



The Society of American Military Engineers | Small Business Council 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 Steering Committee, regular members are those who have actively opted to receive communications from the Small Business Council through their membership profile.

Organization

The Small Business Council will function operationally with a Steering Committee consisting of key positions which are appointed by the serving Chair on an as-needed basis, based on interest and availability from members. The Chair may also establish committees as needed for planning specific events or addressing specific issues of interest to the Society. The Steering Committee is composed of the following positions appointed for a two-year term that begins and ends at the SAME Joint Engineer Training Conference (JETC):

- Chair
- Chair-Elect
- Secretary
- Vice Chair, C3 Liaison
- Vice Chair, Communications
- Vice Chair, Digital Strategy and Innovation
- Vice Chair, Education & Training
- Vice Chair, Outreach
- Vice Chair, Programs & Events
- Vice Chair, Recognition

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 National Officer who oversees the Council. If the incumbent is invited to extend, the National Officer 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. Chairs normally will not be reappointed beyond a total of four consecutive years.

The Chair is responsible for identifying 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 Steering 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 after consultation with the Steering Committee, the National Officer providing oversight, 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 National Officer providing oversight and the Executive Director.

Vice Chairs may be invited to continue their position for one subsequent year. 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 mission, maintains organizational control, coordinates meetings and draft agendas, and appoints Vice Chairs as needed. Serves as a voting member of the SAME Board of Direction.
- **Chair-Elect** – Assists the Chair in oversight and management of the mission and prepares for transition to the Chair position.
- **Secretary** - Serves as the primary administrative liaison for the Council by taking meeting minutes, providing notice of meetings, developing agendas in conjunction with the Chair, and maintaining general correspondence and records. Also helps with reviewing awards related to small businesses.
- **Vice Chair, C3 Liaison:** Primary liaison between the SB Council and other SAME communities, councils, and committees. Supports relationships with appropriate SAME Strategic Partners.
- **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, Digital Strategy and Innovation** - Advises on artificial intelligence and emerging technology adoption and how small businesses can adopt and integrate them in their operations.
- **Vice Chair, Education** - Develops webinars, continuing education, session topics and speakers for programs in support of Small Businesses.
- **Vice Chair, Outreach** - Serves as primary liaison between the Council and SAME Posts. Coordinates subject matter expert and other support requests from Posts. Responsible for implementing the Council Post outreach plan. 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, Programs & Events** - Coordinates and develops support for the JETC and the Small Business Conference, including leading the review of abstract submissions, recommending other speakers and sessions, and helping ensure value to conference participants. Coordinates general support for JETC, SBC and other national events.
- **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.

Operating Guidelines

The Small Business Council shall prepare an annual work plan to be submitted in accordance with the C3 Operations Manual. This annual plan will outline the activities and intentions of the Council in fulfilling its mission and supporting the National Strategic Plan.

Small Business Liaison Officers shall be identified at each Post to receive communications from the Council and to provide input.

Small Business outreach to selected non-SAME events in support of the Council mission is encouraged.

The Steering Committee will maintain a fair representation of the SAME Small Business membership with a particular sensitivity to diversity.