



**CENTRAL PENNSYLVANIA CHAPTER  
OF THE  
CONSTRUCTION SPECIFICATIONS  
INSTITUTE**

***CHAPTER ORGANIZATION  
AND  
COMMITTEE RESPONSIBILITY  
OUTLINES***

**FISCAL YEAR 2011-2012**

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**PRESIDENT**

1. The President of the Chapter shall direct and counsel the Board and committees.

2. The President shall preside as Chairperson of Board Meetings and Chapter Meetings and shall adhere, as practical, to a prepared agenda.
3. Delegate as much authority to the Officers, Directors, and Committee Chairpersons as possible so as not to become burdened with details.
4. Ascertain that Board and committees are functioning properly.
5. Request that the Board appoint a Nominating Committee with the President-Elect serving as Chairperson (no later than January 1) for the purpose of presenting a slate of officers at the February Meeting. The Nominating Committee reports directly to the President.
6. Prepare an Organizational Chart showing Officers, Directors and Committee Chairpersons for distribution at the July Board Meeting. In addition, provide Chapter Officers, Directors, Editor and Committee Chairpersons with the current year Chapter Committee Responsibility Outlines and applicable sections of the Institute Administrative References.
7. Appoint Chairperson of Standing, special and temporary committees, and serve as ex-officio member of all committees.
8. Sign all agreements and formal instruments in the name of the Chapter. Exceptions: Exhibit Show, Hospitality
9. Develop new ideas and methods for Chapter growth and improvement.
10. Represent the Chapter at the Board and Business Meeting during the Region Conference, at the Board and Business Meetings during the Leadership Orientation Seminar and at the Region Caucus during the Institute Convention.
11. Maintain close liaison with Institute Directors.
12. Keep members informed through Chapter newsletter of policy changes, new programs, etc.
13. Prepare and maintain a calendar of important dates:
  - a. Due dates for reports to Institute Directors.
  - b. Region Conference, LOS, The CSI Show, CSI University, and other special Region and Institute Meetings and functions.
  - c. Deadlines for submission of candidates for Chapter, Region, and Institute awards.
  - d. Chapter, Board, and special meetings.
  - e. Chapter events.
14. Maintain a personal file of Chapter activities and notes relative to the position of President.
15. Be sure the President Elect has the benefit of your experience. Provide the President Elect with all relevant correspondence during your year as President.
16. Act as spokesman for the Chapter, prepare letters of appreciation and invitation, and take every opportunity to speak before construction industry groups to enhance the image of C.S.I.
17. Maintain close relationship with the Council of Past Presidents and Advisors.

18. Attend the Exhibitor's Show, greet each exhibitor, and distribute awards for the superior booths and an appreciation certification to each exhibitor.
19. Distribute copies of all applicable correspondence to Board members and especially the Corresponding Secretary.
20. Prepare a State of the Chapter Report, according to Region format, for presentation at the Region Board Meetings held during the Region Conference and Region Leadership Orientation Seminar.
21. Work closely with the Awards Committee to identify individuals who are worthy of recognition at the Chapter's Annual Recognition Night.

### **PRESIDENT-ELECT**

1. The President-Elect shall act in the absence of the President.
2. President Elect should be as familiar with all Chapter activities as the President.
3. Assist in the operation of the Chapter as requested by the President.
4. Direct and coordinate, through a Director and Advisor, the activities of the Chapter Committee(s) as outlined on Organizational Chart.
5. Three Directors will report to the President-Elect as outlined on Organizational Chart.
6. Attend meetings of the committees for which he is responsible. The President Elect is an ex-officio member of these committees.
7. Serve as an Ex-Officio member of the Long Range Planning Committee.
8. Attend LOS, Region and Institute Meetings and functions.
9. Obtain and review State of the Committee Reports (prior to LOS & Region Conference), for submission to the President.
10. Assist the President in the preparation of the State of the Chapter reports.
11. The President-Elect shall serve as Chairperson of the Nominating Committee\*.

