



## **ACEC/Michigan COMMITTEE GUIDELINES**

### Appointments and Support

1. Each committee chair shall meet with the Board of Directors (BOD) on an annual basis to discuss the ACEC/M strategic plan and appropriate committee focus and direction in support of the plan.
2. Each committee shall have a BOD representative to provide support as needed.
3. Each committee shall have a chair and vice chair, appointed by the BOD with input from existing chair and Executive Director.
4. Each committee will be assigned an ACEC/M staff member to provide support.

### Terms

1. Chair and vice chair terms shall be 1 or 2 years.
2. At the conclusion of the term, the vice chair shall assume the role of committee chair for the upcoming term, unless circumstances do not allow.
3. The BOD shall appoint a vice chair for the upcoming term, with input from the Executive Director and existing chair.

### Roles and Responsibilities

1. The committee chair shall prepare agendas, preside over committee meetings and track status of all committee tasks/initiatives.
2. The committee vice chair shall prepare and issue minutes for all meetings. Final meeting minutes are to be forwarded to ACEC/M staff to be posted to the ACEC/M website.
3. The committee vice chair shall perform specific tasks, as assigned by the chair, and shall assume the duties of the chair when necessary.

### Committee Actions

1. At their first meeting of the year, each committee shall establish a mission and specific tasks/initiatives for the coming year, based on ACEC/M strategic plan objectives.
2. Each committee shall plan their operations (form internal task groups, etc.) in order to achieve their mission and targeted initiatives.
3. Each committee shall establish a regular meeting schedule, based on anticipated committee activity. Committee chairs must forward committee meetings to ACEC/M staff to post to the ACEC/M website.
4. Committees shall meet once per quarter at a minimum.
5. Committee decisions shall be based on a majority vote of the members present.
6. Committees cannot incur costs to ACEC/M without approval of the BOD.