

**Department of Defense
Regional Council for Small Business
Education and Advocacy
Charter**



**Office of Small Business Programs
19 March 2014**

CHARTER

DoD REGIONAL COUNCIL FOR SMALL BUSINESS EDUCATION AND ADVOCACY

ARTICLE I – NAME, LOCATION AND ADDRESS OF ORGANIZATION

1. **Name:** The DoD Regional Council for Small Business Education and Advocacy shall be the parent organization name, with other Regional Councils identified by the Director, Department of Defense Office of Small Business Programs (DoD OSBP). See Attachment 1 for “Establishment of Authority”.
2. **Location/Address:** The location/address of the DoD Regional Council for Small Business Education and Advocacy shall be the same as that of the Director, DoD OSBP.

ARTICLE II – OBJECTIVES

1. The Councils provide a unique, single forum whereby Small Business Professionals (including Acquisition Professionals), located nationwide, can gather for training and the sharing and dissemination of information to promote the Federal Small Business Programs.
2. The Councils provide a reasonable, accessible, and cost effective way to ensure that the workforce of the Small Business and Acquisition Professionals has the pertinent training, tools, and resources.
3. The Councils also provide another venue to ensure that policy from the Office of the Secretary of Defense is passed to the field levels and that the training supports DoD initiatives under the Better Buying Power mandate (policy memorandum dated November 13, 2010¹, and further updated April 24, 2013)². As a result of the Councils, the Small Business and Acquisition Professionals workforce will become more effective participants in the acquisition process, and be empowered to promote effective competition and increase small business participation in DoD contracting.

ARTICLE III – MEMBERSHIP

¹ OUSD AT&L Memorandum, Better Buying Power 2.0, Continuing the Pursuit for Greater Efficiency and Productivity in Defense Spending, dated November 13, 2012

² OUSD AT&L Memorandum, Better Buying Power 2.0, Achieving Greater Efficiency and Productivity in Defense Spending, dated April 24, 2013

1. Membership consists of Small Business and Acquisition Professionals from Federal Government, industry (Small Business Liaison Officers), and other resource partner groups (Procurement Technical Assistance Centers, Minority and Business Development Centers, etc.), all of whom have a common interest to advocate and promote the Federal Small Business Programs, including subcontracting programs to assist small businesses.
 - a. **Federal Government Small Business and Acquisition Professionals:** DoD or other Federal agency Small Business and Acquisition Professionals responsible for promoting and facilitating small business participation in prime contracting and subcontracting; implementing policy that supports and is compliant with the requirements of the Federal Small Business Programs.
 - b. **Industry Small Business Professionals:** Small Business Liaison Officers (SBLOs) or Supplier Diversity Professionals responsible for promoting and facilitating small business participation in subcontracting; ensuring that their companies implement policy which supports and is compliant with the requirements of Federal Small Business Programs.
 - c. **Resource Partners:** Small Business Professionals from a variety of organizations and independent groups, including quasi-governmental organizations and non-profits, all dedicated to assisting small businesses (Procurement Technical Assistance Centers, Minority Business Development Centers, etc.).
2. All members are entitled to vote and shall receive notifications of meetings/training sessions.
3. Membership does not include small businesses.

ARTICLE IV – OFFICERS AND COMMITTEES

1. **Officers (known as the Executive Board):**
 - a. The officers of the Council shall consist of a Chair, Vice-Chair, Secretary, and Treasurer, to be elected by a majority vote for a two-year term of office. Officers can serve consecutive terms.
 - b. Elected officers will take office beginning January 1 of one year and their term of office will expire on December 31 of the second year.
 - c. The Chair and the Vice-Chair shall be employees of the Department of Defense.
 - d. The Secretary and Treasurer shall be employees of the Federal Government.
 - e. The Vice-Chair shall fill any vacancy occurring in the office of Chair.
 - f. A vacancy in the offices of Vice-Chair, Secretary, or Treasurer shall be filled by appointment by the Chair. The appointee shall serve pending the next election.
 - g. Officers' information will be posted on a designated website.
 - h. The officers will meet (virtually) with the OSBP POC on a periodic basis to discuss

the Councils overall issues, achievements and future plans (minimum of quarterly).

2. Committees

a. Standing Committees

- i. **Planning Committee:** The Planning Committee consists of a Chair, appointed by the Council Chair, and Council members selected by the Planning Committee Chair.
- ii. **Membership Committee:** The Membership Committee consists of a Chair appointed by the Council Chair, and Council members selected by the Membership Committee.

b. **Ad Hoc Committee:** The Council Chair shall identify ad hoc committees as required.