*\* The Chairperson of the Nominating Committee has one of the most responsible assignments in the Chapter organization. The nominating of Chapter Officers and Directors may well determine the success or failure of a Chapter. The screening of potential candidates should begin immediately after appointment of the committee. The Chairperson of the Nominating Committee reports directly to the President of the Chapter.*

12. Maintain Chapter calendar.

### **VICE PRESIDENT**

1. The Vice President shall act in the absence of the President and the President-Elect.
2. Attend LOS, Region and Institute meetings and functions.

3. Assist in the operation of the Chapter as requested by the President and/or the President-Elect.
4. Direct and coordinate, through a Director, the activities of the Chapter Committee(s) as outlined on Organizational Chart.
5. Three Directors will report to the Vice President as outlined on the Organizational Chart.
6. Serve as an Ex-Officio member of the Long Range Planning Committee.
7. Attend meetings of the committees for which he is responsible. He is an ex-officio member of these committees.
8. The Vice President shall act in the absence of the Treasurer.
9. Obtain and review State of the Committee Reports (prior to LOS & Region Conference), for submission to the President.
10. Assist the President in the preparation of the State of the Chapter reports.

**CORRESPONDING SECRETARY**

1. The Corresponding Secretary shall receive, distribute, or answer all Chapter correspondence.
2. Provide information requested by the Archivist in order to maintain the archive files. This permanent file shall include correspondence, membership, records, minutes of meetings, Roster and Chapter newsletters, and other technical and non-technical publications.
3. Prepare and co-sign all agreements and formal instruments except those pertaining to the Office of Treasurer.
4. Assure prompt Chapter correspondence with the Institute office, Institute Directors or other Chapters, etc.
5. Work closely with the Recording Secretary, the Membership Committee Chairperson, and the Institute staff.
6. Prepare the Annual Report for the Chapter and distribute to the Institute office, Institute Directors and Chapter Board of Directors not later than June 1. The following should be included:

a. Membership:

	<u>Active</u>	<u>Emeritus</u>	<u>Retired</u>	<u>Honorary</u>	<u>Student</u>	<u>Total</u>
Members	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____

b. Average Meeting Attendance:

Members	_____
Guests	_____
Other	_____

c. Chapter Attendance:

- Region Conference \_\_\_\_\_
  - Leadership Orientation Conference \_\_\_\_\_
  - Institute Convention \_\_\_\_\_
  - d. Institute Awards Received \_\_\_\_\_
  - e. Region Awards Received \_\_\_\_\_
  - f. Chapter Awards Received \_\_\_\_\_
  - g. Chapter Product Show Awards Presented \_\_\_\_\_
  - h. Technical Studies Published \_\_\_\_\_
  - i. Articles Published \_\_\_\_\_
  - j. Recommendations for Future Chapter  
Operations \_\_\_\_\_
8. Assist the President in the preparation of the State of the Chapter reports.

**RECORDING SECRETARY**

1. The Recording Secretary shall record the minutes of all Monthly Board Meetings, Chapter Meetings and Special Meetings.
2. Provide all Board with copies of such Special Board Meeting Minutes within two weeks after the meeting.
3. Provide final draft of monthly Board and Chapter Meeting Minutes to the Newsletter Editor within one week of the meeting.
4. Reports to the President and the Board.
5. Be responsible for the selection and direction of "Tellers" for special Chapter voting procedures.
6. Assist the President in the preparation of the State of the Chapter reports.

**TREASURER**

1. The Treasurer shall collect and receipt all monies and securities, deposit funds and pay all bills, subject to the direction of the Board.
2. Keep accurate books with proper distribution to various accounts.
3. Submit account books to the Auditor for audit in July.
4. Be familiar with and maintain a copy of the Chapter's Treasurer's Format.
5. Serve as member/chairperson of the Finance/Budget Committee. Assist/Direct the Finance/Budget Committee in the preparation of the Annual Budget.
6. Submit a monthly accounting of receipts, expenditures and bank balance at each Board Meeting.

7. Submit all financial records for the fiscal year to the Chapter Archivist when the audit is completed and the previous year's records are no longer needed as a guide for the current years "books".
8. The Treasurer is responsible for checking the Chapter's post office box on a regular basis and distributing mail to the appropriate Chapter Officer or Committee.
9. Prepare and mail invoices for Dinner Meeting bar sponsorships.

