

MAINE CHAPTER Admin References

Chapter Committee Responsibilities

Updated: 3/15/09

Academic Affairs Committee

Responsibilities

- Serve as Chapter's primary contact with higher education institutions
- Publicize, implement and administer the Institute's Academic Affairs Program at the Chapter level.
- Encourage higher education institutions to offer courses in construction communications.
- Assist faculty members in securing Chapter members to serve as guest lecturers in existing academic programs.
- Encourage faculty members to expose students to CSI documents such as the Project Resource Manual - Manual of Practice and the Uniform Drawing System.
- Assist Chapter Membership Chair in promoting CSI Student Membership to higher education students.
- Promote the creation of Student Affiliates.
- Promote application for Maine CSI Scholarships by eligible students.
- Promote nominations for the Dale C. Moll Student Activity Fund Award.
- Organize at least one Chapter program each year devoted to "Student Mentoring".
- During year, prepare two articles for Chapter Newsletter promoting "the Chapter, Region or Institute Academic Affairs Program"
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair and at least two members (one of which may be designated as co-chair) as permanent members.
- Members should represent geographical localities of appropriate higher education institution

Awards Committee

Responsibilities

- Inform Chapter Membership of Chapter Awards categories
- Solicit nominations for Chapter, Region and Institute Awards.
- Recommend recipients of Chapter Awards to Chapter Board.
- Prepare Chapter Award Certificates.
- Identify "Pin Chevron" recipients and arrange for presentation of Chevrons at Awards Banquet.
- Following Awards Banquet, prepare listing of Chapter Awards for publication in Newsletter and on Website and forward to Editor and Webmaster.
- Recommend Region and Institute Award nominees to Chapter Board.
- Identify and recommend individuals to serve as primary author for preparation of Region and Institute Award nominations.
- Prepare nomination submissions for Region and Institute Awards after Chapter Board has approved nomination.
- During year, prepare two article for Chapter Newsletter promoting "Awards Program"

- Participate in Institute teleconferences dealing with "Awards Program issues".
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair and at least two members (one of which may be designated as co-chair) as permanent members
- Individuals serving as primary authors of Region or Institute Award Nominations serve as "temporary members" of the committee for the specific function they are performing.

Certification Committee

Responsibilities

- Serve as source of information to Chapter members on Institute Certification Programs.
- Promote value of CSI Certification to firms purchasing construction products or design/construction services.
- Promote CSI Certification to members and non-members.
- Arrange for Certification Study Courses as appropriate for interest and expected participation.
- During year, prepare two articles for publication in Chapter Newsletter promoting or explaining CSI Certification.
- Participate in Institute teleconferences dealing with "Certification" issues.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair – Chapter member holding CCS, CCPR or CCCA Certification.
- A minimum of two members (one of which may be designated co-chair), each representing a different geographical area of the state. It is preferable that members have passed an Institute Certification exam.

Editor

Responsibilities

- Prepare and distribute 10 issues each year of the Chapter hardcopy newsletter. Newsletter to be distributed to members who don't have access to the Internet or who request hardcopies.
- Send one copy of each hardcopy newsletter to President, Webmaster and to Chapter Historian for Chapter archives.
- Obtain material from Officers, Committee Chairs or members for inclusion in newsletter.
- Promote members writing articles for newsletter.
- Assist in promoting Chapter activities through material contained in newsletter.

Assistance

- Assistant Editor who should assist Editor in the collection of materials to be published or in formatting newsletter.
- Photographer
- Reporters

Education Committee

Responsibilities

- Serve as source of information to Chapter Members on "Continuing Education Requirements" for professional licensure and professional association membership.
- Identify subject areas, secure speakers and organize one or two educational seminars (depending upon vote of Chapter Board) during year.
- Arrange for facilities and food service for seminars (may be done in co-operation with Program Committee Chair).
- Prepare and distribute material to promote Seminars.
- Collect payments for seminars and deliver funds to Chapter Treasurer.
- Prepare "Attendance Certificates" for members who requested them, for Membership Meetings and Seminars showing amount of continuing education.
- During year, prepare two articles covering "Education Issues" for publication in Chapter Newsletter. Participate in Institute Teleconferences dealing with "Education" issues.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- Sufficient number of members to handle committee responsibilities.