ARTICLE V – DUTIES OF COUNCIL OFFICERS, COMMITTEES, AND THE DoD OSBP

1. Officers (Executive Board)

a. **Chair:** The Chair shall perform the following duties:

- i. Preside at all Council meetings/training sessions.
- ii. Call all meetings/training sessions as required by this charter and such other sessions as deemed necessary at his/her discretion.
- iii. Maintain liaison duties with the OSBP to ensure they are kept current of the Council's activities.
- iv. Submit to OSBP POC
 1. Elected Executive Board information.
 2. The Annual Financial and Membership Report and the Training Events Report (Attachment 2 -- excel template) by January 15 for the previous year.
 3. A listing of personnel (including POC information of their direct supervisors) who are to be considered for award recognitions by January 15 for the previous year.
- v. Appoint Council members to chair the Planning and Membership Committees.
- vi. Identify ad hoc committee with appointed Chair as required.
- vii. Propose the agenda for Council meetings/training sessions.
- viii. Prepare, sign, and handle all correspondence for the Council as provided by this charter.
- ix. Maintain the official copy of this charter and deliver it to the succeeding Chair at the time of election.
- x. Approve in writing all council expenditures.
- xi. Have secondary signature authority to discharge the Council's financial obligations.

- xii. Coordinate training efforts and website updates with OSBP POC.
- b. **Vice-Chair:** The Vice Chair shall perform the following duties:
 - i. In the absence of the Chair, perform all duties of that office.
 - ii. Serve in a management capacity to oversee the Planning Committee, Membership Committee, and any ad hoc committees, issuing written instructions as deemed necessary.
 - iii. Perform liaison duties with other Small Business Area Councils.
 - iv. Perform other duties as directed by the Chair.
 - v. Have secondary signature authority to discharge the Council's financial obligations.
 - vi. Coordinate training efforts and website updates with OSBP POC.
- c. **Secretary:** The Secretary shall perform the following duties:
 - i. Take minutes of each meeting of the Council, present them to the Chair for approval, and distribute them to the membership and DoD OSBP.
 - ii. Maintain the official correspondence file.
 - iii. Send correspondence to the membership as directed by the Chair.
 - iv. Work with the Treasurer as needed and have secondary signature authority to discharge the Council's financial obligations.
 - v. Work with the Membership Committee to keep the Council Membership Directory updated.
 - vi. Work with the Planning Committee to ensure accurate accounting of personnel in attendance at Council meetings/training sessions and issue training certificates, if applicable.
 - vii. Coordinate training efforts with OSBP POC to post training presentation material on the DoD Regional Councils website.
- d. **Treasurer:** The Treasurer shall perform the following duties:
 - i. Conduct all financial affairs, including fee collections, maintenance of the Council checking account, and payment of Council bills.
 - ii. Obtain an audit of the treasury by an independent party during the last quarter of the incumbent Treasurer's term or the first quarter of each calendar year. Utilize any board member from a different Council to conduct the annual financial audit.
 - iii. Assist the Secretary as needed.
 - iv. Have primary responsibility and signature authority to discharge the Council's financial obligations.

2. Standing Committees.

- a. **Planning Committee:** The Chair of this committee shall be appointed by the

Council Chair. The Planning Committee shall perform the following duties:

- i. Select sites for Council meetings/training sessions.
- ii. Select topics for discussions.
- iii. Plan agendas.
- iv. Develop a schedule of Council meetings/training sessions for the next fiscal year, to be presented for Council approval. The schedule will include proposed dates, proposed locations, and program topics. Any program topic may be changed by the Committee Chair based upon current topic interest.
- v. Announce, through various means, upcoming meetings/training sessions.
- vi. Coordinate with the Council Vice-Chair and the OSBP POC to coordinate training efforts.

b. **Membership Committee.** The Chair of this committee shall be appointed by the Council Chair. The Membership Committee shall perform the following duties:

- i. Sustain existing membership and solicit new qualified members, as defined in Article III of this charter.
- ii. Work with the Secretary to ensure accurate membership records.
- iii. Maintain a current Council membership directory.

c. **Ad Hoc Committee:** The Council Chair shall identify ad hoc committees as required.

3. DoD OSBP

- a. Provide assistance the Regional Councils with training efforts, to include identifying/inviting speakers and engaging senior leadership and other appropriate support.
- b. Provide and ensure maintenance for DoD Regional Councils website.
- c. Establish recognition program for members' outstanding efforts in support of the Councils.
- d. Prepare and submit annual DoD Regional Council Status Report for previous year (due to the Director of OSBP by January 31). Report provides summary of training and outreach events, membership and financial activity. Also submit Letters of recognition for the Director's signature. Forward signed letters to individuals and their supervisors, by February 15.
- e. Meet with Executive Board
 1. Quarterly (minimum) to discuss issues and requirements.
 2. Annually (no later than May 13) to
 - a. Review and update charter, if necessary.
 - b. Determine if the Councils are attaining the stated objectives, efforts to improve, training/meeting schedule for upcoming FY, identify "must have" training topics and travel budget.
- f. Provide Council Training Schedule report to the Director of OSBP no later than May 15.