#### **PAST PRESIDENT**

1. As a member of the Chapter Board of Directors, the immediate Past President has principal responsibilities as follows:
  - a. Act as advisor to the Board of Directors and President.
  - b. Maintain liaison with the local professional and trade associations.
2. Give guidance and counsel to the Chapter Board and President, consistent with the aims and objectives of the Institute.
3. Assist the President in the preparation of the State of the Chapter reports.

#### **DIRECTORS:**

1. The Directors shall assist in the operation of the Chapter, as requested by the President and/or the President-Elect.
2. Directors are Board Members and as such serve as part of the governing body of the Chapter.
3. Directors shall prepare themselves for duties as Chapter Officers, by keeping fully abreast of all Chapter activities.
4. Directors report to either the President-Elect or Vice President as outlined on the Organization Chart.
5. Directors will be responsible for and assist The Chairperson of assigned committees, as outlined on the Organizational Chart.
6. Arrive on time and participate in Board Meeting.
7. Any Ad-Hoc or Special Committee should be chaired by a Director.
8. Assist the President in the preparation of the State of the Chapter reports.

#### **EDITOR**

1. The Editor has the overall responsibility for the preparation, production and distribution of the Chapter Newsletter, "Choice". The Editor must be aware of various means and costs of reproduction and distribution methods in order to advise the Board when changes are needed.
2. The Editor should be assisted by a committee of editorial assistants.

3. The Editor shall be familiar with and maintain a copy of the "Editor's Guide" of the Institute Administrative Guide.
4. Reports to the President and the Board.
5. The Editor shall provide to the Archivist a copy of each edition of "Choice" to be filed at with Archives Chairperson.
6. The Editor is a member of the Board and has all privileges accorded a Board Member.
7. Deadline for information to be printed in "Choice" is due the following Friday after the Board Meeting.
8. Copy must be in to webmaster two days following the receipt of the information by the Editor.
9. Proofing must be done no later than one week following the submission of the copy to the Webmaster.
10. "Choice" must be sent at least one week prior to the regular meeting date.
11. The masthead must be changed to reflect the change in leadership and committee chairs at least once per year and whenever a vacancy is filled.
12. Photos must be forwarded immediately for inclusion in the upcoming issue of "Choice".
13. Filler material is supplied by the Institute and may be gleaned from newsletters from other Chapters, Architectural and Engineering magazines, trade magazines, etc.
14. Attempt is made to have news articles fill at least 2/3 of the issue.
15. Minimum Suggested Mailing List.
  - A. Chapter Newsletters:
    1. All Chapter Members.
    2. Nearby members-at-large
    3. Nearby Honorary Members
    4. Institute Directors
    5. All Chapter Presidents in Region
    6. All Chapter Editors in Region
    7. Administrator, Media Activities
  - B. Suggested Additional Mailing:
    1. Local schools
    2. Construction or Design Publications
    3. Government and Business agencies
    4. Offices of architects and engineers
    5. Multiple copies to the Chapter Membership Chairman, to send to potential new members.

## **ADVERTISING**

1. Direct and coordinate, through a Director, the activities of the Advertising Committees as outlined on Organizational Chart.
2. Solicits advertising for electronic newsletter.



3. Work closely with Editor.
4. Attends Board Meetings and submits a report at the Board Meeting when there are revisions to the schedule of advertisers.
5. Submit recommendations annually to the Finance and Budget Committee on proposed income from advertising.
6. Assist the President in the preparation of the State of the Chapter reports.
7. Committee should solicit names of potential advertisers from board and membership to bolster a continuing flow of new advertising for "Choice".
8. Approximate Timeline
  - A. September: send out electronic invoice and attachments on any changes.
  - B. October; Send out reminders.
  - C. Throughout the year - approach potential advertisers - Their cost will be prorated and billed when their advertising appears in "Choice".

