

AFCEA SMALL BUSINESS COMMITTEE CHARTER

Purpose

The AFCEA Small Business Committee (Committee) is a standing committee of the Association, chartered by and responsible to the Board of Directors of AFCEA International (AFCEA). The purpose of the Committee is to coordinate and enhance AFCEA's outreach to the Small Business Community (Community), facilitate collaboration and partnerships among the members that serve it, and act as AFCEA's principal small business resource and focal point in support of chapters and members worldwide by providing various forums for information exchange.

Objectives

The Committee provides an active focal point within AFCEA for encouraging the exchange of ideas and coordinating AFCEA's small business related activities.

Specific Committee objectives are:

- a) Facilitate networking, outreach and collaboration opportunities among government, industry, academic, and non-profit organizations to provide an ongoing exchange of information leading to small business engagement and growth across a spectrum government and private sector missions.
- b) Consistent with AFCEA strategies and guidelines, endorse programs and/or make recommendations for small business engagement and growth that benefit and integrate the Community with all AFCEA components (e.g., Chapters, International Committees).
- c) Promote AFCEA membership and support within the Community, including government, industry, academia and non-profit organizations
- d) Sponsor and promote discussion forums on topics with a small business focus and/or with significant small business participation.
- e) Support *SIGNAL* media and social media resources by encouraging and contributing ideas for small business related content and services
- f) Provide support and advice to AFCEA Chapters as requested, including assistance with speakers, networking, and program development

AFCEA Small Business Committee Charter

Committee Composition

The Committee is comprised of members from the private and public sectors. There shall be no less than 12 and no more than 48 members, consisting of representatives of government, industry, academia and non-profit organizations. There is no restriction on the number of public sector members. All members serve without compensation.

Private sector members, to the extent possible, should be drawn from a cross-section of large, medium, and small businesses and organizations that can offer leadership and expertise in general and specific areas of Community interest. An ideal private sector membership mix is 80% small business and 20% medium and large business and other organizations. Public sector members, to the extent possible, should be drawn from the government organizations impacted by Committee activities and/or that can provide broad leadership perspectives on current and future Community opportunities and challenges.

Membership Criteria

Eligibility for membership is based on the following:

- Relevant experience within the Community
- Availability and commitment to participate in the activities of the Committee
- Current AFCEA membership (not required for public sector members, although individual membership is highly desirable.)

Private sector (including industry, non-profit organizations, and academia) members are elected to the Committee by a peer voting process or specifically appointed to the Committee by the President of AFCEA International or the Committee Co-Chairs. Public sector (government liaison) members are appointed by their leadership at the request of the Committee.

Membership Characteristics

Private Sector

Private sector members, whether elected or appointed, serve an initial term of three years. Private sector members may seek re-election or appointment for additional terms, indefinitely. Private sector members, once elected, represent themselves and not the companies or organizations for which they work. Their membership on the Committee is not transferable nor is it automatically terminated should they change companies or organizations. If a private sector member is unable to attend a meeting, a substitute is not permitted.

Public Sector

Public sector representatives are appointed as “liaison members” to the Committee by their parent organization after accepting an invitation from AFCEA. A specially designated membership subcommittee shall annually review the Committee’s public

AFCEA Small Business Committee Charter

sector membership and identify government organizations that should be represented on the Committee. Public sector members do not count against the overall membership numbers for 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 members does not reflect or imply Government endorsement of AFCEA or its activities.

As a reference point, participation in groups such as AFCEA's Small Business Committee is authorized for DoD personnel by Joint Ethics Regulation DoD 5500.7-R, including changes 1-4, dated August 6, 1998, Chapter Three (Activities with Non-Federal Entities), Section Two (Official Participation in Non-Federal Entities), Paragraph 3-201 (Membership), page 33:

“Paragraph 3-201. Membership:

DoD employees may serve as DoD liaisons to non-Federal entities when appointed by the head of the DoD Component command or organization who determines there is a significant and continuing DoD interest to be served by such representation. Liaisons serve as part of their official DoD duties, under DoD Component memberships, and represent only DoD interests to the non-Federal entity in an advisory capacity. **Liaisons may not be involved in matters of management or control of the non-Federal entity** [emphasis added]. Liaisons may officially represent DoD in discussions of matters of mutual interest with non-Federal entities providing it is made clear to the non-Federal entities that the opinions expressed by liaisons do not bind DoD or any DoD Component to any action.”

While this regulation and its provisions do not specifically apply to non-DoD federal employees, they provide 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. Government liaisons represent their organizations; their memberships are based on their organizational commitment to partner with AFCEA on Committee activities. If a public sector member is unable to attend a meeting, a substitute is encouraged.

Chapter Representatives

Each AFCEA Chapter is strongly encouraged to appoint a representative to the committee. Chapter representatives are appointed by the President of their Chapter. Chapter representatives need not satisfy the regular membership criteria nor shall they be counted against the overall membership numbers for the Committee. Chapter representatives can come from either the public or private sector.