Electronic Communications Committee

Responsibilities

- Maintains the Chapter Web Site
- Arranges for Chapter web site domain and Service Provider for Chapter web site.
- Expands Chapter web site as appropriate Contacts other Maine design/construction related organizations for organization's meeting information for posting to Chapter web site.
- Maintains a file of e-mail addresses for Chapter Members
- Distributes notifications of publishing of Chapter Electronic Newsletter and other issues of importance to Chapter Members.
- Obtains from Institute and maintains archive of Chapter's "month-end" Membership reports.
- Provide Editor with mailing labels or listing of Members for distribution of hardcopy newsletter
- Responsible for forwarding to Chapter Officers, Directors, or other Committee Chairs, e-mail sent to Electronic Communication Chair for distribution
- Maintain Maine Chapter information on Region Web Site.
- Maintains archive of Chapter Electronic Newsletters and makes copies of individual newsletters available upon request.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- Co-chair

Finance Committee

Responsibilities

- With the assistance of the Chapter Treasurer, prepare Chapter Budget for the next fiscal year and provide recommendation to Chapter Board.
- Periodically review with Chapter Treasurer, the status of the current budget and recommend any appropriate revisions to the Board.
- Periodically review with Chapter Treasurer, the status of all current Chapter accounts.
- Participate in Institute Teleconferences dealing with "Finance" issues.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- At least two members in addition to Chair

Historian

Responsibilities

- Maintain archive of hard copy Chapter Newsletters
- Collect and maintain archive of newspaper or magazine clippings dealing with the Maine Chapter of CSI or Maine Chapter Members as representative of CSI.
- Maintain archive of correspondence addresses to Chapter that should be retained.
- Maintain archive of "Annual Reports" submitted by Chapter Officers and Committee Chairs, and when new Committee Chairs are appointed, provide the new Chair with copies of the last two reports "on-file" for that Committee
- Maintain archive of Awards presented to Chapter and provide them for display at appropriate occasions.
- When new "Historian" appointed, assure that all appropriate records, files, and archives are transmitted to new "Historian".

Assistance

- Assistant Historian who should assist Historian in the collection of materials to be archived.

Membership Committee

Responsibilities

- Develop programs to promote Chapter Membership.
- Recruit new members
- Assist Academic Program Chair in recruiting "Student Members"
- Promote membership renewal.
- Arrange for "New Member Orientation".
- Recommend members for change in membership status and prepare appropriate forms for submission to the Institute after Board approval of change (this may also be done by Chapter Secretary or others designated by the Board).

- Contact appropriate retired members relative to Chapter payment of Institute dues.
- Assure that all new members receive membership pins.
- Assure that at least one member of Committee attends each Chapter membership meeting.
- At first meeting attended by "new member" introduce new member at appropriate time during meeting.
- During year, prepare two articles for Chapter Newsletter covering "Membership Issues".
- Participate in Institute Teleconferences that address "Membership Issues"
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- A minimum of two members (one of which may be designated co-chair). Members should represent diverse occupations and diverse geographical areas.

Newsletter Ads & Billing Committee

Responsibilities

- Recommends Advertising rates to Board for approval.
- Contacts all existing advertisers for renewals of existing ads or modification to existing ads.
- Contacts potential advertisers for new ads Provides copies of all new or revised ads to Newsletter Editor and Webmaster.
- Notify Editor and Webmaster if existing advertiser fails to renew advertising.
- Bills all advertisers in accord with approved rates.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- At least two members in addition to Chair, one of which can serve as Co-chair.

Nominating Committee

Responsibilities

- Prepare list of nominees for Chapter Elections showing at least one name for each elected position to become vacant.
- Not later than the February Chapter Meeting, present list of nominees to those in attendance and request additional nominees from the floor.
- Prepare election Ballot showing all nominees. Ballot showing all nominees to be distributed not less than two weeks prior to ballot count to all Chapter members eligible to vote.
- In the event of a resignation from the Chapter Board, recommend one or more members to fill the vacant position.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair

- A minimum of two members (one of which may be designated co-chair). Members should represent diverse occupations and diverse geographical areas.

