



AMERICAN COUNCIL OF ENGINEERING COMPANIES

OFFICERS GUIDANCE MANUAL

2010 - 2011

ROLES AND RESPONSIBILITIES OF ACEC NATIONAL OFFICERS

INTRODUCTION

Role of Officers: The role of ACEC's national officers is to provide overall leadership for the Council on behalf of the Board of Directors. Officers carry out this role primarily by:

- Acting for the Board when the Board is not in session
- Providing overall financial and policy oversight of Council activities
- Promoting achievement of the ACEC Strategic Plan
- Providing policy advice and guidance on legislative and business practice issues
- Promoting ACEC national policies and programs to the membership and external audiences
- Promoting participation in ACEC/PAC
- Promoting membership recruitment efforts

List of Officers: The Council is served by eleven officers: the Chair, the President, the Chair-elect, six Vice Chairs, the Treasurer, and the Secretary. All officers are elected by the Board of Directors, and all are volunteers with the exception of the President and Secretary, who are salaried officials. The Chair is the highest-ranking officer of the Council.

Terms: The Chair and Chair-elect each serve for one year. The Chair-elect automatically becomes Chair at the end of the preceding Chair's term. The Vice Chairs and the Treasurer serve two-year terms. One Vice Chair is selected as Senior Vice Chair by the Executive Committee members who will serve with him or her in the following year.

Executive Committee: The Executive Committee acts on behalf of the Board of Directors, providing guidance in carrying out Board-approved policies and programs. The Executive Committee has the authority, under the Bylaws, to exercise essentially the full powers of the Board in matters that arise between Board meetings. It also recommends policies for Board consideration and advises the Board on financial matters. The nine volunteer officers comprise the voting members of the Executive Committee, and their terms of office begin each year at the conclusion of the Annual Convention. The voting members of the Executive Committee are also voting members of the Board (with 1 vote each). The President and an annually designated representative from among the state Executive Directors serve as non-voting members of the Executive Committee.

Time Commitment: The Executive Committee meets formally four times a year: at the Annual Convention, the Fall Convention, a winter meeting in January or February, and a summer meeting in July or August. From time to time, the Executive Committee may convene via conference call. Materials will be mailed to officers two weeks prior to the meeting. Meetings should last no longer than two days in addition to travel time. In addition to the Executive Committee meetings, officers are expected to visit with ACEC state leadership and other organizations as specified below. Service on the Executive Committee should be easily accommodated within a member's work schedule. The chart

in the Appendix gives a general idea of the projected time commitment (in days away from the office).

Rewards of Service: Service as an ACEC national officer is both an honor and a serious commitment. While officers cannot expect to be reimbursed monetarily for their time and talent, there are significant rewards for service. Officers can take pride in the fact that they are making lasting contributions to improving the business of engineering. The interaction with fellow professionals with different disciplines, clients, and backgrounds provides new insight into the engineering industry that no other experience can provide. Working with the national association and state organizations, officers receive unique exposure to national and state politics and practices. In addition, officers make new and lasting friendships in all parts of the country.

SPECIFIC DUTIES OF INDIVIDUAL OFFICERS

Chair

The Chair is the Chief Elected Officer of the Council, responsible for oversight of the Council's affairs and the achievement of the Strategic Plan. He or she works with the President to ensure that the policies and programs of the Council are implemented by the officers, committees and staff. He or she is the principal national spokesperson for the Council; presides over all meetings of the Council, the Board of Directors and the Executive Committee; assigns duties to other members of the Executive Committee; serves as the primary Council representative in national and international associations interacting with ACEC; and is an ex officio member of all committees. Beginning as Chair-elect and continuing as Chair, he or she appoints members of committees and sets committee goals consistent with the Strategic Plan after consultation with the President, the incumbent Chair, committee chairs, and officer liaisons to the committees. The Chair may ask the President or any member of the Executive Committee to preside over any meeting in his or her stead.

President

The President is the Chief Executive Officer of the Council. He reports to the Chair and is responsible for the implementation and day-to-day administration of the Council's policies and programs. He works closely with the Chair and the Executive Committee in the decision-making process, serves as the spokesperson for the Council in day-to-day matters with the national government and its agencies, domestic business associations, and international associations. He has charge of all Council properties and sole responsibility for the management of the headquarters offices and the hiring, supervision, and work assignments of the staff. He prepares reports as may be prescribed by the Board of Directors or Executive Committee and, with the assistance of the Secretary, he also conducts and maintains full records of the correspondence of the Council. The President participates in all meetings of the Board of Directors and the Executive Committee. He provides advice on all policy matters that come before the Council, thus ensuring continuity in the implementation of the Strategic Plan and that policy matters and

operations remain consistent with the objectives of the Council.

Chair-Elect

The Chair-elect, who will become Chair in due course, serves ex officio on various committees, and is assigned to others by the Chair. He or she has the responsibility of designating members and goals for committees that will be active during his or her term as Chair. In addition, he or she assigns to each volunteer officer representational functions and other responsibilities as necessary. In the event that the office of the Chair becomes vacant, the Chair-elect may, at his or her discretion, fill the remainder of the Chair's term.

