



**American Council for  
Construction Education**

# **Committee Chair Training**

July 28, 2017



# ACCE Committee Structure

- Executive Committee
- Board Committees
- Special Committees
- Task Forces



# ACCE Board Committees

- Accreditation
- Council of Chairs
- Finance
- Leadership Development
- Standards
- Strategic Planning



# ACCE Special Committees

- Development
- Dupree Education Fund
- Guidance
- Industry Liaison
- Recognition
- Training



# Duties of Committee Chair

(ACCE Doc. 100, Sect. 1.3.1.1)

- Understanding the charge of the committee and communicating it to the committee members.
- Leading the workings of the committee.
- Chairing each committee meeting.
- Attending all Executive Committee meetings.
- Conducting the business of the committee during Council meetings and between the meetings as needed.



# Duties of Committee Chair

(ACCE Doc. 100, Sect. 1.3.1.1)

- Assuring the minutes of committee meetings are created in a timely manner and available to post for the Council's use.
- Report to the Executive Committee and the Board on committee activities.
- Carry out other assignments made by the Executive Committee or Board.



# Committee Chair Duties

- Understand committee areas of responsibility.
- Orient new committee members.
- Develop annual committee plan of action and obtain committee members' endorsement.
- Develop meeting agendas for each meeting including teleconferences and electronic meetings.
- Arrange for taking of minutes.



# Committee Chair Duties

- Organize the work and see that it gets done.
- Divide tasks and seek volunteers.
- Organize task forces if needed.
- Set target dates and follow-up.
- Ensure that meeting minutes are completed in a timely manner and sent to Billye.
- Review annual committee self-assessment questions and responses.





# Committee Leadership

- The chair sets the example for the committee. If the chair does not act, neither does the committee.
- Review minutes of past meetings when developing meeting agendas.
- Develop meeting agendas and distribute with any reference materials at least two weeks before meetings.



# Committee Leadership

- Distribute draft proposals between meetings to obtain committee feedback prior to meetings.
- Stick to the agenda. Do not lose control of committee meetings. Be conscious of time.
- Encourage participation.
- Be aware of people who tend to dominate conversations.



# Committee Leadership

- Become familiar with Robert's Rules of Order which should be used as a guide for conducting meetings.
- A chair does not make or second motions.
- A chair may vote, but is not required to vote, except to break ties.
- Communicate with members between meetings.



# Committee Leadership

- Conduct preliminary discussion of committee issues electronically between scheduled meetings.
- Use scheduled meetings to finalize committee actions and recommendations.