Mission. The mission of the Small Business Council is to be an advocate for and engage small business in support of SAME’s Strategic Plan through outreach, training, networking and recognition. Service to current and new SAME members, the Board of Direction, and the Uniformed Services shall guide the Council in the execution of its mission.

Membership. – Membership in the SAME Small Business Council is open to all SAME members in good standing. General members other than Executive Committee, as defined below, are considered to be regular Council members.

Organization. The SAME Small Business Council will function operationally with an Executive Committee consisting of key positions which are appointed by the serving Council Chair on an as needed basis, based on interest and resource availability from Council members. The Chair of the Council may also establish committees as needed for planning specific events or addressing specific issues of interest to the Council. The SAME Small Business Council Executive Committee is composed of the following appointed positions for a one-year term that begins and ends at the SAME National Conference.

- Chair
- Chair-Select
- Vice Chair, Programs
- Vice Chair, Education & Training
- Vice Chair, Recognition
- Vice Chair, Communications
- Vice Chair, Outreach
- Vice Chair, National Conferences
- Secretary

Appointment of Chair, Chair-Elect and Vice Chairs. At least ninety days prior to the National Conference each year, a new Chair-Select will be appointed by the President of the Society upon the recommendation of the current Chair and Chair-Select of the Small Business Council, and after consultation with the Council Executive Committee and the SAME Executive Director. The Chair may be reappointed for a second year term of office, in which case there will be no Chair-Select until the following year. The Chair-Select will then assume the position of Chair without further appointment. However, if the Chair-Select is unable to assume the position of Chair, then the President will appoint a Chair, as needed, upon the recommendation of the Executive Director.

The Vice Chair positions on the Executive Committee are appointed by the incoming Chair based upon desire to serve, needs of the Council, and the individual’s commitment to Small Business. Vice Chairs may be invited to continue their position for subsequent years. There is no limit to the number of years a Vice Chair may serve. It is the intent of the Small Business Council that Vice Chairs be fully considered for the Chair-Elect position, but the Chair-Elect need not have served as a Vice Chair. To the extent feasible, the Chair-Elect should be a President or CEO of a Small Business.
**Leadership Responsibilities.** The following are the responsibilities of Executive Committee members.

**Chair** – Responsible for overall direction and management of the Council mission, maintains organizational control, coordinates Council meetings and draft agendas, and appoints Vice Chairs as needed. Serves as a voting member of the SAME Board of Direction.

**Chair-Select** – When appointed, assists the Chair in oversight and management of the Council’s mission and prepares for transition to the Chair position.

**Vice Chair, Regional Programs** – Assists SAME posts hosting Regional Conferences with Small Business speakers and session topics on an as-needed basis. Attends Regional Conferences and keeps Council informed on regional events and assists the Council with representation at selected non-SAME events.

**Vice Chair, Communications** – Coordinates public relations and informational outreach for Council activities. Communicates web content for SAME national website to SAME HQ and assists in supporting editorial content on Small Business matters to SAME publications.

**Vice Chair, Outreach** – Coordinates a SAME Small Business Council networking booth and networking lounge at regional and national conferences and coordinates with SAME Small Business members for participation in the Small Business booth and lounge activities. Takes a leadership role in recruiting small businesses to the Society and to the Small Business Council.

**Vice Chair, Education & Training** – Develops session topics and speakers for programs in support of Small Business topics and initiatives. Informs Council on trends and tracks data on Small Business issues through the use of surveys, emails and other research formats.

**Vice Chair, Recognition** – Promotes the recognition of Small Businesses through the Society, Region and Post awards programs.

**Vice Chair, National Conferences** – Coordinates and develops support for the annual SAME national conference, including speakers, sessions and general support of Small Business opportunity during national conference events.

**Secretary** – Serves as the primary administrative liaison for the Council by providing meeting minutes, serving as the primary point of contact for the Post Small Business Liaisons, keeps all Council membership records and databases, in coordination with SAME HQ. Updates Council email list at least quarterly and provides demographic data on Council members for use in distributing information.

**Operating Guidelines.**

1. The Small Business Council shall prepare an annual work plan to be submitted in accordance with the Society’s bylaws. This annual plan will outline the activities and intentions of the Council in fulfilling its mission.
2. Small Business Liaisons Officers shall be identified at each post to receive and communications from the Council and to provide input to the Council.
3. Small Business outreach to selected non-SAME events in support of the Council mission is encouraged.
4. The Council Executive Committee will maintain a fair representation of the SAME small business membership with a particular sensitivity to diversity.
5. The Council Chair will submit any funding requirements of the Council to the Executive Director.