Senior Vice Chair

The Senior Vice Chair is assigned the same duties and responsibilities as other Vice Chairs. In the event that the office of the Chair becomes vacant and the Chair-elect declines to fill the remainder of the Chair's term, the Senior Vice Chair may, at his or her discretion, fill the remainder of the term.

Vice Chairs

The principle functions of Vice Chairs are listed under the "Role of Officers" above. Vice Chairs are also assigned liaison functions with state organizations (more below) and other assignments as necessary.

Treasurer

The Treasurer's primary responsibility is to oversee the ACEC budget. He or she is ex officio chair of the Financial Oversight Committee, the other members of which are the Chair and the President. The committee deals with special or unexpected financial situations and makes recommendations to the Executive Committee regarding Minuteman Fund requests. The Treasurer is also a member of the Budget and Finance Committee when it is in session every three years to develop a new budget. The Treasurer has overall responsibility for providing financial reports on revenues and expenditures to the Executive Committee and the Board of Directors. The Treasurer's responsibility for performing representational duties is as stated above for Vice Chairs.

Secretary

The Secretary signs legal papers and other documents of the Council as appropriate, attends meetings of the Board of Directors and Executive Committee, is responsible for the preparation of the agenda and the official records of the proceedings of the Board of Directors and Executive Committee meetings, and is responsible for maintaining the official records and documents of the Council. The Secretary also acts as secretary to the President.

OFFICERS' LIAISON FUNCTION WITH STATE ORGANIZATIONS

The Chair assigns to each volunteer officer primary liaison responsibility with several ACEC state organizations (usually six or seven contiguous states in the region of the officer).

The principal objective of this assignment is to ensure that the state organizations fully understand, appreciate and support the direction of ACEC's national policies and programs. This is largely an advocacy role. ExCom members are advocates for the decisions and actions undertaken by the national organization. To achieve this objective, the officer should have frequent and effective communication with the state organizations' elected leaders, keep them updated on ACEC activities, keep ACEC updated on state issues, and facilitate appropriate ACEC support and assistance to the state organizations. In particular, officers should keep National Directors informed of ACEC initiatives that may be subject to Board approval.

Officer liaison activities with state organizations include, but are not necessarily limited to, the following:

- At the beginning of the term, each state organization is requested to include the assigned officer on its regular mailing list. The officer monitors state organization activities and initiates contact or assistance from ACEC as appropriate.
- The officer meets informally with the state organization national director, president, executive director, and other representatives in attendance at the Annual and Fall Board Meetings. ACEC staff assists in organizing such "officer breakfast meetings" (usually prior to Board meetings).
- The officer maintains informal communication with the state organization president, national director, and staff to discuss current ACEC activities. These contacts should take place at least once each quarter.
- The officer visits assigned state organizations at least once during the year. The officer will encourage the state organization leadership to make the most of his or her visit by planning an active schedule – meeting with prospective members, presenting a seminar, judging Engineering Excellence Awards, taking part in Board or committee discussions, etc.

BRIEFING MATERIALS FOR OFFICERS

The ACEC staff prepares and updates a standard PowerPoint presentation that officers are encouraged to use in their visits with state organizations. This presentation includes materials on ACEC's Strategic Plan and national activities designed to achieve its goals, as well as steps that the state organizations can take in collaboration with the national organization. The presentation is updated several times each year to incorporate the latest developments in government advocacy and other programs.

EXPENSES AND SUPPORT SERVICES

Officers and Officers-Elect. In connection with authorized ACEC business, reimbursement of expenses is described in ACEC's *Reimbursement Policy for Officers and Committee Members*.

Travel, Hotels. Officers make their own airline reservations. Staff will make officers' hotel reservations for all ExCom and national meetings, based on the travel itineraries the officers provide. Officers make their own hotel reservations for all other meetings.

Spouse Expenses. The expenses of transportation, lodging, meals, and meeting registration costs for each Executive Committee member's spouse will be reimbursed for attendance at all Executive Committee meetings, the Annual Spring Convention, Fall Conference, and state meetings up to the extent of the officer's approved budget.

Mailings / Official Communications. All official communications requiring distribution should be given to the ACEC Secretary.

Biographies, Photographs. Biographical data sheets and photos of officers are maintained by the national office. These are often used in connection with news releases, *Last Word* stories, and other activities as appropriate.

OFFICERS' RELATIONS WITH STAFF

All officer contact with the staff should, as a general rule, be through the President who as chief staff executive is responsible for the management of all staff activities.

APPENDIX:

PROJECTED TIME COMMITMENT FOR VOLUNTEER OFFICERS (IN DAYS AWAY FROM THEIR FIRMS)

	<u>Chair</u>	<u>Chair - Elect</u>	<u>Other Officers</u>
1. Annual Convention (April)			
Board Meeting	1	1	1
Executive Committee	2	2	2
2. Fall Conference (September)			
Board Meeting	1	1	1
Executive Committee	2	2	2
3. Winter ExCom Meeting (January)	2	2	2
4. Summer ExCom Meeting (July)	2	2	2
5. Meetings with ACEC state organizations	8	11	15
6. Meetings with other organizations	4	3	0
7. Meetings of ACEC committees	4	1	1
8. Visits to Headquarters Office	7	3	1
Total estimated time:	33	28	27

11/07