### **AUDITOR**

#### BUSINESS ADDRESS:

Nick Chelap  
 Tax Consultant  
 3400 Trindle Rd.  
 Camp Hill, PA 17011  
 717-737-4123

1. Receive and review all financial accounts and procedures and audit for correctness.
2. Prepare statement of audit, make recommendations on improving accounting procedures and prepare the Federal Income Tax Return for signing by the Treasurer.

### **AWARDS COMMITTEE**

1. The Chairperson of the Awards Committee is responsible for the Institute, Region and Chapter Awards Program within the Chapter. The Awards Program is encouraged by the Institute in order that recognition be given for the notable contributions made by members and companies on behalf of C.S.I.
2. Direct and coordinate, through a Director, the activities of the Awards Committee as outlined on Organizational Chart.
3. Be familiar with and maintain a copy of the "Awards Guide" of the Institute Administrative Guide.
4. Keep the Chapter advised on the awards available on the Institute, Region and Chapter level, and on how a member may recommend such an award.

5. Supervise the recommendations to the Board for such awards. Arrange for the preparation of Certificates.
6. Submit a report of the Awards Committee at each Board Meeting.
7. The Awards Committee shall consist of at least three to five members including the Chairperson.
8. Assist the President in the preparation of the State of the Chapter reports.
9. Chapter Awards and Honors
  - (1) Chapter Certificate of Appreciation. Awarded to an individual who has rendered distinguished service to the chapter in the advancement of the objectives of the Institute or the Chapter or in administration of the chapter. Limit: Four such awards per year.
  - (2) Chapter Organizational Certificate of Appreciation. Awarded to a firm or organization for distinct accomplishments which promote the objectives of the Institute or the chapter. Limit: Two such awards per year.
  - (3) Chapter Cooperation Award. Awarded to a trade association, trade union, contractor association or professional association for exceptional liaison work with the chapter. Limit: Two such awards per year.
  - (4) Chapter President's Certificate. Awarded by the chapter president, at his sole discretion, for exceptional work performed in behalf of the chapter.
  - (5) Chapter Special Proficiency Award. Awarded to a professional member attaining special proficiency and outstanding stature as a practicing specification writer. Limit: One such award per year.
  - (6) Chapter Citation. Awarded to an individual, firm or organization for some single outstanding accomplishment in specification writing or other technical writing. Limit: One such award per year.
  - (7) Chapter Education Award. Awarded to an individual or organization that has made a significant contribution to the field of education in areas related to the purposes of the Institute or a significant contribution to the educational programs of the Chapter or the Institute. Limit: One such award per year.
  - (8) Chapter Technical Award. Awarded to an individual, firm or organization that has made a significant contribution to the technical program of the chapter or the Institute. Limit: One such award per year.
  - (9) Special Awards. The chapter president, at his sole discretion, and the Board of the chapter, at its sole discretion, may present any special awards to promote the purposes of the Institute or the Chapter.
  - (10) Chapter Past President Award. Plaque awarded to retiring chapter presidents for their devoted and selfless contribution to the Institute and their chapter while serving as chapter president.
  - (11) Chapter Craftsmanship Award. Awarded to an individual for superior craftsmanship with the purpose of recognizing such outstanding craftsmanship in the construction industry within the Chapter's area.

(12) The Rolf G. Loddengaard Award. Awarded to those members with 20 or more years of membership in CSI who continue to be active contributors to the Chapter and who best exemplify those ideas promoted and propagated by the late Rolf G. Loddengaard, FCSI, CCS.

(13) Special Spouse's Award. Awarded to those members' spouses who through their patience, understanding and devotion to their spouse, have contributed both to their spouse's performance in behalf of the Chapter and to the principals of the Institute.

(14) Academic Affairs Certificate of Appreciation. Awarded to an individual, firm or organization for advancing the objectives of the chapter and the student affiliate. The award shall have no limit on the number to be presented each year and may be awarded to either a CSI member, firm, trade association, organization or other(s) who have shown a commitment in advancing the objectives of the chapter and/or the student affiliate.

