



ACEC/MA PARTNERING COMMITTEE CHAIR/CO-CHAIR POSITION DESCRIPTION	
Title:	Chair/Co-Chair of an ACEC/MA Partnering Committee
Reports to:	Co-Chairs TALC/EAC/BEC/PSC and Board Liaison, who are on the ACEC/MA Board of Directors
Purpose:	To provide leadership and direction for the Client Partnering Groups and Related Groups
Term:	One year from July 1 to June 30; appointed by ACEC/MA Comm. Co-Chairs TALC/EAC/BEC/PSC and Board Liaison, in consultation with ACEC/MA Executive Committee.
Expected Meeting Attendance:	<ul style="list-style-type: none"> • Regularly attend Partnering Group meetings as scheduled • Regularly attend associated TALC / EEAC / BEC / 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 • 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. • Represent the broad interests of the ACEC/MA membership • Visit your state representative and state senator at some point during the year. • Be an advocate 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 Chair and Co-Chairs:	<p>Duties:</p> <ul style="list-style-type: none"> • Develop an agenda for each Partnering Committee meeting • Develop Work Plan for the Partnering Committee, based on Committee's goals. • Submit Work Plan to the associated TALC / EEAC / BEC / PSC Committee Chairs and Board Liaison for review and discussion. • Maintain list of partnering committee members, in consultation with TECET staff (TECET staff will provide initial list and periodic updates; Partnering committee needs to report any changes to TECET staff) • Organize and hold *Partnering Committee Planning Meetings or conference calls in advance of **Partnering Committee Meetings. • Assign a Partnering Committee member to take minutes of the meeting; keep one set of minutes for partnering committee meetings in a binder 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 (national) unless corporate policy limits PAC participation. • Support ACEC/MA in general.
	<p>*Partnering Committee Planning Meetings: internal meetings **Partnering Committee Meetings: Meetings with appropriate public agency</p>