

ROLES AND RESPONSIBILITIES OF BABC CHAPTERS
(in addition to core requirements set out in criteria for BABC membership)

- Define themselves (e.g., on home page of their website) as “Members of the BritishAmerican Business Council”
- Keep their portion of the BABC Membership database regularly updated (at least, bi-monthly), including e-mail addresses for at least 70% of their members
- Establish effective relationships with regional Governments, development agencies, and US/UK Consulates
- Actively participate in and support programs (e.g., conference calls, meetings) organized among BABC chapters on a regional basis to promote cooperation and information-sharing, and as practicable, provide support for other chapters in their region (including new/embryonic chapters)
- Provide a warm welcome for members of other chapters who participate in their programs.
- Respond promptly to questionnaires commissioned by (e.g. the BABC Board and/or Executive Committee)
- Actively promote the profile and image of the BABC, as the largest transatlantic business organization, among their members and other key regional stakeholders such as regional government and development agencies (e.g. through issue of “Welcome to BABC” letter).
- Circulate six-monthly BABC Executive Reports to their Boards
- Actively promote (e.g. through web site, newsletter, etc.) to their members the business benefits and opportunities offered by and through the BABC, and encourage them to take advantage of them, including:
 - The opportunity to participate in the events organized by other BABC chapters
 - The opportunity to promote their own services/products, and take advantage of special offers from other members, through the BABC website
 - Access to the BABC Membership database, and the opportunity to hyperlink
 - Access to the Dun & Bradstreet databases
 - J1 Visa Program (US chapters only)
- Encourage their members to participate in and support specific BABC projects, programs and website
- In particular, support BABC Spring Conferences by:
 - Encouraging their Directors/members to participate
 - Encouraging appropriate members to support BABC Spring Conferences through sponsorship
 - Recognizing the support of all sponsors of BABC Spring Conferences in at least one newsletter/communication to all their members and for a full year on their website
 - Providing particular support to chapters in their region who are hosting a Spring Conference