(15) Leroy S. Kimmons Award. Awarded to a CSI member for distinguish service and exceptional support toward the student affiliate. Through his or her (choose appropriate word) outstanding commitment, this recipient's effort has set forth a high standard in advancing the objectives of the student affiliate. One award may be awarded each year and shall be awarded to a CSI member who has shown a commitment in advancing the objectives of the student affiliate.

#### **BYLAWS COMMITTEE**

1. The Chairperson of the Bylaws Committee must be completely familiar with the Institute and Chapter Bylaws, Certificate of Incorporation, and the Rules and Regulations of the Institute Board of Directors.
2. Seek the advice of the Institute Directors on all amendments to the Chapter Bylaws, Certificate of Incorporation and Rules and Regulations of the Institute Board of Directors.
3. Direct and coordinate, through a Director, the activities of the Bylaws Committee as outlined on Organizational Chart.
4. Assure that the minimum requirements as set forth in the Model Chapter Bylaws are included in the Chapter Bylaws.
5. Prepare amendments to the Chapter Bylaws in keeping with those of the Institute Bylaws and as directed by the Chapter Board.
6. Submit all proposed amendments to the Chapter Board for approval prior to the submission to the Institute Board for approval. Chapter amendments are not official until approved by the Institute.
7. Prepare resolutions for Chapter and Institute action. All resolutions should be coordinated with the Institute Directors. Resolutions which are recommended for action at the Institute's Annual Meeting must be prepared in the format and on the subject matter specified by the Rules and Regulations for the Conduct at the Annual Meeting.
8. Review the Bylaws annually and make recommendations for changes to the Board, as required.
9. Supervise the production of Bylaws copies for the use of the Chapter.
10. Submit a report of the committee at the Board Meeting when there is a proposed revision to the Bylaws.

11. Assist the President in the preparation of the State of the Chapter reports.

### **CERTIFICATION COMMITTEE**

1. Mission: Promote awareness of CSI certification programs within the Central PA Chapter, CSI and throughout the construction community and educational institutions of central Pennsylvania.
2. The Committee is comprised of a Chairperson and (approximately 8) instructors, all certified by the Institute. The Chairperson shall be a member of the Central PA Chapter; instructors are not required to be members.
3. Direct and coordinate, through a Director, the activities of the Certification Committee as outlined on Organizational Chart.
4. The Committee Chairperson shall:
  - a. Be a member, hold a CSI certification and in good standing of the Central PA Chapter, CSI.
  - b. Report to a Chapter Director and the Board.
  - c. Promote certification programs by submitting at least one article to the newsletter promoting the Certification Program. Copies should be provided in other professional and construction related societies for publication in their newsletter.
  - d. Prepare a program for certification review classes each year to be conducted January through April as preparation for candidates registered with Institute for CDT, CCS, CCCA, and CCPR certification exams.
  - e. Advertise the schedule for review course classes, assist students in registration for the Institute Exams and supervise the weekly classes.
  - f. Account for all Committee expenses to the Chapter Treasurer.
  - h. Attend Board Meetings to keep Board advised of activities related to the Certification Program.
  - i. Make written report at least once a year to the Regional Certification Coordinator and the Board.
  - j. Submit at least one article to the newsletter promoting the Certification Program. Copies should be provided to other professional and construction related societies for publication in their newsletters.
  - k. Participate in at least one Chapter Meeting Program to promote the certification program.
5. Assist the President in the preparation of the State of the Chapter reports.

### **EDUCATION COMMITTEE**

1. Education Committee shall be responsible for the education activities of the Chapter.
2. Direct and coordinate, through a Director, the activities of the Education Committee as outlined on Organizational Chart.
3. Conduct seminars of short range or continuing nature, in cooperation with the Program Committee and Exhibitor's Show.
4. Be familiar with and maintain a copy of the "Education Guide" with Appendices of the Institute Administrative Guide.
5. Be familiar with and maintain a copy of the "C.S.I. Outline Seminars", published by the Institute.
6. Work in conjunction with Certification Committee to sponsor seminars, with Program Committee to establish programs of interest, and with other professional organizations to coordinate educational efforts to promote with their objectives. Typical ASHRAE, AIA, CEC, PSPE, etc.
7. Check with local schools, trade unions and contractor associations to see what they have to offer in education and either supplement their needs or establish courses to supply both their needs or those of the Institute.
8. Submit a report of the Education Committee at each Board Meeting.
9. Assist the President in the preparation of the State of the Chapter reports.

