

AFCEA Small Business Committee Charter

Purpose

The AFCEA International (AFCEA) Small Business Committee (Committee) is a Management Committee of the Association, chartered by and responsible to the Board of Directors of 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 who 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:

- a) Facilitate networking, outreach and collaboration opportunities among government, industry, academia, and non-profit organizations to provide an ongoing exchange of information leading to small business engagement and growth across a spectrum of government and private sector missions.
- b) Align 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, other AFCEA committees).
- c) Help to grow AFCEA membership and support within the Community, including government, industry, academia, and non-profit organizations.
- d) Engage in, 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 sharing and contributing ideas for content that resonates with the AFCEA Small Business Community.
- f) Provide support and advice to AFCEA chapters as requested, including assistance with speakers, networking, and program development.

Committee Composition

The Committee is comprised of members from the private and public sectors including government, industry, academia, and non-profit organizations. All members serve without

AFCEA Small Business Committee Charter

compensation. There shall be no less than 12 and no more than 48 members from industry, academia, and non-profits. There is no restriction on the number of public sector members.

Private sector members, to the maximum extent possible, should be drawn from a cross-section of large, medium, and small businesses, and should be able to offer leadership and expertise in general and specific areas relevant to the Community. An ideal private sector membership mix is 80% small business and 20% medium and large business and other organizations.

Public sector members, to the maximum extent possible, should be drawn from the government organizations impacted by Committee activities and/or which 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 active AFCEA corporate 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/CEO of AFCEA. Public sector (government liaison) members are appointed by their leadership at the request of the Committee.

Membership Characteristics

Private Sector

Once elected, private sector members serve one three-year term. Members may choose to apply for an additional three-year term (reaching the maximum of six years). A member may choose to take a hiatus in between service terms, with the understanding that the total lifetime of service on the Committee is six years. Exceptions to this rule may be approved by the President/CEO of AFCEA.

Membership on the Committee is not transferable, nor is it automatically terminated should a member change companies or organizations. If a committee member changes companies, his/her position on the committee moves with him/her as long as the new company is or becomes a corporate member. If a private sector member is unable to attend a meeting, a substitute is not permitted. (It is expected that the private sector member is an active corporate member associate on their company's corporate roster for the duration of their term serving on the committee.)

AFCEA Small Business Committee Charter

Public Sector

Public sector representatives are appointed as "liaison members" to the Committee by their parent organization after accepting an invitation from AFCEA. The Steering Subcommittee shall annually review the Committee's public 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 the Committee is authorized for DoD personnel by Joint Ethics Regulation DoD 5500.7-R, Change 7, page 28, reaffirmed by Secretary of Defense Lloyd Austin in a memorandum dated 1 March 2021.

3-201 Membership

a. 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. 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.

Committee Leadership

Co-Chair(s)

The President/CEO of AFCEA shall appoint committee co-chairs from among the committee members taking into consideration recommendations by the Steering Committee. The Committee Co-Chairs will direct the Committee's activities, meetings, and represent the Committee within and outside AFCEA. The Co-Chairs shall serve for a term of two years starting in October and

AFCEA Small Business Committee Charter

may be reappointed for one additional year. The terms of Co-Chairs will be staggered such that both will not step down at the same time. The Co-Chairs will collaborate with AFCEA staff and committee members to identify sub-committees, sub-committee leaders, program metrics and goals.

Staff Representative

The President/CEO 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 Subcommittee

The Steering Subcommittee shall consist of Co-Chairs and the AFCEA staff representative. The Steering Subcommittee shall have the responsibility of day-to-day management and policy implementation using procedures proposed by the Co-Chairs, endorsed by the full Committee and approved by AFCEA's Vice President, Membership. Procedures shall be reviewed yearly after the confirmation of the incoming Co-Chair.

Committee Support

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.

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 small business committee 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. Chapter representatives are non-voting members of the Committee.

Emerging Leader Representatives

Two committee member slots will be reserved for members of the Emerging Leaders community (EL). ELs are subject to the regular membership criteria and conditions.

Intra AFCEA Appointments

At the invitation from other AFCEA International committees, the Steering Subcommittee can appoint Committee members or liaisons to represent the Small Business Committee on other AFCEA International committees.

AFCEA Small Business Committee Charter

ACFEA Committees and Chapters

For AFCEA chapters and committees that appoint a representative or liaison to the Small Business Committee, that individual is subject to the membership requirements from the committee or chapter he/she represents. The individual is a non-voting participant and does not count against the overall membership numbers for the Committee.

Associate Members

When appropriate, the Steering Subcommittee may appoint ad hoc participants to support specific activities of the Committee. These associate members can be brought onto the Committee for limited, typically short-term time durations. Government liaison associate members can be brought onto the Committee with the approval of their leadership. Associate members need not satisfy the small business committee membership criteria, are not voting members and shall not be counted against the overall membership numbers for the Committee.

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 summer. Applications may be self-submitted or submitted by a serving Committee member with the approval of the applicant. The Steering Subcommittee shall review applications of prospective members, verify active corporate membership and recommend candidates to the full Committee for its new member election.

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 voting members to confirm their election to and membership in the Committee. In the event of tie for the last Committee slot available, the Steering Subcommittee will make the final selection to break the tie. The newly elected slate of members will then be forwarded to the President/CEO of AFCEA for final approval. Newly elected members join the Committee in October.

Appointment of Private Sector Members

If there are open slots available, an individual may be appointed by the President/CEO of AFCEA at any time for the remainder of that Committee 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 Subcommittee will review the Committee's public sector membership and identify government organizations that should be represented on the Committee. The Steering Subcommittee will recommend public sector membership to the Committee and then to the President/CEO of AFCEA for approval.

AFCEA Small Business Committee Charter

Committee Meetings

The Committee shall meet on a regular basis, generally monthly, September through June, or at the call of the Steering Subcommittee. Issues requiring a vote of the Committee shall be decided by majority vote. One third of the membership will constitute a quorum.

Attendance Requirements

Regular attendance at monthly Committee meetings is expected. Attendance is taken at each meeting and recorded in the monthly minutes. The Steering Subcommittee will contact any member who has missed three consecutive meetings to ascertain a commitment to continue to serve on the Committee. At the discretion of the Steering Subcommittee, a private sector member missing a total of five meetings in any one year (October-September) can be removed from the Committee roster, with the resulting vacancy to be filled during the next regular election of members, or at the discretion of the President/CEO of AFCEA during a Committee year.

Charter Review and Approval

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

AFCEA Small Business Committee Charter

Glossary

Chair Emeritus – Any former Co-Chair who served a full two-year term.

Corporate Member – A small, medium, or large business, government agencies and academic institutions in good standing with the Association.

Emerging Leaders – AFCEA member who is 40 years old and younger.

Private Sector – Industry, non-profit organizations, and academia.

Public Sector – All organizations that are owned and operated by the government. May also denote a government liaison.

Steering Subcommittee – The two Small Business Committee Co-Chairs and AFCEA staff representative.