

## 2023-2024 COMMITTEE/FORUM WORKPLAN –

Please Read the Committee/Forum Co-Chairs Items to Note at the end of this form.

Then please complete this form, **save it with a file name that includes your committee or forum's name** and send it back to [acecma@engineers.org](mailto:acecma@engineers.org) by August 24, 2023

**Committee/Forum Name:**

**Are there any Changes in text to the Committee/Forum Description on our website at [www.acecma.org](http://www.acecma.org) Or should we call you to work on the edits together?**

**Any Particular Goals for the Year or ways in which the ACEC/MA Leadership can help you with the issues:**

**TECET staff will provide you with a Roster for the full Committee/Forum. You don't need to list the full committee/forum here. Staff will provide you with an updated Roster for the full Committee/Forum upon request and when they see changes. If your Committee/Forum has Subcommittees, other than public agency partnering committees, list the subcommittees below along with any subcommittee co-chairs; this does not apply to most committees.**

*(Note: All ACECMA Committees/Forum, except public agency partnering committees, are open to ALL employees of ACEC/MA member firms.)*

**List Meetings scheduled for the year:**

Meetings will be held approximately monthly, usually on the \_\_\_\_\_ of the month at \_\_\_\_\_ (time) at \_\_\_\_\_ (location), unless otherwise specified. **(See Notes Below)**

**Expected Dates and Times:**

**DELIVERABLES TO GROUP DIRECTORS:** *(over the course of the one year Committee cycle—starts after June Annual Planning Session.)*

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| <ul style="list-style-type: none"> <li><b>Work Plan – this form (draft due August 24, 2023)</b></li> </ul>          | <ul style="list-style-type: none"> <li><b>Mid-cycle Report on Accomplishments</b> (mid-December at Board and Comm/Forum Chairs Mid-year gathering, usually a hot breakfast in Boston)</li> </ul> |
| <ul style="list-style-type: none"> <li><b>Meeting Agendas/Schedules/Action Items</b> (for every meeting)</li> </ul> | <ul style="list-style-type: none"> <li><b>Short year-end report: listing goals, accomplishments, issues for future work, etc.</b> (requested for first week in June)</li> </ul>                  |

## **Committee/Forum Co-Chairs Items to Note:**

- **Membership on Committees/Forums:** Committee/Forum meetings are open to ACEC/MA members; these are **employees of ACEC/MA member firms**. In addition, Retired Members, Fellows, and certain others may be serving on a committee, with authorization of the President or Executive Director. Non-members are not permitted to serve on Committees/Forums, except for Government Affairs Committee (GAC), with authorization of Executive Director, but occasionally a prospective member may be invited to a particular meeting. **TECET staff will give you a list of Committee/Forum members for use for ACEC/MA business only; TECET staff will provide updates. These lists have updates almost every week.**
- **Schedule Changes:** If your meeting plans change, be sure to notify [acecma@engineers.org](mailto:acecma@engineers.org) and [agoodman@engineers.org](mailto:agoodman@engineers.org) so that the change is **updated on the Web calendar, in the weekly ACEC/Matters enews and so that appropriate space is reserved at TECET, if needed.**

- **Committee/Forum Meeting Checklist:** Committee/Forum Chairs are responsible for:

	<p>Email <b>Outlook Appointment</b> along with an email message to all Committee/Forum Members <b>at least 2 weeks in advance</b>, with an <b>agenda, date, time, Zoom or Teams or other online access info</b>, speaker name, if applicable, and if applicable, meeting location, parking situation and other details.</p> <p>Use Identifier Text as part of your Subject line.</p> <p>For example: ACEC/MA Risk Management Forum 6/15/24:</p>
	<p><b>Email Meeting Reminders</b> to all Committee/Forum Members <b>at least 1 week in advance</b>, with an agenda, date, time, place, parking situation and other details.</p> <p>Email Zoom or call-in instructions at least a few days in advance, if applicable. (see below)</p>
	<p>If inviting an outside speaker, follow process outlined in the <i>ACEC/MA Program/Event Coordination Policy (approved by Board, 3/26/09)</i> or <b>check in with Abbie Goodman <a href="mailto:agoodman@engineers.org">agoodman@engineers.org</a> to make sure that the speaker isn't already booked for a program</b></p>
	<p>Make introductions at the beginning of every meeting, Zoom, audio conference or Webinar, unless you are sure that all participants know each other. People appreciate the opportunity to meet others virtually and in the room.</p>
	<p><b><u>Aldrich Conference Center @ The Engineering Center:</u></b> If your committee/forum meeting is being held at The Engineering Center in Boston and if you have food/beverage (f/b) needs in addition to coffee, then: 1) Notify TECET staff (at <a href="mailto:acecma@engineers.org">acecma@engineers.org</a> or others 617-227-5551 about f/b needs at least one week in advance and 2) Tell them who should be invoiced to cover the cost of the f/b for the meeting. 3) If possible, ask committee members at the beginning of the year to take turns sponsoring food for the committee meeting and provide TECET with a list of these contacts/firms by meeting date, so that staff can issue invoices for f/b. ACEC/MA has not budgeted to provide f/b at committee/forum meetings.</p>
	<p><b><u>Zoom or Teams meetings:</u></b> If your committee is holding Zoom or Teams meetings, please note that plan in the <b>Date</b> section above. You will need to give the committee members the specific instructions, including date-specific Zoom instructions or call-in number, in advance, preferably by Outlook appointment AND by email. Zoom conferencing is available at Aldrich Center at TECET; we can provide Zoom instructions or an audio conference, <b>but these need to be reserved in advance for specific meetings so that you have time to provide the directions and numbers to participants..</b></p>
	<p><b><u>Other Meeting Locations:</u></b></p> <ul style="list-style-type: none"> <li>○ If you hold your committee/forum meeting at a firm's office or elsewhere, be sure to note the meeting location and parking availability, along with the date and time. TECET needs this information for the web calendar listing, ACEC/Matters, etc.</li> <li>○ If you have your own Zoom, Teams, or other call-in number for participants, be sure to provide it.</li> <li>○ ACEC/MA has not budgeted to provide food at committee/forum meetings; please ask the firm host or another committee member to cover the cost of f/b at this meeting.</li> </ul>