ARTICE VI – OPERATING FUNDS

1. The Councils shall not collect dues or fees for membership. There are no membership dues.
2. A registration fee may be collected for each meeting/training session as determined by the Planning Committee and approved by the Council Chair.
3. Funds collected are authorized to be maintained in a non-interest-bearing checking account in a financial institution as approved by the Council Chair. The four elected Council officers shall each have signature authority to discharge the Council's financial obligations (the treasurer will have primary responsibility and the other officers will have secondary responsibility).

ARTICE VII – COUNCIL MEETINGS/TRAINING SESSIONS

1. Each Regional Council shall conduct at least two meetings/training sessions annually.
 - a. Collectively during the DoD Small Business Training Week or other event designated by OSBP.
 - b. Regional meeting/training sessions can be conducted at designated site or conducted virtually, utilizing Defense Connect On-Line (DCO) or comparable.
 - c. All training sessions sponsored by the Regional Councils shall assign the Continuous Learning Points (CLPs), assigned in accordance with the Defense Acquisition Workforce Continuous Learning Program Policy and Guidance posted on the Defense Acquisition University (DAU) website. CLP certificates for Government personnel shall be issued by the Director of OSBP. CLP certificates for non-government personnel shall be issued by the Chair of the appropriate Council.
2. The OSBP shall assist the Regional Councils with training efforts to include
 - a. Providing training on specific topics via the Defense Connect Online (DCO).
 - b. Engage members from Senior Acquisition Executives to assist and support the Regional Councils.
 - c. Invite speakers, on behalf of the Regional Councils, to participate in and support OSBP efforts to train the acquisition workforce.
3. Joint meetings/training sessions with other DoD Regional Councils shall be coordinated with the Director, DoD OSBP, or the OSBP Regional Council POC.
4. The Officers of all Regional Councils will meet periodically with the OSBP POC (can be virtual meetings) to discuss and plan for the Councils.

ARTICLE VIII – MEMBERSHIP DIRECTORY

1. The Membership Directory shall be prepared and maintained jointly by the Secretary and the Membership Committee and be available to the membership upon request and/or maintained on the Council website.
2. The Membership Directory will include the following information: Name, title, Activity/Company, address, and e-mail address.

ARTICLE IX – AMENDMENTS TO THE CHARTER AND OBJECTIVES

1. The DoD Regional Council officers and the OSBP POC shall review the Council Charter on an annual basis to determine if the Councils are meeting the overall objective, and to identify areas that need to be expanded, highlighted, or addressed by the OSBP and the Councils over the ensuing year.
2. Identified objectives, with training schedule and topics, will be included in the annual reports to be supported by the DoD OSBP Director and the departments and agencies.

ARTICLE X – REGIONAL COUNCIL BY-LAWS

1. Each of the Regional Councils shall follow this charter; however, each can create further by-laws related to their own specific Council.

ATTACHMENT 1

Establishment and Authority of the DoD Regional Councils

The DoD OSBP sanctioned the establishment of DoD Regional Councils for Education and Small Business throughout the United States, including Alaska, Hawaii, Puerto Rico, and the District of Columbia, via memorandum dated April 16, 1980, to the departments and agencies. The OSBP directed the departments and agencies to organize and support the Councils to ensure that Councils were provided updates on legislative and procurement policy. In 1980 and 1982, memoranda were signed by the Director, DoD OSBP, to the Small Business Directors of the Army, Navy, Air Force, and Defense Logistics Agency authorizing twelve area Councils, delegating oversight of specific area Councils, and encouraging Councils to meet and exchange ideas.³ The following chapters and delegated departments/agencies were identified (list was updated April 6, 1982, to include 2 omitted states – Michigan and Nebraska):

