

**The George C. Marshall Space Flight Center (MSFC)  
Small Business Executive Leadership Team (SBELT)**

# SBELT

- **Vision:**

To inspire local and regional Small Businesses: to play a vital role in NASA's mission, specifically develop services, technologies, and manufacturing in support of the Marshall Space Flight Center mission.

- **Mission:**

To represent, protect, and grow the interests of Small Business in the Marshall Space Flight Center procurement process.

- **Goals:**

1. Inform Small Businesses of Marshall Space Flight Center procurement opportunities and legislative changes.
2. Develop strategies for Small Businesses to grow (foster Small Business specific capabilities).
3. Develop opportunities for Small Businesses to excel (e.g., training assistance from the primes, short courses from subject matter experts, etc.).

# SBELT Officers

**SBELT Chairperson** - The SBELT Chairperson shall preside over all bi-monthly meetings of the SBELT, shall have general supervision of the affairs of the SBELT, shall be responsible for establishing meeting agenda's and coordinating participation of guest speakers, shall be responsible for planning and coordinating the MSBA with the help of the other officers, and shall perform such other duties as are incident to the office or are properly required by the MSFC SBO.

**SBELT Vice Chairperson** - During the absence or disability of the SBELT Chairperson, the Vice Chairperson shall exercise all the functions of the SBELT Chairperson. In addition, the Vice Chairperson shall coordinate the participation of the SBELT in Small Business outreach activities. Furthermore, the Vice Chairperson shall assist in the planning and coordination of the JCI in conjunction with the SBO. The SBELT Vice Chairperson shall have such powers and discharge such duties as may be assigned to him or her from time to time by the SBELT Chairperson, or SBELT Membership at large.

**Secretary** - The Secretary shall keep minutes of all meetings, record action items, and shall make such reports and perform such other duties as are incident to the office or are properly required of the Secretary and maintain all records. Prior to adjournment, the Secretary will go over said action items. Minutes of the meetings shall be distributed to the SBELT Chairperson and the MSFC Small Business Specialist within two weeks after the meetings, upon which the SBELT Chairperson should distribute the minutes to all SBELT members within 4 weeks after the meetings.

**Events Coordinator** – The Events Coordinator is responsible for planning activities including social events, sponsorship for the MSBA, additional events that arise over the course of each year, and the yearly SBELT Offsite. NOTE – it is the policy of the SBELT to only collect as much monies as needed to cover expenses of event planned so that monies received will equal monies disbursed. In the event of remaining funds after an event, the excess funds will be applied to the next like event.

# SBELT Officer Elections

**Nominations Open:** September 27- October 11

**Election Ballot Voting:** October 14 - 30

**Election Results Notice:** November 10