



<b>ACEC/MA PARTNERING COMMITTEE CHAIR/CO-CHAIR POSITION DESCRIPTION</b>	
<b>Title:</b>	Chair/Co-Chair of an ACEC/MA Partnering Committee
<b>Reports to:</b>	Co-Chairs TALC/EAC/BEC/PSC and Board Liaison, who are on the ACEC/MA Board of Directors
<b>Purpose:</b>	To provide leadership and direction for the Client Partnering Groups and Related Groups
<b>Term:</b>	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.
<b>Expected Meeting Attendance:</b>	<ul style="list-style-type: none"> <li>• Regularly attend Partnering Group meetings as scheduled</li> <li>• Regularly attend associated TALC / EEAC / BEC / PSC Committee meetings (about 10/year)</li> <li>• Attend ACEC/MA programs; encourage others from your firm to attend programs</li> <li>• Participate in Engineers &amp; Land Surveyors Day at the State House in May</li> <li>• Attend and participate in special events and fundraisers, as needed.</li> </ul>
<b>Obligations of the Partnering Committee Co-Chair:</b>	<ul style="list-style-type: none"> <li>• Employed by an ACEC/MA Member firm in good standing with dues paid for current fiscal year</li> <li>• Be familiar with current ACEC/MA bylaws, policies and procedures.</li> <li>• Represent the broad interests of the ACEC/MA membership</li> <li>• Visit your state representative and state senator at some point during the year.</li> <li>• Be an advocate and a spokesperson for ACEC/MA and the Industry.</li> <li>• Participate in at least one membership roundtable and/or event for current and potential members annually.</li> </ul>
<b>Duties for Partnering Committee Chair and Co-Chairs:</b>	<p>Duties:</p> <ul style="list-style-type: none"> <li>• Develop an agenda for each Partnering Committee meeting</li> <li>• Develop Work Plan for the Partnering Committee, based on Committee's goals.</li> <li>• Submit Work Plan to the associated TALC / EEAC / BEC / PSC Committee Chairs and Board Liaison for review and discussion.</li> <li>• 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)</li> <li>• Organize and hold *Partnering Committee Planning Meetings or conference calls in advance of **Partnering Committee Meetings.</li> <li>• 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.</li> <li>• Be responsive to requests for information, participation or assistance from ACEC/MA.</li> <li>• Lead/facilitate committee meetings to determine meeting topics and speakers, if applicable.</li> <li>• Support the ACEC Political Action Committee (national) unless corporate policy limits PAC participation.</li> <li>• Support ACEC/MA in general.</li> </ul>
	<p>*Partnering Committee Planning Meetings: internal meetings of just ACEC/MA members  **Partnering Committee Meetings: Meetings with appropriate public agency</p>