

## **NATCA Drug and Alcohol Committee Charter**

The NATCA National Drug and Alcohol Committee (NDAC) shall be an ad hoc committee responsible to the President and National Executive Board (NEB). Its purpose is to provide subject matter expertise to the Union on Drug and Alcohol matters related to the collective bargaining agreement (CBA) and the Agency's Drug and Alcohol rules and regulations.

### **Composition:**

The NDAC shall be comprised of two (2) Regional Vice Presidents (RVPs), the Director of Labor Relations, an additional representative from NATCA's Labor Relations department and Designees as selected by the President and approved by the NEB.

The NDAC shall be co-chaired by the designated Regional Vice Presidents.

### **Meetings:**

The NDAC shall meet a minimum of three (3) times per year, or as deemed necessary by the committee and in concurrence with the NATCA President.

In addition to face-to-face meetings, the committee may facilitate interaction between committee members through Internet based information sharing, conference calls or other means as appropriate.

A quorum is required for the committee to conduct business. A quorum consists of one co-chair and four (4) additional committee members. The committee will make decisions by consensus.

### **Budget and Finance**

The NEB shall establish an annual budget to support the function of the NDAC. The committee shall be responsible for conducting their affairs in accordance with NATCA's standard budgetary and financial requirements.

### **Committee Roles and Responsibilities:**

The Drug and Alcohol Committee shall:

- Advise the President and/or the NEB on drug and/or alcohol issues that may affect NATCA's bargaining unit employees.

- Brief the NEB annually as necessary, or as requested, on the committee's work and progress on drug and/or alcohol related matters.
- Be a resource to all facilities for assistance regarding the CBA as well as the Agency's Drug and Alcohol rules and regulations.
- Be a resource for NATCA Facility Representatives and/or RVPs to utilize when additional subject matter expertise is needed on matters related to the CBA as well as the Agency's Drug and Alcohol rules and regulations.
- Be utilized to further educate NATCA representatives and members on their rights, and responsibilities as federal employees in safety/sensitive and/or testing designated positions (TDPs) with respect to the CBA as well as the Agency's Drug and Alcohol rules and regulations.
- Develop guidance and provide support as necessary to all regional Drug and Alcohol representatives.