



ACEC/MA PARTNERING COMMITTEE CO-CHAIR POSITION DESCRIPTION	
Title:	Co-Chair of an ACEC/MA Partnering Committee
Reports to:	Co-Chairs of relevant ACEC/MA Committee, such as TALC, WEEC, BEC, or PSC, and Board Liaison for the ACEC/MA Committee, who serves on the ACEC/MA Board of Directors
Purpose:	To provide leadership and direction for the Client Partnering Groups and Related Groups
Term:	One-two fiscal years from July 1 to June 30; appointed by ACEC/MA Board of Directors. Ideally one co-chair will change each year.
Expected Meeting Attendance:	<ul style="list-style-type: none"> • Regularly attend Partnering Group meetings as scheduled • Regularly attend associated TALC, WEEC, BEC, or PSC Committee meetings (about 10/year) • Attend ACEC/MA programs; encourage others from your firm to attend programs • Participate in Engineers & Land Surveyors Day at the State House in May and such other grassroots advocacy as requested. • Attend and participate in special events and fundraisers, as needed.
Obligations of the Partnering Committee Co-Chair:	<ul style="list-style-type: none"> • Employed by an ACEC/MA Member firm in good standing with dues paid for current fiscal year • Be familiar with current ACEC/MA bylaws, policies, and procedures, especially Conflict of Interest policy. • Represent the broad interests of the ACEC/MA membership • Regularly participate in relevant ACEC/MA Committee meetings to report on Partnering Committee's work. These committees include TALC, WEEC, BEC, or PSC • Visit your Massachusetts state representative and state senator at some point during the year. • Be an advocate, supporter, and a spokesperson for ACEC/MA and the Industry. • Participate in at least one membership roundtable and/or event for current and potential members annually.
Duties for Partnering Committee Co-Chairs:	<p>Duties:</p> <ul style="list-style-type: none"> • Develop an agenda for each Partnering Committee meeting and communicate with public agency key staff contact to arrange meeting with agency, in coordination with ACEC/MA Executive Director. • Develop Issues Work Plan for the Partnering Committee, based on Committee's goals. • Submit Work Plan to the associated TALC, WEEC, BEC, or PSC Committee Chairs and Board Liaison for review, identification of other issues, and discussion. • TECET staff, under direction of ACEC/MA Executive Director, will maintain list of partnering committee members and will provide some periodic updates; Partnering Committee Co-Chairs need to report any changes to TECET staff. • Organize and hold <i>*Partnering Committee Planning Meetings</i> or conference calls in advance of <i>**Partnering Committee Meetings</i>. • Assign a Partnering Committee member to take notes of the meeting to be reviewed by the Partnering Committee. <ul style="list-style-type: none"> • Share these reviewed notes first with the Partnering Committee for any edits and then with key contact at public agency for their review and approval. • Provide this finalized set of notes to the TALC, WEEC, BEC, or PSC Committee co-chairs and ACEC/MA Executive Director for distribution to TALC, WEEC, BEC, or PSC Committee members. • Keep one set of notes in an electronic file for partnering committee meetings that can be shared with future partnering chairs and members. • Be responsive to requests for information, participation, or assistance from ACEC/MA. • Lead/facilitate committee meetings to determine meeting topics and speakers, if applicable. • Support the ACEC Political Action Committee (ACEC PAC nationally) with a personal contribution annually unless employer's corporate policy prohibits PAC participation.
	<p>*Partnering Committee Planning Meetings: internal meetings of just ACEC/MA members</p> <p>**Partnering Committee Meetings: Meetings with appropriate public agency</p>