

NASA SHARED SERVICES CENTER BOARD OF DIRECTORS CHARTER

1. PURPOSE

1.1 This Charter establishes the NASA Shared Services Center (NSSC) Board of Directors and sets forth its functions, membership, meetings, duration, assessment, and records retention.

1.2 The NSSC Board of Directors, hereafter referred to as the “NSSC BOD,” will focus on NASA shared-services needs by providing the NSSC with leadership, vision, and strategic direction. Major NSSC stakeholders include: Agency Functional Owners, Mission Directorates, Center Directors, Center Functional Managers, Functional Employees, Line Management, and the general NASA population.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

3.1 51 U.S.C. §20113, The National Aeronautics and Space Act, as amended.

3.2 NPR 1000.0, NASA Strategic Management and Governance Handbook.

4. GOVERNING COUNCIL AFFILIATION

4.1 The Mission Support Council (MSC).

5. FUNCTIONS

5.1 The NSSC BOD will provide leadership, vision, and strategic direction to the NSSC. The standard responsibilities of the NSSC BOD are to maintain customer focus, empower action, provide resources, model partnership behavior, and decide on proposed initiatives. Specific responsibilities of the NSSC BOD are to review and approve strategic direction, establish policy, provide customer advocacy and communication, and review and approve metrics and key performance indicators.

6. MEMBERSHIP

6.1 The NSSC BOD will be comprised of the Chair, four (4) permanent members, and up to seven (7) rotating (term) members, as follows:

- a. Chair Associate Administrator, Mission Support Directorate (MSD)

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| b. Permanent Members | Chief Financial Officer, Chief Information Officer, Assistant Administrator for Office of Human Capital Management, and Assistant Administrator for Procurement |
| c. Rotating Members | Executive Director of Headquarters Operations and four (4) Center Representatives or five (5) Center Representatives, and one (1) or two (2) Mission Directorate Representatives |
| d. Ex-Officio Member | NSSC Executive Director |
| e. Secretary | NSSC Lead, Customer Satisfaction and Communication |

6.2 The Chair may appoint a Deputy Chair from among the permanent members. The standard term for each rotating member will be limited to a period of no more than two (2) years. Rotating members must be at the Center Director, Center Deputy Director or Center Associate Director level. Rotating members from the Mission Directorates must be at the Associate Administrator, Deputy Associate Administrator, or Headquarters Official-in-Charge level.

6.3 The Chair may change the rotating members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the Charter.

7. MEETINGS

The NSSC BOD will meet quarterly, or on an as needed basis as determined by the Chair.

8. DURATION

This NSSC BOD will remain in existence at the discretion of the MSC.

9. ASSESSMENT

The NSSC BOD shall perform routine assessments of the effectiveness of the BOD in achieving objectives set forth in this Charter. To determine effectiveness, the Chair will evaluate the following:

- a. Inclusiveness of the decision-making process -- the NSSC BOD Chair will request feedback from Centers/Mission Directorates not represented on the BOD, as to the effectiveness of information being provided to non-members to ensure appropriate inclusiveness is sought for decisions.

10. RECORDS

The Office of the Executive Director of the NSSC is responsible for the maintenance of this Charter and all other records associated with the NSSC BOD.