



AFCEA EMERGING PROFESSIONALS IN INTELLIGENCE COMMUNITY (EPIC) COMMITTEE CHARTER

Purpose

The AFCEA Emerging Professionals in Intelligence Community (EPIC) Committee (hereafter “the Committee”) is a standing committee of AFCEA International (AFCEA) and an affiliate of the AFCEA Intelligence Committee, chartered by and responsible to CEO, and Chairperson of the Board. The purpose of the Committee is to enhance AFCEA’s outreach across the Intelligence Community (IC), via members in early to mid-career points, referred to as emerging intelligence professionals. By contributing to various forums delivering thought leadership products such as editorials or articles for the exchange of ideas, the Committee strives to encourage and nurture emerging intelligence professionals and contribute in a noteworthy way to national security.

Tasks

The Committee provides an active focal point within AFCEA for emerging professionals intelligence within the IC.

Specifically, the Committee shall:

- (a) Strengthen the AFCEA Intelligence Committee’s role as the Association’s principal intelligence advocate and resource by promoting interest and involvement within the emerging professionals across the IC, both in making available to AFCEA’s global community its understanding of intelligence and making available to the IC the interests and capabilities of AFCEA’s individual and corporate members.
- (b) Promote AFCEA’s annual intelligence recognition programs.
- (c) Participate in AFCEA’s intelligence-related activities and events. Participation is defined as encouraging attendance of Committee members as well as suggesting and/or presenting on intelligence-related topics.
- (d) Promote AFCEA membership and support within the IC, particularly targeting emerging professionals in the IC.
- (e) Collaborate with the AFCEA Emerging Professionals.

- (f) Support SIGNAL Magazine by contributing ideas for intelligence-related articles, particularly those of interest to the emerging professionals in the IC.
- (g) Serve as thought leaders in the Intelligence Community, bringing bright minds from across the community together to advance challenging topics. through SIGNAL, and other venues.

Committee Composition

The Committee shall be comprised of emerging professionals from both the private and the public sectors. There shall be no more than 40 members. All members serve without compensation.

Membership Criteria

Suitability for membership, both private and public sectors, shall be based on the following criteria:

- (a) Early to mid-career point professionals in government or private sector, while serving on the Committee. (Preference towards government and/or military personnel).
- (b) United States citizenship.
- (c) Availability to participate in Committee activities.
- (d) Working knowledge of IC procedures, organization, requirements, operations, and research and development goals, as evidenced by relevant experience within, in support of, or as a customer of the IC.
- (e) Current AFCEA membership (required for private sector; not required for public sector members, but desired).
- (f) Appropriate security clearance and accesses (TS//SI//TK).

Membership Characteristics

Private Sector

A private sector member is elected to membership and shall serve a term of four years. Upon completion of an initial four-year term, a member may serve an additional four-year term if re-elected to membership. After two consecutive-year terms (i.e., eight years total), a member must step down from the Committee. After four years, a former member again becomes eligible for membership on the same basis as a new member. Only the Committee Chairperson, AFCEA President and CEO, or Chairperson of the Board of AFCEA may make exceptions to this policy.

Private sector members, being elected, represent themselves and not the companies or organizations for which they work. Their membership on the Committee is not transferable nor does it automatically terminate should they change companies or organizations. If a private sector member is unable to attend a meeting, a substitute is not allowed.

Public Sector

A public sector representative is appointed as a “liaison member” to the Committee by his/her parent organization after accepting an invitation from AFCEA. A specially designated membership subcommittee shall annually review the Committee’s public sector membership and identify government organizations that should be represented on the Committee.

Public sector liaison members may participate in Committee activities to the extent permitted by applicable laws and regulations. Participation by public sector liaison neither reflects nor implies Government endorsement of AFCEA or its activities.

