



ACEC/MA GROUP DIRECTORS JOB DESCRIPTION

- Title:** Group Director
- Reports to:** President
- Purpose:** To improve communication and coordination among committee in one of four Groups: Operations, Business Practices, Government Affairs, and Client Sector.
- Term:** One year from July 1 to June 30. These positions are held by ACEC/MA Board members and are assigned by the ACEC/MA President.
- Expected Meeting Attendance:** Hold quarterly meetings with committee Chairs to discuss issues and inter-committee communication and coordination, if applicable.
- Obligations of the Group Director:**
- Assist Committee Chairs with development of the annual workplan for the committee.
 - Bring the Committee workplans to the Board for review and comments.
- Duties for Group Directors:**
- Collect short committee reports on activities and accomplishments from the Committee Co-Chairs that could be included in electronic news reports to membership and in other communication vehicles.
 - Report any Committee issues/concerns to Board and TECET staff
 - Participate in at least one membership roundtable for current and potential members annually