

# SB/DVBE ADVOCATE STEERING COMMITTEE MEMBER APPLICATION

## SB/DVBE Advocate Steering Committee Membership

1. An applicant must have a minimum of six months' experience as a State SB/DVBE advocate.
2. An applicant must be a State employee who is actively fulfilling the role of a SB/DVBE advocate.
3. Members may serve a two-year term with the option to re-apply for additional successive terms. The Steering Committee Advocate will notify members in January of the second year of their term of their need to re-apply. Members must then submit an application for membership to the DGS Management Advisor for review, within (30) days from notification to serve an additional term. When a member vacancy occurs, consideration will be given to applicants that have not previously been a part of the Steering Committee. Awaiting list will be established.
4. The application must be approved by the applicant management prior to submission for consideration.
5. An application for membership must be submitted to the Steering Committee Management Advisors for consideration. The request for membership will be reviewed by the DGS Management Advisor and the Communication and Outreach Team. The Advocate Steering Committee Members will approve and/or deny the application. The Advocate Steering Committee Management Advisor shall respond to all requests for membership in writing.
6. Applications for membership will be accepted on a continuous basis.

### **SB/DVBE Members Dismissal of Duties**

A Committee Member shall be dismissed from the Steering Committee if terminated as a State advocate. A Committee Member may also be dismissed for non-attendance of scheduled meetings, workshops and/or non-participation or poor performance of assigned duties.

Steering Committee meetings will convene at the DGS Headquarters in the month previous to a workshop and the month after a workshop. Specific meeting dates will be determined prior to each annual planning meeting and provided to all Steering Committee members. The Steering Committee shall meet two weeks prior to the DGS Advocate meeting and two weeks after to debrief of the Advocate meeting and thereafter when deemed necessary. The Steering Committee Management Advisors retains authority to change meeting dates when necessary.

**SB/DVBE ADVOCATE STEERING COMMITTEE MEMBER  
APPLICATION**

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
E-Mail Address

Briefly express your interest in joining the SB/DVBE Advocate Steering Committee

I acknowledge and will abide by the SB/DVBE Advocates Committee Operating Guidelines

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Department Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Steering Committee - Approval/Denied

\_\_\_\_\_  
Date Appointed

\_\_\_\_\_  
Signature/Date – DGS Advisor