

COMMITTEE CHAIR

Role Descriptions

Finance Committee



Mission

- The mission of the Finance Committee is to ensure the fiscal well being of CSDP, by overseeing and administering the financial affairs, including:
 1. Annual Budget
 2. Business checking account
 3. Collection and monitoring of annual dues
 4. Maintenance of licensing status
 5. Reporting of financials at our annual CSDP meeting.

Responsibilities

- Report financials at our annual CSDP meeting
- Maintain IRS 501c6 non-profit tax status (applied); annual filing
- Maintain Michigan licensing fee
- Propose annual budget
- Manage Accounts Payable (vendors, donations)
- Provide financial update at board meetings
- Maintain business checking account
- Collect and monitor annual dues
- Oversee the use of the CheddarUp collection system
- Maintain the CSDP PO Box
- Manage Corporate sponsorships (CSDP programming)
- Submit requests for over budget expenditures

Governance Committee

Mission

To provides oversight of By-laws, Conduct, Rules and Norms to guide activity within the council.
We meet as needed.



Responsibilities

- Create and align organizational/ operational rules
- Enforce rules and resolve conflicts
- Maintain operational performance to bylaws and standards and identifying gaps/issues
- Maintain and help implement the Council's Bylaws
- Oversee and administer the election of the Board and appointment of its Officers
- Identify board operating process improvements and lead activities

Marketing & Communications Committee

Mission

- The mission of the CSDP Marketing committee is to promote the organization and its activities through various channels, support other committees with their marketing needs, and ensure consistency and compliance of brand standards.

Responsibilities

- Ensure consistent use of CSDP logo (website, marketing materials, promo items, specially created logos, etc.)
- Support CSDP and other committees with marketing materials as needed.
- Select/procure promotional items
- Liaison assigned to coordinate distribution from Marketing to Membership
- Develop and execute social media strategy (internal/external) including media outlets decisions. Marketing responsible for overall CSDP organization posts. (e.g. membership highlights, new members, etc.)
- Manage committee expenses to budget; above/beyond budget expenses requires board approval

Membership Committee

Mission

- To proactively drive membership growth, to facilitate the review and approval of guest and membership applications, and to maintain accurate records of CSDP membership.

Responsibilities

- Review/approve membership/guest applications.
- Maintain accurate list of active/emeritus Members in collaboration with Finance.
- Notification of non-renewing members.
- Manage outreach received from the membership@ncsdp.com mailbox.
- Answer membership questions.
- Conduct one off meetings with potential members upon request.
- Maintain KPIs (activities, outreach/interest, guests, new members).
- Manage membership records (forms, release forms, etc.).
- Manage committee expenses to budget; above/beyond budget expenses requires board approval.

Professional Development Committee



Mission

- The mission of the Professional Development Committee is to promote higher learning which results in the professional advancement of CSDP members. Our goal is to enhance our membership by collaborating with top-tier experts across various fields. This initiative will equip our Supplier Diversity Professionals with a broad spectrum of insights and skills, further empowering them to drive impactful and positive change within their organizations. This committee also shares platforms with partner organizations and supply chain professionals who have goals that complement the work of CSDP.

Responsibilities

- Identify speakers & develop content
- Select meeting locations, solicit membership to host CSDP.
- Collaborate with Marketing for promotional materials (event flyers, social media, etc.)
- Plan Signature events: CSDP Team Building, Public and Membership-only Webinars, and Community Service events.
- Complete pre-event Technology service requests.
- Manage Speakers - Council For Supplier Diversity Professionals' Speaker Release.
- Manage committee expenses to budget; above/beyond budget expenses require board approval.

Program Committee



Mission

- The mission of the Program Committee is to develop, plan, and implement the format and content of Council meetings. The Committee will improve CSDP program quality and expand program possibilities. The Committee will do this by creating stimulating programs that add value for CSDP members and address key initiatives impacting supplier diversity professionals.

Responsibilities

- Identify speakers & develop content.
- Select meeting locations, solicit membership to host CSDP (Bi-Monthly).
- Collaborate with Marketing for promotional materials (event flyers, social media, etc.).
- Plan Signature events: MMPC, NGOs, and Holiday events.
- Transport of event flyers and/or banners.
- Complete pre-event Technology service requests.
- Manage Speakers - Council For Supplier Diversity Professionals' Speaker Release.
- Facilitate networking events at scheduled national/local functions.
- Manage committee expenses to budget; above/beyond budget expenses require board approval.

Technology Committee



Mission

- To promote the use of technology to assist membership and committees through identification, recommendation of technologies that support the overall needs of the CSDP and the Supplier Diversity community.

Responsibilities

- Facilitate on-site events/meeting connectivity and meeting platforms in coordination with hosts
- Complete pre-meeting video/audio assessment with guest speakers
- Develop process for hosting and managing virtual meetings, including data requirements, meeting owners
- Co-manage the Listserv w/Secretary
- Develop and maintain Technology strategy, tools and needs identification by committees
- Manage membership credentials
- Administrator CSDP website (upload speaker presentations, minutes, recordings, etc.)
- Provide technical support for all general meetings