ACEC/MA COMMITTEE/FORUM CHAIR JOB DESCRIPTION

Title: Chair or Co-Chair of an ACEC/MA Committee or Business Practice Forum

Reports to: Group Directors, who are on the ACEC/MA Board of Directors

Purpose: To provide leadership and serve the committee as a voting member; to develop plans, policies, procedures and practices for the operation of ACEC/MA; to monitor finances of the organization, its programs and performance.

Term: One fiscal year from July 1 to June 30.

Expected Meeting Attendance:
- Regularly attend Committee meetings as scheduled (about 9-10/year)
- Attend Annual Board and Comm-Forum Co-Chairs Planning Session
- Attend ACEC/MA programs; bring others from your firm to programs
- Participate in Engineers & Land Surveyors Day at the State House
- Attend and participate in special events and fundraisers, as needed.
- Support ACEC/MA in general.

Obligations of the Committee Chair:
- Establish policy for committee activities.
- Represent the broad interests of the ACEC/MA membership
- COMMITTEE CHAIRS: Support the ACEC National Political Action Committee with a personal contribution and local political fundraisers organized or promoted by ACEC/MA with personal contributions.
- Visit your state representative and state senator at least once a year.
- Be an advocate and a spokesperson for ACEC/MA and the Industry.
- Participate in at least one membership roundtable for current and potential members annually.

Duties for Committee/Forum Chairs:
This is for all Committee/Forum Chairs in general. Committees that host paid programs or handle membership have additional responsibilities and additional staff support. Committees that host paid programs include: Program, Emerging Leaders, Engineering Excellence Awards. Committees that receive certain other staff support include: Membership, Insights, Government Affairs, TALC and Environmental Affairs.

Duties:
- Develop an Agenda for each Committee meeting
- Develop Workplan for Committee, based on Committee’s goals.
- Submit Workplan to Group Directors for review and discussion.
- Develop Meeting Schedule for the year: July - June
- Submit Meeting Schedule to TECET Contact for scheduling at TECET or elsewhere; notify TECET contact of any changes in meeting schedule, need for call-in numbers, need for food or coffee through conference center. (food with sponsor)
- Before promoting a meeting, request Committee Roster from TECET staff
  (TECET staff provides initial list and updates; Committee leaders should report any changes to TECET staff)
- Send Outlook Appointment: meeting notices/agendas > 2 weeks ahead with Zoom (if applicable): include TECET designated staff and Executive Director (ago Goodman@engineers.org) on list for all committee/forum meetings and communication. Send email reminder
- acecma@engineers.org is a member of every Committee/Forum
- Do introductions at the beginning, if possible
- Lead/facilitate committee meetings to determine meeting topics & speakers
♦ Keep track of Action Items, presentations to be posted on web, etc.
♦ Write a very brief summary of the meeting actions that can be shared with the Board Liaison to the Committee/Forum.
♦ Be responsive to requests for information, participation or assistance from ACEC/MA.
♦ Coordinate with other ACEC/MA committees to schedule joint meetings.
♦ Coordinate with other ACEC/MA committees to schedule joint events as part of ACEC/MA schedule; work with Executive Director to negotiate list sharing, revenue sharing and other agreements.
♦ Work with Executive Director on any contracts for speakers’ honoraria or travel. Executive Director signs these contracts on behalf of ACEC/MA.
♦ Provide TECET staff with any public documents needed for posting on the Committee/Forum’s website page.