#### **EXHIBITOR'S SHOW**

1. Direct and coordinate, through a Director, the activities of the Exhibitor Show Committee as outlined on Organizational Chart.
2. Maintain the Show Guide, which should be kept up to date and a copy stored in the archive files.
3. Keep Exhibitors' List and Professional Contractor List up to date.
4. Solicit for exhibitors.
5. Set up date and place for show in advance, one (1) year minimum.
6. Take care of all mailings, printing, awards, etc.
7. Work closely with Publicity Chairperson.
8. Minimum of two (2) Committee Meetings.
9. One (1) article for "Choice".
10. Submit a report of the committee at each Board Meeting.
11. Assist the President in the preparation of the State of the Chapter reports.

#### **SPRING SHOW SCHEDULE**

##### **This Fiscal Year**

March Show Date - Set date and place for next years show  
March - Approve bills and forward to Treasurer for payment

March - Sign contracts for hotel and expo company  
April - Notify Committee of show date for winery  
May - Update Exhibitors mailing list

#### **Next Fiscal Year**

August - Deliver print copy to printer  
October - Mail notices to Exhibitors  
October - March - Receive reservations from Exhibitors  
November - Check inventory of badges, wine glasses, etc.  
November - March - Forward checks to Treasurer  
December - Check on winery  
January - Make sure tickets and mailing labels are being prepared for mailing  
February - Write press releases and article for "Choice"  
February - Booth assignments  
February - Mail notice of reservation with tickets to Exhibitors  
February - Plan menu with Hotel  
February - Mail Exhibitor list to Hotel with electric requirements  
March - Arrive one (1) day early for show. Coordinate shows activity and layout.

#### **FINANCE/BUDGET COMMITTEE**

1. The Chairperson of the Finance Committee reports to the Chapter Treasurer.
2. Analyze the Chapter monthly financial statements.
3. Continuously review the current financial operations in relation to the budget.
4. Make recommendations for budget adjustments when required.
5. Prepare with the Treasurer and Finance Committee a proposed budget for the new fiscal year for first draft submission at the April Chapter Board Meeting.
6. Make all necessary adjustments in the proposed budget as required by the Chapter Board and resubmit not later than the May Chapter Board Meeting for approval.
7. After closing of the "Books" for the Fiscal Year, which ends on June 30, ensure that the Treasurer has met with the Auditor and turned over the necessary records needed to perform the audit and prepare the tax return. (Coordinate with Treasurer as soon as possible after June 30).
8. As needed, assist the Auditor with the Annual Audit for presentation at the September Board Meeting.
9. Assure that all appropriate tax returns completed by the Accountant/Auditor are signed and filed with the Internal Revenue Service.

#### **HOSPITALITY COMMITTEE**

1. The Hospitality Committee shall be responsible for the Hospitality Program of the Chapter.
2. Make social, dinner and space arrangements for regular Chapter and Board Meetings and any other special functions of the Chapter in conjunction with other committees.

3. Renew standing reservation list for dinner meetings at the beginning of the year; update list as required or as requested during the course of the year.
4. Provide Publicity Committee and Editor of "Choice" with advance announcements of special arrangements, times and /or locations of dinner/board meetings.
5. Provide, maintain and distribute identification badges for membership for use at meetings.
6. Make necessary special arrangements for program participants and new members at the Chapter Meetings. Coordinate special arrangements with Program Committee and Membership Committee as requested.
7. Promote a feeling of hospitality within the Chapter, as well as toward your guests.
8. Direct and coordinate, through a Director, the activities of the Hospitality Committee as outlined on Organizational Chart.
9. Submit a report of the committee at each Board Meeting.
10. At the end of the fiscal year negotiate contract with restaurant, approved by the Board, for dinner meetings for the following year.

