

**U.S. DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION
UNITED STATES TRAVEL AND TOURISM ADVISORY BOARD
CHARTER**

1. **Committee's Official Designation (Title).** United States Travel and Tourism Advisory Board.
2. **Authority.** The Secretary of Commerce (the Secretary), pursuant to the Department of Commerce's (the Department) authority under 15 U.S.C. 1512, renews the United States Travel and Tourism Advisory Board (Board) in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.
3. **Objectives and Scope of Activities.** The Board shall advise the Secretary on government policies and programs that affect the U.S. travel and tourism industry. The Board shall act as a liaison among the stakeholders represented by the membership and shall provide a forum for those stakeholders to provide views on current and emerging issues in the travel and tourism industry, ensuring regular contact between the government and the U.S. travel and tourism industry.
4. **Description of Duties.** The Board functions solely as an advisory committee in accordance with the provisions of the FACA.

The Board shall advise the Secretary as charged on government policies and programs that affect the U.S. travel and tourism industry, including ways to ensure the United States remains the preeminent destination for international travel and tourism.

The Board shall act as a liaison to the stakeholders represented by the membership, consulting with them on current and emerging issues in the industry to support sustainable growth in travel and tourism.

The Board shall provide recommendations to the Secretary regarding United States travel and tourism. In developing the recommendations, the Board shall consider actions that may be taken by the Secretary in his role as Secretary of Commerce and in his role as Chair of the Tourism Policy Council, a legislatively mandated interagency council comprised of federal agencies with nexus to travel and tourism.

In producing recommendations, the Board should endeavor to be responsive to the Secretary's specific requests for advice. The Board should identify and examine priority issues facing the travel and tourism industry and seek input from relevant stakeholders in the travel and tourism sectors. Recommendations should represent the view of the members on the key priorities of the industry.

5. **Agency or Official to Whom the Board Reports.** The Board shall report to the Secretary through the Executive Director of the Board.

6. **Support.** The International Trade Administration (ITA) of the U.S. Department of Commerce shall provide administrative and staff services, support, and facilities for the Board.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Board is \$160,000 which includes 1.3 full-time equivalents of staff support. Members of the Board will not be compensated for their services or reimbursed for their travel expenses.
8. **Designated Federal Officer.** The Deputy Assistant Secretary for Travel and Tourism, U.S. Department of Commerce, shall serve as the Executive Director of the Board. The Executive Director shall designate a Designated Federal Officer (DFO) from among the employees of the National Travel and Tourism Office of ITA's Industry and Analysis unit. The DFO will approve or call all of the Board and subcommittee meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary of Commerce.
9. **Estimated Number and Frequency of Meetings.** The Board shall, to the extent practical, meet a minimum of two times a year. Additional meetings may be called at the discretion of the Secretary or his/her designee. The meetings will take place in Washington, D.C., or elsewhere in the United States or held via teleconference. Members are required to attend a majority of the Board's meetings. If such requirement is not met, service on the Board can be terminated at the discretion of the Secretary.
10. **Duration.** Continuing.
11. **Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.
12. **Membership and Designation.** The Board shall consist of no more than 32 members appointed by the Secretary. Members shall be Chief Executive Officers or senior executives from companies and organizations in the travel and tourism sectors representing a broad range of products and services, company sizes, and geographic locations.

Members of the Board will be selected, in accordance with applicable Department of Commerce guidelines, based on their ability to carry out the objectives of the Board as set forth above and in a manner that ensures that the Board is balanced in terms of geographic diversity; diversity in size of company or organization to be represented; and representation of a broad range of services in the travel and tourism industry.

Members serve in a representative capacity, representing the views and interests of their particular business sector, and not as Special Government employees.

Each member shall serve for two years from the date of the appointment, and at the pleasure of the Secretary. The Secretary may at his/her discretion reappoint any member to an additional term or terms, provided that the member proves to work effectively on the Board and his/her knowledge and advice is still needed.

The Secretary shall designate a Chair and Vice Chair from among the members.

Members shall not reference or otherwise utilize their membership on the Board in connection with public statements made in their personal capacities without a disclaimer that the views expressed are their own and do not represent the views of the Board, ITA, or the Department.

13. **Subcommittees.** The Executive Director may establish subcommittees or working groups from among the Board members, in order to perform specific functions within the jurisdiction of the Board, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees must report back to the parent committee, and do not provide advice or work product directly to the Secretary.
14. **Recordkeeping.** The records of the Board, formally and informally established subcommittees, or other subgroups of the Board, shall be handled in accordance with the General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. ITA's National Travel and Tourism Office shall maintain all files mandated by the FACA and the Department of Commerce's policies on advisory committee management.



Chief Financial Officer and
Assistant Secretary for Administration

8-16-19

Filing Date