



International Commerce & Mobility Forum

1 April 2024

Draft Steering Committee Concept

I. Purpose

The Steering Committee of the International Commerce and Mobility Forum (ICMF) is established to guide and enhance the forum's biannual to triannual programming, ensuring alignment with the forum's mission to advance commerce and mobility in Minnesota through collaboration, innovation, and knowledge exchange with key stakeholders.

II. Objectives

1. **Strategic Planning:** Shape the strategic direction for each ICMF event, ensuring they serve the broader goals of fostering advancements in international commerce and mobility.
2. **Program Development:** Oversee and guide the development of compelling and relevant programming that addresses the latest trends, challenges, and opportunities within the sectors of international commerce and mobility.
3. **Leadership in Programming:** Enable committee members to assume lead or co-lead roles in the programming of each event, encouraging active engagement and leveraging the diverse expertise within the committee.
4. **Stakeholder Engagement:** Build and maintain strong relationships with key stakeholders across industries, academia, and government to enrich the forum's offerings and impact.
5. **Resource Allocation:** Monitor and direct the allocation of resources for event planning and execution, ensuring alignment with the forum's financial guidelines.
6. **Evaluation and Improvement:** Implement thorough post-event evaluations to measure success and identify areas for improvement, aiming for continuous enhancement of the forum's value and impact.

III. Membership

Membership is open to those interested and willing to share their expertise, experience, and willingness to contribute actively to the forum's success.

IV. Roles and Responsibilities

1. **Chair:** Leads the committee, sets meeting agendas, and ensures the committee meets its objectives.
2. **Vice Chair:** Supports the Chair and assumes their duties in their absence.
3. **Program Leads:** Each member will have the opportunity to lead or co-lead the programming for specific ICMF events, taking responsibility for the development and execution of those segments.
4. **Members:** Engage actively in meetings, contribute to strategic discussions, assist in program development, and support the leadership in executing the forum's activities.

V. Meetings

Quarterly meetings will be held, with additional meetings convened as necessary to ensure the successful planning and execution of the forum's events.

VI. Charter Update

This charter will be reviewed annually and revised as needed.