

NATCA Employee Assistance Program (EAP) Committee Charter

May 7, 2025

The NATCA EAP Committee shall serve as an advisory body responsible to the President and National Executive Board (NEB). Its mission is to support the overall health and well-being of NATCA members through education, advocacy, and coordination with the Agency's EAP programs. The committee provides subject matter expertise, promotes awareness, and supports implementation of services aimed at improving members' personal and professional lives.

The committee shall be composed of three (3) members selected by the NATCA President and approved by the NEB. The President shall appoint a Chairperson and a Vice Chairperson. EAP committee members will be from both the NATCA National Drug and Alcohol Committee and the NATCA Critical Incident Stress Management Team.

The committee shall meet a minimum of two (2) times per year, or as needed, in coordination with the NATCA President. A quorum shall consist of the Chair (or Vice Chair) and at least one (1) additional committee members. Decisions shall be made by consensus.

The committee shall adhere to all NATCA budgetary and financial protocols. The committee chair will request funding from the EVP.

The EAP Committee shall:

- Serve as a liaison with the Agency on EAP-related issues and initiatives.
- Educate members and representatives about available EAP resources and services.
- Promote wellness, work-life balance, and mental health support across all bargaining unit members.
- Advise the President and/or NEB on matters relating to employee assistance and wellness.
- Brief the NEB and Employee Wellness Council at least once annually, or as requested, on the committee's work and progress on EAP related matters.
- Develop and distribute outreach materials to support awareness and engagement.
- Provide guidance and support to bargaining unit employees dealing with EAP-related concerns.