Charter for the Corporate Fellows Council (CFC)
at Oak Ridge National Laboratory (ORNL)

Approved by the ORNL CFC on April 10, 2015

This Charter establishes the roles, organizational structure, and responsibilities within the Corporate Fellows Council (CFC).

Roles

The roles of the CFC are the following:

- To articulate the ideas and concerns of the ORNL scientific and technical (S&T) staff regarding objectives and directions of the Laboratory.
- To advise ORNL Leadership Team on specific scientific and technological issues and opportunities.
- To provide an additional channel for communication between ORNL S&T staff and the ORNL Leadership Team.
- To promote a vibrant, creative, and high quality S&T environment for the Laboratory.
- To facilitate high-quality scholastic output by attracting, mentoring and encouraging the best talent.

Responsibilities

The main activities of CFC include, but are not limited to, those listed below.

- Provide inputs and feedback to strategic planning and direction of the Laboratory
  - Provide a holistic view of the Lab and its staff as well as insight into strategic S&T directions for the Level 1 and 2 strategic planning.
  - Commit to involvement in strategic planning and other aspects of the Laboratory Directed Research and Development (LDRD) program.
  - Have scheduled interactions with the ORNL Director or Deputy Director for Science and Technology.
- Maintaining high caliber S&T environment
  - Ensure scientific integrity.
  - Mentor developing scientists.
  - Support rewarding high productivity and impactful S&T.
  - Participate in the ORNL awards selection.
- Involvement in educational outreach planning (e.g., graduate education vision and implementation).
- Advisory role in nomination and selection of future corporate fellows.

Current responsibilities of the CFC are listed below.
- Chairing the Eugene P. Wigner Fellowship Selection Committee, which is comprised of at least five active or emeritus members of the CFC (per the charter of that committee).
- Chairing the Liane B. Russell Fellowship Selection Committee
- Chairing the Wigner Lectures Series Committee and participating in hosting lecturers depending on the discipline of the lecture;
- Chairing and co-chairing the Discovery Science and Innovation part of Laboratory Directed Research and Development (LDRD) program
- Participation by the CFC Chair in the Leadership Team discussion of selection of new Corporate Fellows.

Organizational Structure

1. Chair

The Chair is elected by majority vote of the active CFC membership for a 3-year term. He/she is the primary point of contact with ORNL Management.

2. Vice-Chair

The Vice-Chair is nominated by the CFC Chair and endorsed by majority vote of the active CFC membership for the term of the Chair. His/her principal responsibility is to assist the Chair with the management of the CFC.

3. CFC Voting Members

All active Corporate Fellows are voting members of the CFC.

4. Procedures

a) The CFC will conduct business in a democratic manner with one vote per active Council member and decisions made by a majority of all active CFC members.

b) The CFC shall meet quarterly or as needed. The meetings are organized by the Chair or Vice-Chair. The agenda for each meeting call will be provided to all active Corporate Fellows at least 3 business days prior to the meeting to enable consultations. Draft minutes will be provided to all Corporate Fellows within one week following the meeting. Final minutes are posted on an internal site
accessible to all active members after they are accepted and prior to the next meeting.
c) A voting member may propose agenda items for the CFC meetings by contacting the Chair or Vice-Chair.

4. Amendments

a) Proposed amendments to this charter must originate from and be seconded by individuals from the active CFC membership.
b) Amendments to the charter must be supported by a majority vote of active CFC members and approved by ORNL Director.

5. CFC Electronic Communication Media

The CFC will ensure that up-to-date information about the CFC and its members is available via current electronic media to all (both inside and outside ORNL). In addition, an internal electronically accessible site will serve as a CFC communication tool. These media will be supervised by an appointed CFC member and maintained by a communication coordinator.