- a. Northeast Chapter – Defense Logistics Agency (Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut)
- b. Mid-Atlantic Regional Chapter – Defense Logistics Agency (New Jersey, New York, Pennsylvania, Delaware)
- c. Washington, D.C. Chapter – Navy (Maryland, Washington, DC, Northern Virginia)
- d. Richmond-Tidewater Chapter – Defense Logistics Agency (southern Virginia, North Carolina)
- e. Southeast Chapter – Army (South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee)
- f. Mid-Central Chapter – Air Force (West Virginia, Ohio, Kentucky, Indiana)
- g. North-Central Chapter – Army (Illinois, Wisconsin, Minnesota, Iowa, North Dakota, South Dakota, Missouri, Kansas, Michigan, Nebraska)
- h. Southeast Chapter – Air Force (Oklahoma, Arkansas, Texas, Louisiana)
- i. Southwest Chapter – Army (New Mexico, Arizona, Colorado, Utah, Nevada)
- j. Southern California Chapter – Navy (Los Angeles, Long Beach, Riverside, San Bernardino, Ontario, San Diego)
- k. San Francisco Chapter – Air Force (San Francisco, San Jose, Sacramento, Hawaii)
- l. Northwest Chapter – Army (Oregon, Washington, Idaho, Montana, Wyoming, Alaska)

Regional Council policy guidance was issued (September 28, 1995)⁴, which included a realignment of the Councils from 12 to eight. The realignment was based on a study compiling the density of potential participants to the Councils (April 1, 1993). In addition, the policy guidance eliminated the sponsorship aspect for the departments/agencies, as sponsorship became unwieldy and proved unsuccessful. The Councils were realigned as below:

³ OUSD R&E Memorandum, Establishment of Area Small Business and Disadvantaged Business Councils, dated April 16, 1980, and DoD OSBP Memorandum, Area Small Business Councils, dated April 6, 1982

⁴ DoD OSBP Policy Letter, DoD Regional Councils for Small Business Education and Advocacy, dated September 28, 1995

- a. Northeast Regional Council – (Maine, New Hampshire, Vermont, New York, Massachusetts, Rhode Island, Connecticut)
- b. Mid-Atlantic Regional Council – (Pennsylvania, New Jersey, West Virginia, Maryland, Delaware, Virginia)
- c. District of Columbia Regional Council – (DC)
- d. Southeastern Regional Council – (Kentucky, Tennessee, North Carolina, Mississippi, Alabama, Georgia, South Carolina, Florida)
- e. North-Central Regional Council – (North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio)
- f. South-Central Regional Council – (Utah, Colorado, Arizona, New Mexico, Texas, Oklahoma, Arkansas, Louisiana)
- g. Pacific Northwest Regional Council – (Alaska, Washington, Oregon, Idaho, Montana, Wyoming)
- h. Western Regional Council – (California, Nevada, Hawaii)

Per policy memorandum dated January 6, 2009⁵, the Councils were realigned to merge the District of Columbia Regional Council with the Mid-Atlantic Regional Council. All members and funds were transferred at that time.

- a. Northeast Regional Council – (Maine, New Hampshire, Vermont, New York, Massachusetts, Rhode Island, Connecticut)
- b. Mid-Atlantic Regional Council – (Pennsylvania, New Jersey, West Virginia, Maryland, Delaware, Virginia, District of Columbia)
- c. Southeastern Regional Council – (Kentucky, Tennessee, North Carolina, Mississippi, Alabama, Georgia, South Carolina, Florida)
- d. North-Central Regional Council – (North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio)
- e. South-Central Regional Council – (Utah, Colorado, Arizona, New Mexico, Texas, Oklahoma, Arkansas, Louisiana)
- f. Pacific Northwest Regional Council – (Alaska, Washington, Oregon, Idaho, Montana, Wyoming)
- g. Western Regional Council – (California, Nevada, and Hawaii)

DoD Directive 4205.01 (March 10, 2009)⁶ requires the Director, DoD OSBP, to establish, support, and manage the DoD Regional Councils. Per Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance, and Information (PGI) 219.201 General Policy, paragraph (v) the Small Business Specialists are to maintain an outreach program (including participation in Government-industry conferences and regional interagency small business

⁵ DoD OSBP Memorandum, Realignment of the DoD Regional Councils for Small Business Education and Advocacy, dated January 6, 2009

⁶ DoD Directive 4205.01, DoD Small Business Programs, dated March 10, 2009

councils) designed to locate and develop information on the technical competence of small businesses. The Defense Acquisition University CON 260 course, "Contracting, The Small Business Program" describes the responsibilities of the Small Business Professional to include using the Regional Councils to establish an outreach program and participating in the Regional Councils.

As a result of the above directive and policy, the Regional Councils function under the direct sponsorship of the DoD OSBP and shall be governed by the provisions of its charter and Regional Council By-Laws. The DoD OSBP's POC shall assist the Councils and develop a Fiscal Year Plan for the DoD Regional Councils to include objectives, training schedule, and topics to be supported by the DoD OSBP Director and the departments and agencies.

ATTACHMENT 2

**Annual Training Event Report
And
Annual Financial-Membership Reports**