for deliberation and discussion.

14. Recordkeeping.

- a. The records of the Board and its subcommittees will be handled in accordance with the General Records Schedule 6.2. and other approved agency records disposition schedules.
- b. Meeting minutes must be kept in accordance with General Service Administration standards as published in 41 CFR Part 102-3 Subpart D – § 102-3.165.
- c. The records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the Board will be available for public inspection and copying, subject to the Freedom of Information Act of 1966, 5 U.S.C. § 552:
- d. The FAA will charge a fee for information furnished to the public in accordance with the fee schedule published in 49 CFR Part 7.
- e. The Board records will be made available for public inspection at www.faa.gov/regulations_policies

15. Filing Date. This charter was effective October 3, 2019, and will expire 2-years from that date on October 3, 2021. The amendment to this charter is effective May 15, 2020.