As a reference point, participation in groups such as AFCEA’s EPIC Committee is authorized for DoD personnel by Joint Ethics Regulation (JER), dated May 15, 2024, Chapter Three (Activities with Non-Federal Entities), Section Two (Personal Participation in Non-Federal Entities), Paragraph 3-201 (Membership and Management), page 23:

“.... DoD Personnel may become members and may participate in the management of NFEs [non-Federal entities] in a personal capacity. DoD Personnel are not considered to be acting in a personal capacity when an invitation to join a NFE as an officer, member of the Board of Directors, or any other similar position is offered primarily because of their DoD assignment or official duty positions.”

While this regulation and its provisions do not specifically apply to non-DoD federal employees, it provides a precedent that can be applied by all federal agencies in appointing liaison members to the Committee.

Public sector liaison members do not face term limits. They serve at the pleasure of their parent organizations and may be replaced or withdrawn at any time. If a public sector member is unable to attend a meeting, a substitute is encouraged.

Special

The AFCEA President and CEO and Chairperson of the Board shall have the authority to appoint special private sector liaison members to the Committee. Such members shall serve the same term as their appointing President and CEO, or Chairperson, have voting privileges, and not count against the private sector membership limits on the Committee.

Election of Private Sector Members

Applications for private sector membership on the Committee shall be solicited and received during a set period each year, normally during the late summer/early fall. Applications will be submitted via a form and by a method established by the Committee. Candidates may self-submit or be submitted by a serving Committee member, with the approval and on behalf of an applicant.

A specially designated membership subcommittee shall review applications for membership and recommend candidates to the full Committee for its new member election, normally held in September. A valid election shall require participation of at least 75% of the serving Committee members (inclusive of both private and public sectors), and a candidate must receive the votes of a majority of the serving Committee members to be elected to membership. Newly elected members normally join the Committee in October.

Committee Leadership

The AFCEA President and CEO shall appoint a Committee Chair from among the Committee members, taking into consideration Committee recommendations. In compliance with Joint Ethics Regulation (JER), dated May 15, 2024, the Chair shall be an elected private sector member.

The Chair shall:

- Direct the Committee's activities and meetings and shall represent the Committee both internal and external to AFCEA.
- Serve for a term of two years and may be reappointed for one additional year by the AFCEA President and CEO. Upon appointment, the Chair shall no longer count against the private sector representation on the Committee.
- Participate on the AFCEA Intelligence Committee as a liaison member with full membership and voting rights.
- At the concurrence of the Committee, shall appoint a Vice Chairperson, who shall act for the Chair in his/her absence and otherwise assist the Chair. The Vice Chairperson shall serve for a term of two years and must be an elected private sector member.

As required to implement Committee projects or activities, the Chair may establish subcommittees and appoint subcommittee chairs from among Committee membership.

Retiring Committee Chairs may continue to advise and contribute to the Committee's activities as emeritus members.

Committee Support

The AFCEA President and CEO shall assign permanent staff member(s) to attend Committee meetings and arrange for support of the Committee's activities. These representatives are not members of the Committee.

When appropriate, the Committee Chairperson may appoint ad hoc participants to support specific, short-term activities of the Committee. These ad hoc participants shall not be considered Committee members and need not satisfy the regular membership criteria.

Meetings

The Committee shall meet on a regular basis, generally monthly, at the call of the Chairperson. A quorum for meetings shall be a majority of the members. Issues requiring a vote of the Committee (other than election of private sector members) shall be decided by majority vote of those present. Key topics and any decision points of each meeting shall be published and distributed.

Members are required to attend monthly EPIC meetings and subcommittees shall meet as required. Members are required to be on at least one subcommittee. Members should bring suggestions, collaborate with other subcommittee members, and thus be actively engaged and promoting EPIC equities. Example sub committees include Media, Innovation & Events.

Attendance Requirements

In accordance with the Membership Criteria, regular attendance at monthly Committee meetings is expected.

The Chairperson or their designated representative will contact any member who has missed three consecutive meetings to ascertain his/her interest in remaining on the Committee. At the discretion of the Chairperson, a private sector member missing five total meetings in any one year (October-September) may be removed from the Committee roster, with the resulting vacancy to be filled at the next regular election of members.