

Role Descriptions for CMAA Three Rivers Committee Chairs

Communications & Publicity

Manages the Chapter's public relations and communication platforms—including the Web site, LinkedIn page, eNews, and email. Coordinates with other committees to publicize events, announcements, and achievements. Operates event registration with direction from the Programs & Events Committee.

Programs & Events

Leads the planning and execution of Chapter events—including logistics, speaker coordination, venue arrangements, sponsorships, and PDH processing. Events may include education sessions such as "Morning With the Masters," "Leaders Build" luncheons, project site tours, and social events. Directs the Communications & Publicity Committee regarding event fees and details for registration setup. Ensures that events align with member interests and Chapter goals. Liaises with, and avoids scheduling conflicts with, other associations' local chapters.

Student Liaison & Scholarships

Connects with local universities and students, coordinates CMAA Three Rivers scholarship applications and awards. Promotes other scholarships as well. Encourages student participation in Chapter activities. Coordinates with professors and young professionals to keep the Chapter relevant and engaged.

Awards

Develops and manages Chapter awards programs, such as "MVPm" (Most Valuable Project Manager) or Project Achievement. May model applications/nominations and deadlines after national CMAA awards to simplify processes and increase participation.

Legal/Government Affairs

Studies, evaluates, and reports on local, state, and federal legislative issues (both regulatory and budgetary) relating to engineering, construction, and construction management. Facilitates communication with governance offices regarding issues affecting construction management and/or CMAA3R members. Committee members are not official representatives of CMAA and as such, they shall not engage in lobbying local, state, or federal government officials on behalf of CMAA. Coordinates with legal associations (e.g., ACBA's construction law section) to host events on topics like dispute avoidance and claims. Helps ensure Chapter compliance with Bylaws and legal standards.

Membership

Oversees recruitment and retention. Reaches out to potential members and volunteers. Conducts surveys to understand member needs and promote benefits like credentialing support and networking opportunities. Reports on New Members, and interacts with CMAA's national membership representative. Maintains complete membership records, and reports on membership rolls. Assists with membership surveys and volunteer recruitment.

Academic Affairs

Collaborates with academic institutions to promote construction management education and credentials (e.g., CMIT, CACM, CCM). Organizes and executes presentations in cooperation with local universities, both to educate and to encourage student participation and membership. Helps identify professors and students to serve on other committees.

Younger Members

Focuses on early-career professionals. Develops programs that offer resume-building experiences, mentorship, and leadership opportunities. Coordinates with the Academic Affairs Committee to engage students.

CCM/CACM/CMIT

Tracks CMCI-credentialed members for the purposes of recognition and outreach. Encourages others to pursue certifications. Organizes mentoring opportunities.

Small Business

Advocates for the interests of small business members, ensuring their visibility and involvement in Chapter activities. Supports supplier diversity initiatives.

Owners

Represents the interests of regional construction owners, fostering communication and collaboration between owners and other CMAA members.

Program Management

Focuses on Best Practices in program and project management, organizing technical presentations or roundtables to promote and support professionalism. Liaises with CMAA National regarding initiatives and standards.