



INTERNATIONAL

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## Position Description – President Elect

Being an officer or director is an important and time-consuming obligation (but with wonderful career enhancing and personal rewards). The position of President is the most important within AAACE's volunteer structure and comes with significant responsibility. The President needs to represent the organization professionally, have high ethical standards and has a strong desire to serve the needs of the membership. On average, the duties of President Elect take approximately 15 hours per month. The duties of the President take approximately 25 hours per month. Additionally, the board of directors meets face-to-face three times a year. The President-Elect, President and Past President are also a member of AAACE's Executive Committee.

Election as President-Elect shall set in motion the following succession:

- President-Elect: first year. Duties shall include support to the President and any duties as delegated by the Board of Directors or assigned by the President.
- President: second year. Duties shall include those delegated by the Board of Directors. This shall also include supporting the President and training the new President-elect.
- Past President: third year. Duties shall include those delegated by the Board of Directors and supporting the President as necessary.

Specific duties of the President Elect:

- Represent the organization at the request of the President and keep generally informed of all major activities of the association.
- Coordinate AAACE cooperative activities with other professional associations.
- Guide, manage, and be responsible for the ICEC Representative and the Government Liaison Committee.
- Provides input into selection of keynote speaker at the Conference & Expo collaborates with Executive Director/CEO as necessary on Conference & Expo activities.

Specific duties of the President:

- Calls meetings of the Association
- Develops Board and Executive Committee Agendas
- Represents AAACE in a professional manner to groups inside and outside of AAACE
- Appoint, subject to the approval of the Board of Directors, chairs to all committees upon the recommendation of the responsible officer or director.
- Recommend for approval of the Board of Directors, candidates for appointment to the chairs of the Membership, Marketing, Technical Board, Education Board, and

Certification Board and appoint members to these boards upon the recommendation of the respective chairs.

- Appoint, subject to Board approval, any required ad hoc (or temporary) committees as the need arises. Such committees will be discharged at the President's discretion.
- Initiate actions to enable the Association to fulfill all its commitments to membership and others.
- Initiate actions to enable all working groups within the Association to fulfill their responsibilities within assigned schedules.
- Delegate such duties to the Officers and Directors as will further the interest of the Association.
- Utilize the Executive Director/CEO's service to the fullest extent in carrying out presidential duties promptly on matters of specific concern to the Association.
- Communicate regularly with the Officers, Directors, and Executive Director/CEO to keep them fully apprised of developments with respect to AACE activities.
- Review quarterly reports submitted by the Officers and the Executive Director/CEO and, when appropriate, forward executive opinions within two weeks.
- Prepare at least bi-monthly a column for Cost Engineering journal covering matters of general concern for the Association and its membership.
- Prepare special reports covering matters of major concern to membership for release through Executive Director/CEO.
- Visit AACE sections to the extent possible. He/she shall endeavor to have each AACE section visited by an Association Officer or Director at least once every three years.
- The President shall communicate with each Section President, introducing the Association Board and Association Committee Chairs, and asking for local cooperation in administrative and technical committee operation.

Specific duties of the Past President:

The retiring President automatically serves an additional one-year term as a member of the Board of Directors. As the Past President, his/her position on the Board is in the capacity of an officer of the Association. His/her presence on the Board assures the smooth transition of operations from the old to the new administration. Also, the Past President speaks with the voice of experience, which is of invaluable assistance to the Board in its deliberations.

- The Past President serves as an advisor to the President. The Past President shall guide, manage, and be responsible for the following committees: Past President's Committee.
- Chair the Nominations and Awards committees, upon appointment by the President.
- The Past President shall act for the President or President-Elect whenever either is unable to perform his or her duties.

General duties of a board member include:

Strategic:

- Represents the broad membership of the organization
- Establishes a vision and outlines goals to reach the vision
- Articulates the mission and sustains the vision
- Ensures effective organizational planning is in place

- Enhances the organization's public standing
- Communicating with AACE leadership (AB chairs, section presidents, etc.) about important decisions affecting AACE
- Representing AACE in a professional manner to groups inside and outside of AACE
- Creates and sets policy

#### Operational:

- Provides direction on strategic plans and budgets
- Preparing for meetings, voting on ballots between meetings, serving on task forces as assigned
- Monitors overall operations, including oversight and evaluation of goals achievement
- Sets financial goals, ensures resources are appropriately managed, and allocates resources to meet goals
- Selects and supports an Executive Director/CEO
- Determines, monitors and strengthens programs, products, education and services
- Assists in recruiting, orienting and mentoring new board members
- Partnering and communicating well with staff so that each group is doing what it is designed to do
- Hosting meetings and conference calls around strategic issues

Those that meet the requirements and are selected by the Nominating Committee to run for office must comply with certain commitments and responsibilities. Prior to being placed on the official ballot all candidates must sign the Board of Directors Duties and responsibilities Acknowledgement. The Acknowledgement includes the following duties and responsibilities:

#### 1. Attendance at AACE Board of Director's Meetings

The expectation is that members of the BOD will attend all meetings (and participate in all teleconferences). Failure on the part of Board members to participate in Association governance is detrimental to and poses a risk to the achievement of the goals of the Association. However, AACE recognizes that work or personal circumstances may at times prevent a Board member from attending a meeting. The minimum acceptable requirements for attending meetings are established thus:

- For BOD members who are based in North America, physical attendance at **two** of the three scheduled Board meetings and participation in all of the scheduled teleconferences within the calendar year bounded by the Conference & Expo (one of which must be the Conference & Expo).
- For BOD members who are based internationally, physical attendance at **one** of the three meetings (preferably the Conference & Expo) and participation in all of the scheduled teleconferences during the specified time period.

#### 2. Submission of Board Reports

Written Board reports are required in association with Board meetings. These reports must be posted to the forums per the established schedule, which is one to two weeks prior each board meeting dependent on the Board position held. The reports summarize the past and future

activities of his or her office covering the period of time from the last report to the succeeding one.

### 3. Board Assignments and Communication

Individual Board members are frequently designated to lead task forces, organize projects and carry out assignments at the request of the Board of Directors. Board members will not be assigned without their agreement. These assignments will have a specific deliverable dates as well as established communication and status reporting. The Board member is responsible for communicating the status of these initiatives on a regular and timely basis.

If during your term of office you are unable to fulfill the duties stated, it is requested that you contact the President to discuss your situation. From time to time BOD members resign from office for a variety of reasons. AACE has a specific protocol for dealing with vacant offices.

BOD members that do not meet the attendance criteria outlined above and/or fail to submit Board reports for two consecutive Board meetings should contact the President immediately to discuss the reasons for not being in compliance with these policies and to develop a strategy to remedy this non-compliance. Board members not in compliance with these attendance and reporting policies, who do not develop a compliance strategy satisfactory to the President are considered to have voluntarily resigned from their position on the Board effective at the beginning of the next scheduled Board meeting following non-compliance. The Board of Directors may replace such individuals who are considered to have so resigned in accordance with the established policies for replacement of resigned Board members.

**For candidates interested in running for President Elect you should have significant experience in a volunteer capacity with AACE including Committees or Associate Boards. It is highly recommended that candidates have served on the Board of Directors as a Director or Officer.**