

# Governance

## State Chapter Duties & Responsibilities

- 1 Directors of the ABEA can be elected to any State Council positions.
- 2 Under the Membership model, representatives from certain Membership categories can attend Council meetings as observers, provided the Head Office is in that geographic location.
- 3 The exception to attribute (v) can occur when a critical state matter hinders a members operations deeming their attendance being of benefit to the industry.
- 4 Anyone within that sector can advise the Council of items for inclusion on the agenda.
- 5 Attendance at meetings is open for any member who falls within that industry cohort.
- 6 A meeting notice with Agenda will be distributed two weeks prior.
- 7 The Council can meet independent of members for the purposes of expediting or completing projects, or items that require action or attention.
- 8 They meet as frequently as they deem necessary.
- 9 Ideally, they meet 3 to 6 weeks prior to an ABEA Board Meeting.
- 10 They present a report of that meeting, including any point of note or council requests, 2 weeks prior to the ABEA Board meeting via the Secretariat (for inclusion in the board papers).
- 11 As a courtesy, it will be normal practice to invite Directors within that industry cohort to meetings.
- 12 Chapter Heads will also act as ABEA spokespeople and will attend and co-host ABEA state meetings and events.
- 13 In conjunction and consultation with the Board of Directors, the State Council will advocate with state and local governments on behalf of the industry.
- 14 State Chapters will not have full-time locally based ABEA staff, budgets, or autonomy to execute events without ABEA Board consultation.

# Governance

## Sector Pillar Duties & Responsibilities

- 1 Directors of the ABEA can be elected to any Sector Pillar committee.
- 2 Anyone within that sector can advise the committee of items for inclusion on the agenda.
- 3 Meetings are open for any member who falls within that industry cohort.
- 4 A meeting notice with Agenda will be distributed two weeks prior.
- 5 The committee can meet independent of members for the purposes of expediting or completing projects, or items that require action or attention.
- 6 They meet as frequently as they deem necessary.
- 7 Ideally, they meet 3 to 6 weeks prior to an ABEA Board Meeting.
- 8 They present a report of that meeting, including points of note or council requests, 2 weeks prior to the ABEA Board meeting via the Secretariat (for inclusion in the board papers).
- 9 As a courtesy, it will be normal practice to invite Directors within that industry cohort to meetings.
- 10 Committee members will also act as ABEA spokespeople and will attend and co-host ABEA state meetings and events.