



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.