



ACEC/MA PARTNERING COMMITTEE MEMBERS POSITION DESCRIPTION

Title:	Member of an ACEC/MA Client Sector Partnering Committee
Reports to:	Partnering Committee Co-Chairs
Purpose:	Attend, participate in and provide input at partnering committee planning meetings and, potentially in partnering committee meetings with appropriate public agency as an ACEC/MA representative.
Term:	Usually for 2 fiscal years. Appointed by ACEC/MA Board, in consultation with ACEC/MA Board of Directors.
Expected Meeting Attendance:	<ul style="list-style-type: none"> • Regularly attend <i>Partnering Committee Planning Meetings*</i> as scheduled • Regularly attend <i>Partnering Committee Meetings**</i> as scheduled, as determined by applicable Partnering Co-Chairs. • 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 and Land Surveyors Day at the State House in May • Attend and participate in special events and fundraisers, as needed. • Support ACEC/MA in general.
Obligations of the Partnering Committee Members:	<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, including Conflict of Interest Policy. • Represent the broad interests of the ACEC/MA membership • Visit your state representative and state senator. • Be an advocate and a spokesperson for ACEC/MA and the Industry.
Duties for the Partnering Committee Members:	<p>Duties:</p> <ul style="list-style-type: none"> • Contribute to the development of an agenda for each Partnering Committee meeting. • Volunteer for tasks related to the Partnering Committee, data gathering, writing, and editing materials to be discussed at partnering meetings. • Volunteering to take notes at several Partnering Committee meetings with public agency clients each year, providing a draft for review by the Partnering Committee, or reviewing draft notes compiled by others on the committee. After review by the public agency, these notes will be shared with ACEC/MA members • Support the ACEC Political Action Committee (ACEC PAC nationally) with a personal contribution annually unless employer's corporate policy prohibits ACEC PAC participation.

***Partnering Committee Planning Meetings:** internal meetings of ACEC/MA members
****Partnering Committee Meetings:** Meetings with appropriate public agency