AFCEA Small Business Committee Charter

Young AFCEAN Representatives

Two committee member slots will be reserved for members of the Young AFCEAN Community (YAC). These positions may be filled by non YAC members only in the event there are no YAC applicants during a term in which a YAC slot is open. Once elected or appointed to the Committee, YACs are subject to the regular membership criteria and conditions.

Election and Appointment Process

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 spring. Applications will be submitted in a form and by a method established by the Committee. Applications may be self-submitted or submitted by a serving Committee member with the approval and on behalf of an applicant. The Steering Committee shall review applications and current résumés of prospective members and recommend candidates to the full Committee for its new member election, normally held in September. Prospective private sector members with the highest vote counts are elected based on the number of new Committee slots available each year. A candidate must receive votes from a majority of the Committee members present to confirm their election to and membership in the Committee. The newly elected slate of members will then be forwarded to the Committee Co-Chairs and the President of AFCEA for approval. Newly-elected members join the Committee in October. Private sector members actively serving during FY2012 are exempt from the term limit.

Appointment of Private Sector Members

A member may apply for membership and be appointed by the President of AFCEA or the Committee Co-Chairs at any time. This member will serve on the Committee for the duration of the current election year. This member may seek election for a full term during the next election cycle.

Appointment of Public Sector Members

Government liaisons are appointed by their agency leadership based on invitations from the Committee. As part of the annual Committee election process, the Steering Committee will review the Committee's public sector membership and identify government organizations that should be represented on the Committee. The Steering Committee will recommend public sector membership to the Committee and then to the President of AFCEA for approval. Upon approval of the public sector membership, the Steering Subcommittee will ensure completion of the process to obtain the government liaisons.

AFCEA Small Business Committee Charter

Committee Leadership

Committee Co-Chairs

The President of AFCEA shall appoint Committee Co-Chairs from among the Committee members, taking into consideration their recommendations. The Co-Chairs will direct the Committee's activities, meetings, and represent the Committee within and without AFCEA. The Co-Chairs shall serve for a term of two years starting in September and may be reappointed for one additional year. Terms of the individual Co-Chairs will be staggered such that both will not step down at the same time. The Co-Chairs, with the concurrence of a majority of the Committee, shall appoint, as required to implement Committee projects or activities, subcommittees and subcommittee chairs.

Staff Representative

The President of AFCEA shall assign a permanent staff member to attend Committee meetings to represent AFCEA and to arrange for AFCEA support of the Committee's activities. This representative is considered a full member of the committee but does not count against the committee's membership total.

Steering Committee

The Steering Committee shall consist of the Co-Chairs and the AFCEA representative. Voting shall consist of one vote for each Steering Committee member. The Steering Committee shall have the responsibility of day-to-day management and policy implementation through the use of procedures proposed by the Committee Co-Chairs and approved by the full Committee. These procedures shall be reviewed after the election of the new Co-Chairs.

Chair Emeriti

Retiring Committee Co-Chairs may serve as emeritus members of the Committee and can advise and contribute to the Committee's activities as full regular members with voting rights. There are no term limits for Chair Emeriti, nor does their membership count against the Committee's overall membership numbers.

Committee Support

Associate Members

When appropriate, the Committee Co-Chairs may appoint ad hoc participants to support specific activities of the Committee. These associate members can be brought on to the Committee with the approval of the Committee Co-Chairs for limited, typically short term time durations. Government liaison associate members can be brought on the Committee with the approval of their leadership. Associate members need not satisfy the regular membership criteria nor shall they be counted against the overall membership numbers for the Committee.

AFCEA Small Business Committee Charter

Intra AFCEA Appointments

The Committee Co-Chairs can appoint Committee representatives or liaisons, with the concurrence of a majority of the Committee, to various AFCEA organizations, e.g., other AFCEA International committees.

For other AFCEA organizations that appoint a representative or liaison to the Committee, that individual is subject to the membership conditions and responsibilities with two exceptions. The individual's appointment is based on her/his organization's appointment procedures and not the Committee's election process, and the individual does not count against the overall membership numbers for the Committee.

Committee Meetings

The Committee shall meet on a regular basis, generally monthly, September through June, or at the call of the Co-Chairs. Issues requiring a vote of the Committee (other than nomination of members) shall be decided by majority vote. Issues affecting corporate member benefits or expenditures brought to the Committee by the AFCEA staff for a vote will be restricted to members whose companies are current corporate members in good standing.

Attendance Requirements

In accordance with the Membership Criteria, regular attendance at monthly Committee meetings is expected. All members are evaluated each year for contributions to the Committee (e.g., time and/or resource participation in the planning and implementation of Committee activities) and are subject to being dropped from the Committee membership roster if participation has been absent or minimal.

The Co-Chairs or a 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 Co-Chairs, a private sector member missing five total meetings in any one year (October-September) can be removed from the Committee roster, with the resulting vacancy to be filled at the next regular election of members.

Charter Review and Approval

On an as needed basis, the Committee charter will be reviewed and updated based on a process that involves the review, comment, and majority vote of the Committee. The President of AFCEA will be the final approval authority for charter revisions.