

## ROLES AND RESPONSIBILITIES OF BABC SECRETARIAT

### MISSION/STANDARDS

- Support integrity/credibility of BABC by:
  - Ensuring that BABC observes legal requirements, its bylaws and its procedures/standards (e.g., criteria for presidency and for BABC membership, Board procedures/elections, implementation of Board/ExCom decisions, etc. etc.)
  - Working to promote/protect BABC brand
  - Securing Board approval for new standards/procedures as necessary.

### INFRASTRUCTURE

- Provide certain basic infrastructural facilities for Secretariat in New York to BABC, including office space/furniture, PCs, photocopiers, etc. etc.

### WEBSITE

- Online Membership Directory
  - maintain, and continue to develop/refine, this Directory
  - run teleconference workshops to optimize use of Directory by chapters
  - manage hyperlink service
- Member Perks: maintain and continue to refine/expand content
- Conferences: promote sponsors of BABC Spring Conferences for a full year through website.
- Other Website Features: monitor, maintain and keep updated all other features of site.

### OTHER SERVICES

- J1 – monitor/manage J1 Program to ensure that it can continue to be offered to members of US-based chapters of BABC without requiring them to become members of BABi to secure J1s (as was the case until late-‘90s)
- Information Services – continue to provide access to Dun & Bradstreet databases for BABC member companies, at concessionary rates
- Member Perks
  - As possible, maintain existing special offers to BABC member companies (FT, Dow Jones, etc.)
  - Promote development of new special offers, developed by Secretariat or other chapters.

### COMMUNICATIONS

- Maintain flow of advisories to BABC chapters
- Continue to develop specific communications tools to assist chapters in promotion of BABC and its services to their member companies – such as snappy promos on J1/hyperlinks, “Welcome to BABC” letter, etc.

- Respond to messages/inquiries from BABC chapters (e.g., each advisory prompts a round of responses/queries/non-delivery notifications, in addition to regular flow of messages.)
- Issue quarterly “BABC Update” to all member companies, covering BABC news/benefits/conferences as well as any major policy developments (about 2-3 months before, and soon after, each Conference)
- Establish page on website to house these Updates, and any additional between-Update BABC notices, inc. trade policy action taken (see below)

#### SUPPORT FOR CHAPTERS

- Support and encourage development of new BABC chapters, in association with relevant Regional Representatives (e.g., advise regional volunteers, write article for regional business magazine, etc.)
- Provide counsel/advice for existing chapters, as requested/practicable.

#### SPECIAL PROJECTS

- Undertake special projects, as conceived by Secretariat and/or Board/Executive Committee, such as:
  - Develop questionnaire on various aspects of BABC chapter management; circulate and follow up for responses from chapters, prepare and present (at Conference) analysis/overview of responses.
  - Develop and circulate guide to establishment of new BABC chapters, to guide regional volunteers new chapter
  - Solicit, collate and circulate other information from chapters, as useful/needed.

#### POLICY

- Work with EU and US Policy Committees to develop policy positions on behalf of BABC
- Circulate relevant information and advice to BABC chapters.

#### INTERNATIONAL ADVISORY BOARD

- Maintain, and continue to renew, membership in International Advisory Board
- Maintain effective, collaborative relationship with IAB Chairman
- Arrange and orchestrate 6-monthly IAB Dinners.

#### COMMUNICATIONS

- Maintain relationships with key partners (e.g., Governments, Embassies/Consulates, etc.)
- Respond to external inquiries

#### MANAGEMENT

- Prepare/circulate all papers, and take/circulate minutes, for monthly Executive Committee meetings

- Circulate papers, and take/circulate minutes, for Nominating Committee meetings
- Maintain accounts for BABC (submit/settle invoices, keep the books, etc.).
- Prepare and monitor BABC budgets, and prepare reports for Treasurer/Executive Committee/Board.

#### CONFERENCES

- In association with host chapter, plan agendas/programs for BABC Spring/Fall Conferences
- Prepare briefing papers and agendas for internal Conference meetings (Plenary, Presidents, Executive Directors, Board, Annual Meeting, etc.), and take minutes of all meetings.
- Collate relevant Conference-related information (e.g., records of chapter participation; budget and other data from Conference hosts, to guide potential future hosts).
- Prepare questionnaires for use at Conferences and collate responses to guide future Conference planning