

## NCBA CLUSA - Purchasing Co-op Council Charter version - July 21, 2021

<b>Committee Designation &amp; Authority</b>	The Purchasing Co-op Council is a volunteer community of executives, thought leaders and subject matter experts on the purchasing cooperative sector.
<b>Objectives &amp; Scope of Activities</b>	<p>The Council serves NCBA CLUSA solely in an advisory role.</p> <p>The Council serves NCBA CLUSA membership as a forum and advisory council for executives to identify, develop and support programs and resources that help purchasing cooperative leaders expand growth opportunities. Council members have the opportunity to network with peers, provide direction to NCBA CLUSA and lead at the industry level.</p>
<b>Volunteer Membership</b>	<ul style="list-style-type: none"> <li>• The Council shall be comprised of: <ul style="list-style-type: none"> <li>○ Chief or senior executives from U.S.-based purchasing cooperatives,</li> <li>○ One (1) deputy leader from the same cooperative to serve as an alternate volunteer member in recognition of succession planning,</li> <li>○ cooperative leaders who represent a diversity of experiences in the purchasing cooperative sectors.</li> </ul> </li> <li>• Volunteers are invited to serve based on the professional and individual perspectives they bring to the Council. Volunteers will be invited to join the council representing sector-specific expertise and perspectives.</li> <li>• All volunteers shall serve without compensation.</li> </ul>
<b>Advisors</b>	<ul style="list-style-type: none"> <li>• Non-members appointed to serve in an advisory capacity generally providing special expertise to the council.</li> <li>• Appointed on recommendation of the Co-Chairs, Staff Liaison or President &amp; CEO.</li> <li>• Appointed only in special circumstances, such as marketing professionals, researchers, attorneys or legal counsel.</li> <li>• All advisors shall serve without compensation.</li> </ul>
<b>Committee Size</b>	<ul style="list-style-type: none"> <li>• The Council shall be comprised of no more than 35 people including co-chairs, volunteers and advisors.</li> </ul>
<b>NCBA CLUSA Membership</b>	<ul style="list-style-type: none"> <li>• <b>Co-Chairs are required to be members of NCBA CLUSA.</b></li> <li>• <b>Volunteers are required to be members of NCBA CLUSA.</b></li> <li>• Advisors are not required to be members of NCBA CLUSA.</li> </ul>
<b>Terms</b>	The Council may serve indefinitely, on a continuing basis, subject to biennial renewal.

	<p>The NCBA CLUSA President shall appoint volunteer members to the Council, pending approval by the Co-Chairs.</p> <p>Co-Chairs will be appointed to two-year terms renewable subject to NCBA CLUSA President.</p> <p>Co-chairs will work directly with the NCBA staff and management to set agendas and identify issues in meeting topics/structures/etc. to ensure that the work of the Council is accomplished, and members' time is well used. The co-chairs will also make verbal or written reports as useful to the NCBA CLUSA staff on subjects they deem important.</p>
<p><b>Description of Duties</b></p>	<ol style="list-style-type: none"> <li>1. Offer networking opportunities among purchasing co-op stakeholders.</li> <li>2. Create programs for members and stakeholders to create solutions to common issues and exchange ideas with other purchasing co-op leaders.</li> <li>3. Provide educational and training opportunities to members.</li> <li>4. Collaborate with other NCBA CLUSA councils on networking and educational efforts.</li> <li>5. The Council will serve as a strategic advisory group to NCBA CLUSA Management for ideas pertaining to purchasing co-ops.</li> <li>6. Membership in the Council will reflect the geographic, sectoral, gender, racial and economic diversity of the contemporary cooperative movement.</li> <li>7. At each annual Purchasing Co-op Roundtable and Co-op Executive Roundtable, NCBA CLUSA believes members of the Purchasing Co-op Council offer a uniquely impactful presence. Members are strongly encouraged to participate either in a Council-specific session or elsewhere.</li> <li>8. The Council shall exercise such other powers and perform such other duties and responsibilities as are incidental to the purposes, duties and responsibilities specified herein and as may from time to time be delegated to the Council by the President &amp; CEO or Staff Liaison.</li> </ol>
<p><b>Meetings</b></p>	<p>The Council is expected to meet at least four times within each fiscal year (calendar year).</p>
<p><b>Record Keeping</b></p>	<p>The meeting minutes and generated deliverables from the Council will be stored with Board/Volunteer documentation on the NCBA CLUSA cloud server.</p>