

Small Business Division (SBD) Chair – Job Description

- Safeguard the interests of NDIA by carrying out the policies, aims, and purposes of the NDIA and of the Small Business Division (SBD), as established in the Charter of the SBD and the By-laws of the Association.
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- Serve as the principle point of contact for questions and communications relating to the SBD.
- Recruit and retain Executive Committee (ExComm) and SBD participants from corporate NDIA members and Government representatives as liaisons.
- Recruit and oversee the operations of the Vice Chairs and the Secretary of the SBD. □
- Create agendas for ExComm meetings (2 in-person meetings and 2 teleconference's per year).
- Schedule and conduct ExComm and other as needed SBD meetings.
- Recruit and designate a member of the Division (the Secretary) to report minutes in coordination with the Division Director.
- Approve the meeting minutes.
- Work with the NDIA Division Director to help direct other members get to the appropriate people for answers and/or connections needed, both within NDIA and externally.
- Recruit and participate in the Planning Committee of the National Small Business Conference.
- Interface with NDIA Division Director or other NDIA management as appropriate.
- Attend NDIA Leadership Conferences (normally once a year) and, as required, report on Small Business Division activities (to the ExComm, to the Board of Directors, to NDIA Management, etc).
- Interface (represent and advocate) with other NDIA Divisions as the Chair of the SBD.
- Interface with NDIA corporate members on behalf of the SBD.
- Interface with various government personnel as the NDIA SBD Chair. This includes both DOD and civilian agency personnel.

It is expected that Chair responsibilities will require, on average, 2 - 4 hours per week (e.g. the effort can range between 100 and 250 hours per year, depending on what happens). From time to time, it will be more than 4 hours/week.