Program Committee

Responsibilities

- Identification and selection of Technical Content Programs for 7* membership meetings during fiscal year.
- Arrangements for meeting locations for 7* Technical Content Programs during fiscal year including the menus for meeting meals.
- Receive "Technical Content Meeting" reservations.
- Notification to restaurant of number of people that will be attending each meeting.
- Preparation of meeting announcements for the Technical Content Programs for publication in the Chapter Newsletter and web site.
- Preparation of a brief report of Technical Content Programs for publication in Chapter Newsletter and web site following meeting.
- Arrangements for any special equipment required by Technical Content Program speakers or Tabletop displays at membership meetings.
- Collection of Program payments from attendees at Membership Meetings and delivering funds to Chapter Treasurer.
- Notification of Education Committee Chair of Meeting-registrant's that have requested "Meeting Attendance Certificates".
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.
* Indicates number may vary based on Board approved meeting schedule

Membership

- Chair – 1st Vice President/President-elect. 2nd Vice President serves as Vice-chair.
- Committee Members – Seven Committee Members, each of whom shall be responsible for securing speakers, providing program introduction, meeting announcement and brief report of program content for one Technical Content Program.

Ralph G. Knowlton Memorial Awards Committee

Responsibilities

- Administer Ralph G. Knowlton Memorial Award program in accord with Program Requirements.
- Committee Chair develops list of organizations to be contacted for nominations.
- Committee Secretary contacts organizations and requests nominations
- Committee Chair prepares and distributes ballots to Committee Members listing all Nominees
- Committee Chair notifies Chapter President of name of Award Winner.
- Committee Chair orders Award Plaque.
- Committee Chair arranges for delivery of Award Plaque to Chapter President for presentation.

Membership

- Committee Chair & Committee Secretary Maine Chapter CSI Members appointed by Chapter President
- Two members of Associated General Contractors of Maine selected by AGC-Maine.
- Two members of the Northern New England Safety Council selected by the Maine Section of the Northern New England Safety Council.

Scholarship Committee

Responsibilities

- Promote the development of new scholarships funded by Chapter
- Promote increased funding of existing scholarships.
- Inform Chapter Membership about existing scholarships.
- Respond to questions addressed to Chapter about existing scholarships.

Membership

- Chair
- Co-chair

Social Committee

Responsibilities

- Promote Chapter Member participation in "All-Industry Meeting".
- Recommend location for Chapter Awards Banquet and make all necessary arrangements for Awards Banquet including selecting the menu for the Banquet, following approval of location.
- Receive Awards Banquet reservations.
- Notification to restaurant of number of people that will be attending the banquet.
- Collection of Banquet meal payments and delivery of funds to Chapter Treasurer.
- Promote attendance at Awards Banquet.
- Recommend other Chapter Social events.
- During year, prepare two articles for publication in Chapter Newsletter dealing with attendance at the "All-Industry Meeting" and the Awards Night Banquet".
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- At least two members one of which should serve as Co-chair.

Tabletop Committee

Responsibilities

- Recommend "Tabletop Rates" and "Tabletop Benefits" to Board for approval.
- Contact past "Tabletop Exhibitors" to determine interest in future exhibits at Chapter events.
- Contact potential "Tabletop Exhibitors" to determine interest in exhibiting at Chapter events.
- Attempt to secure at least one "Tabletop Exhibit" for each Chapter Meeting.
- Be sure that "Tabletop Exhibitor" has opportunity to address meeting.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- At least two members one of which should serve as Co-chair.

Technical Committee

Responsibilities

- Serve as source of information to Chapter Members on Institute Technical Programs.
- Serve as Chapter contact for development of new Institute technical programs or up dating of existing technical programs.
- Solicit Chapter Member comments on new Institute technical programs or up-dates of existing technical programs.
- Develop technical programs that will benefit Maine that can be undertaken by the Maine Chapter or in co-operation with other Maine design or construction related organizations.
- Participate in Institute teleconferences dealing with Institute technical programs.
- During year, prepare two articles for publication in Chapter Newsletter dealing with Institute, Region or Chapter technical activity.
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- At least three members representing a cross-section of Chapter membership.

Tellers Committee

Responsibilities

- Assist Nominating Committee with distribution of ballots
- Receive ballots for Chapter elections.
- Tabulate Ballots received Report election results to Chapter Membership
- Prior to May 30th, prepare "Annual Report" of Committee activities showing major activities, problems that were encountered, and activities that were not successful. A copy of the report should be provided to all Board Members and a copy to Chapter Historian for the Chapter Archives.

Membership

- Chair
- At least two members one of which should serve as Co-chair.