



## ACEC/MA COMMITTEE/FORUM CHAIR JOB DESCRIPTION

<b>Title:</b>	Chair or Co-Chair of an ACEC/MA Committee or Business Practice Forum
<b>Reports to:</b>	Group Directors, who are on the ACEC/MA Board of Directors
<b>Purpose:</b>	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.
<b>Term:</b>	One fiscal year from July 1 to June 30.
<b>Expected Meeting Attendance:</b>	<ul style="list-style-type: none"> <li>• Regularly attend Committee meetings as scheduled (about 9-10/year)</li> <li>• Attend Annual Board and Comm-Forum Co-Chairs Planning Session</li> <li>• Attend ACEC/MA programs; bring others from your firm to programs</li> <li>• Participate in Engineers &amp; Land Surveyors Day at the State House</li> <li>• Attend and participate in special events and fundraisers, as needed.</li> <li>• Support ACEC/MA in general.</li> </ul>
<b>Obligations of the Committee Chair:</b>	<ul style="list-style-type: none"> <li>• Establish policy for committee activities.</li> <li>• Represent the broad interests of the ACEC/MA membership</li> <li>• 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.</li> <li>• Visit your state representative and state senator at least once a year.</li> <li>• Be an advocate and a spokesperson for ACEC/MA and the Industry.</li> <li>• Participate in at least one membership roundtable for current and potential members annually.</li> </ul>
<b>Duties for Committee/Forum Chairs:</b>	<p>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.</p> <p>Duties:</p> <ul style="list-style-type: none"> <li>• Develop an Agenda for each Committee meeting</li> <li>• Develop Workplan for Committee, based on Committee's goals.</li> <li>• Submit Workplan to Group Directors for review and discussion.</li> <li>• Develop Meeting Schedule for the year: July - June</li> <li>• 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)</li> <li>◆ 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)</li> <li>◆ Send Outlook Appointment: meeting notices/agendas &gt; 2 weeks ahead with Zoom (if applicable): include TECET designated staff and Executive Director (agoodman@engineers.org) on list for all committee/forum meetings and communication. Send email reminder</li> <li>◆ acecma@engineers.org is a member of every Committee/Forum</li> <li>◆ Do introductions at the beginning, if possible</li> <li>◆ Lead/facilitate committee meetings to determine meeting topics &amp; speakers</li> </ul>



- ◆ 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.