

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: Chapter President

Prerequisites:

- Elected by the membership at the annual meeting

Term: One year or two years – per chapter bylaws

Responsibilities:

- Perform duties as prescribed by the Chapter Board of Directors
- Attend and preside at all meetings of the Chapter Board of Directors and Association membership meetings
- Ex-officio member of all chapter committees, except for the nomination committee
- Appoints all committees. Assigns chapter membership to committees
- Negotiates and assigns tasks to individuals and committees
- Work closely with the CMAA Chapter Relations Director to advance the interests of the Association as directed by CMAA National
- Monitors the performance of all Chapter programs, activities, committees. Takes corrective measures when necessary to improve performance and protect the interest of the Chapter consistent with the by-laws and the direction of the Board
- Work with industry related Associations and government entities within geographic chapter area
- Recognizes superior performance by other members of the governance team with the assistance of the chapter officers
- Hold the governance team (individual and teams) accountable for goal attainment
- Gives a report to the chapter membership at least once per chapter year
- Upholds the Code of Ethics of the Association

Expectations:

- Primary volunteer spokesperson and advocate for the Chapter
- Provide leadership in advancing the Chapter interests in concert with those of CMAA National. Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: President-Elect (Ethics Officer) or 1st Vice President

Prerequisites:

- Serve at least one full year as an officer of the Chapter
- Elected by the membership at the annual meeting

Term: One year or two years – per chapter bylaws

Responsibilities:

- Perform duties as prescribed by the Chapter President and Chapter Board of Directors
- May perform the duties of the President in the absence or incapacity of the President
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Responsible for strategic development and update of chapter strategic plan.
- Work closely with the President and Chapter Board to advance the interests of the Chapter
- Assists the President in providing a formal orientation to new Board members or officers after chapter elections.
- Assists the President in recognizing superior performance by other members of the governance team
- Assists the President in developing criteria and conducting performance assessment reviews of the governance
- Ethics Officer for the Chapter. Chairperson of the Chapter Ethics Committee (if a standing committee)
- Upholds the ethical standards of the Chapter

Expectations:

- Spokesperson and advocate for the Chapter
- Supports the President in advancing the Association's interests
- Assumes responsibility for successfully completing tasks assigned by the President and/or the Chapter Board
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: Secretary/Treasurer (CAN BE TWO SEPARATE POSITIONS)

Prerequisites:

- Be active in Chapter for one full year
- Elected by the membership at the Chapter's election meeting

Term: One year or two years – per chapter bylaws

Responsibilities:

- Responsible for all the monies of the Chapter, collection of dues and assessments (if applicable) and custody of the funds and other assets of the Chapter
- Responsible for the preparation and filing of the financial reports to be submitted to CMAA National in the Annual Report.
- Responsible for a correct and accurate accounting of all the monies received and dispersed and the financial condition of the Chapter
- Responsible for a complete roll of the names and addresses of the Chapter
- Taking and keeping minutes that accurately reflect the proceedings of all meetings of the Chapter
- Chairperson of the chapter audit committee (if applicable). Implement corrective actions and recommendations generated by the annual audit as directed by the Chapter Officers and Board of Directors
- Chairperson of the Chapter Budget and Finance Committee (if applicable)
- Perform other duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Upholds the ethical standards of the Association

Expectations:

- Supports the Chapter President and Chapter Board in advancing the Association's interests
- Assumes responsibility for successfully completing tasks assigned by the Chapter President
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: 2nd and 3rd Vice President – per chapter bylaws

Prerequisites:

- Active at least one full year in the Chapter
- Elected by the membership at the annual meeting

Term: One year or two years – per chapter bylaws

Responsibilities:

- Perform duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Work closely with the Chapter President and other Chapter officers to advance the interests of the Chapter as directed by the Chapter Board
- Lead a minimum of one committee and recruit members for the committee from Chapter membership at large
- Negotiate and assign tasks to individuals in the committee
- Monitor the performance of their committee. Take corrective measures when necessary to improve performance
- Hold individual committee members accountable for goal attainment
- Upholds the ethical standards of the Association

Expectations:

- Provide leadership in advancing the Chapter's interests
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: Director (varies depending on chapter)

Prerequisite:

- Voting member of chapter in good standing
- Elected by the Chapter membership at the election meeting

Term: One or two years – per chapter bylaws

Responsibilities:

- Perform duties, make rules and formulate policies as required to govern the Chapter
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Work closely with the President to advance the interests of the Chapter
- Along with other Board members adopt and approve the Chapter's annual budget so long as projected expenses do not exceed projected income
- Lead or participate in a minimum of one committee
- Upholds the ethical standards of the Chapter

Expectations:

- Provide leadership in advancing the Chapter's interests
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: Past-President

Prerequisite:

- President the previous year

Term: One year or two years – per chapter bylaws

Responsibilities:

- Perform duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Board of Directors and membership meetings
- Chair the Chapter Nominating Committee responsible for submitting a slate nominations for Officers and Directors of the Chapter
- Work closely with the Chapter President to advance the interest of the Chapter as directed by the Board
- Upholds the ethical standards of the Chapter

Expectations:

- Provide counsel to the President and 1st Vice President
- Provide leadership in advancing the Chapter's interests
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: Ethics Officer (President-Elect or 1st Vice President)

Prerequisites:

- Elected by the membership at the annual meeting

Term: One year or two years – per chapter bylaws

Responsibilities:

- Perform duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Chairs the Chapter Ethics Committee responsible for supporting and maintaining CMAA's National code of ethical standards for construction management and promoting these standards in the industry
- Conduct annual review of the Chapter's ethical standards and recommend changes to the Chapter Board
- Primary point of contact for the Chapter regarding ethical issues
- Develop procedures identifying and addressing unethical conduct in the Chapter. Shall be in compliance with CMAA National policies
- Provide counsel to the Chapter Board
- Liaison with Ethical Officers of other industry-related Associations
- Uphold the ethical standards of the Chapter and CMAA

Expectations:

- Exercise an impartial and judicial temperament
- Avoid any conflict of interest or the appearance of a conflict of interest in discharging the duties of Ethics Officer

Construction Management Association of America Chapter Leadership Responsibilities and Expectations

Position: Committee Chairperson

Prerequisite:

- Appointment by the President

Term: One year or two years

Responsibilities:

- In accordance with the goals for the committee for the coming year(s), negotiate tangible objectives to be accomplished by the committee with the President
- Recruit members to the committee from Chapter membership at large
- Lead the adoption of the committee's own rules for its own governance consistent with the Chapter's bylaws and the policies adopted by the Chapter's Board of Directors
- Assign tasks to committee members to assure an equitable distribution of the committee's work among committee members
- Conduct regular meetings or teleconferences with committee members to determine progress against established objectives. Conduct a minimum of one meeting or teleconference every quarter
- Provide written reports of the committee's activities to the Chapter's Board of Directors a week prior to every Board meeting or as necessary

Expectations:

- Devote the time and cover expenses to lead the committee as required to advance the Chapter's interests
- To aid with continuity, the incoming committee Chair shall seek a debriefing on the past activities of the committee from the previous year committee Chair