The Society of American Military Engineers
Small Business Community of Interest Charter

**Mission.** The mission of the Small Business Council is to support the SAME Strategic Plan, facilitate the development of relationships among members of SAME who represent small businesses, and be an advocate for small businesses. This shall be achieved through outreach, training, networking, and recognition.

**Membership.** Membership in the SAME Small Business Council is open to all SAME members in good standing. Other than those serving on the Executive Committee, as defined below, are considered regular members of the Council.

**Organization.** The SAME Small Business Council will be self-governing for a two-year term. The 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 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 two-year term that begins and ends at the SAME Joint Engineer Training Conference & Expo (JETC).

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

**Appointment of Chair, Chair-Elect and Vice Chairs.**

The SAME President shall appoint the Chair for an initial two-year term. The SAME President may reappoint an incumbent for an additional year if the Chair-Elect is unable to serve and the incumbent submits intentions in writing to the SAME Vice President who oversees Committees and Councils. If the incumbent is invited to extend, the SAME Vice President providing oversight will request the extension in writing to the SAME President and Executive Director. Final decision for extensions will be made by the SAME President and Executive Director. The Council Chairs normally will not be reappointed beyond a total of four consecutive years.

The Council Chair is responsible to identify a successor at least 6 months prior to term expiration. A call for volunteer leadership will be deployed to the SAME members to cull interest in serving on the executive committee. The Chair will use the call for volunteers in helping recommend a Chair-Elect, and the Chair-Elect will use the call in helping appoint Vice Chairs.
The Chair-Elect will be appointed by the SAME President upon the recommendation of the current Chair and Chair-Elect of the Small Business Council, and after consultation with the Council Executive Committee, the Vice President overseeing Councils & Committees, and the SAME Executive Director. The Chair-Elect will assume the position of Chair without further appointment. However, if the Chair-Elect is unable to assume the position of Chair, then the President will appoint a Chair, as needed, upon the recommendation of the Vice President overseeing Councils & Committees, and 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 one subsequent year. The Council Vice Chairs normally will not be reappointed beyond a total of four consecutive years. It is the intent that Vice Chairs be fully considered for the Chair-Elect position, but the Chair-Elect need not have served as a Vice Chair.

**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-Elect** – 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 Council newsletter, public relations, and informational outreach for Council activities. Communicates web content for SAME national website to the SAME National Office and assists in supporting editorial content on Small Business matters to SAME publications.
- **Vice Chair, Outreach** – Takes a leadership role in recruiting small businesses to the Society and to the Small Business Council. Leads promotional efforts for the Council at regional and national conferences and coordinates support from small business members in support of agreed-upon engagement efforts.
- **Vice Chair, Education & Training** – Develops webinars, continuing education, session topics and speakers for programs in support of Small Businesses. Informs Council on trends and tracks data on Small Business issues using surveys, emails and other research formats.
- **Vice Chair, Recognition** – Promotes the recognition of Small Businesses through the Society, Region and Post awards programs. Coordinates the review of Post streamers and nominations for all Small Business awards and recommends award recipients.
- **Vice Chair, National Conferences** – Coordinates and develops support for the JETC and the Small Business Engagement, including leading the review of abstract submissions and recommending other speakers and sessions. Coordinates general support for JETC, SBE and other national 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, and keeps all Council membership records and databases in coordination with the SAME National Office.
**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.