#### **LONG RANGE PLANNING COMMITTEE**

1. Meet at least three or four times per year.
2. Report directly to the President and the Board.
3. Develop an agenda based on ideas of the President and/or Board; submit agenda for discussion and development.
4. Work with Board and Committees to maintain this Chapter Organization and Committee Organizational outline.
5. Submit a report of the Committee at each Board Meeting.
6. Assist the President in the preparation of the State of the Chapter reports.

#### **MEMBERSHIP COMMITTEE**

1. The Membership Committee Chairperson must be completely familiar with the merits of C.S.I.
2. It is important that new members be introduced to the President and other Officers.
3. Direct and coordinate, through a Director, the activities of the Membership Committee as outlined on Organizational Chart.
4. Actively campaign for new members of the Institute. Obtain rosters from other local professional construction industry and trade groups. Use these rosters as a source for promotional literature. Follow up membership inquiries via telephone.

5. Maintain an adequate stock of institute membership promotional material, application forms, membership brochures, reprint articles, membership pins, etc. Use copies of the Chapter newsletter along with the institute material. Provide a stock of material for each Chapter Meeting.
6. Assure that all applications are acted on promptly, in accordance with the procedures established by the Chapter Board and the Institute.
7. Prepare a report relative to the number of applications received, action taken, membership classification, transfer of members, and the changes in membership classification.
8. Make membership pin presentation to new members at the Chapter Meeting.
9. Submit a report of the Committee at each Board Meeting. Report shall include number of members, new members and lapsed membership.
10. Assign a committee member to maintain personal contact with new member for three months (first meeting, buddy system--next two meetings, personally call and invite).
11. Solicit student members from area Colleges and Universities providing curriculum in the construction field.
12. Assist the President in the preparation of the State of the Chapter reports.

#### **PROGRAM COMMITTEE**

1. Direct and coordinate, through a Director, the activities of the Program Committee as outlined on Organizational Chart.
2. Outline regular Chapter Meeting programs for the entire year.
3. Coordinate special programs, joint meetings with other organizations, and social events.
4. Be familiar with and maintain a copy of the "C.S.I. Chapter Program Planning Guide", with Appendices of the Institute Administrative Guide. Be familiar with and maintain copies of the Institute "C.S.I. Seminar Outlines".
5. Select programs centering around the following:
  - a. Improvement to specifications, specification writing, techniques, legal aspects and procedures.
  - b. Expanding knowledge of materials, methods, products and techniques, and personal growth.
6. Set up requirements for presentation of programs. For example:
  - a. Non-commercial, no product promotion, avoid use of trade names.
  - b. Lecturers or panelists knowledgeable of their subjects.
  - c. Presentation of opposing viewpoints.
  - d. Encourage suggestions to resolve problems.
  - e. Plan for and encourage questions from the floor and audience participation.



- f. Plan and outline cohesive programs. Rehearse for time, avoid repetitions and omissions.
7. Vary presentation methods. Provide for visual aids--develop a list of methods and visuals, such as the following:
  - a. Panel speakers with moderators; questions from the floor.
  - b. Prepared questions submitted by moderator to panel; floor discussion.
  - c. Speaker or lecturer; floor discussion.
  - e. Demonstrations, films and slides, prepared literature; floor discussion--beware of too many films and slide presentations.
8. Since the Chapter Publication would be interested in speaker's remarks, obtain advance copies of prepared talks for the Chapter Editor. If the speaker uses notes, tape-record the session, if possible. Keep in mind the requirements for copies of outstanding talks for possible publication in "The Construction Specifier".
9. Make all necessary program arrangements. Make special arrangements--provide for displays, film or slide projectors, screens, light controls, operators, recorders, microphones, etc. Prepare a dry run to assure smooth function of equipment.
10. Review all arrangements with participants relative to date, time and length of program.
11. Advise the Hospitality Committee as to the number of guests participating.
12. Provide the President, the Publicity Chairperson, and the Editor of "Choice" with the names and biographical data on the program participants as well as the title of their presentation. Material sent to Editor prior to printing of newsletter deadline.
13. Make necessary arrangements for field trips which may occur as regular or special Chapter meetings.
14. Submit schedule of meetings for entire year as soon as possible after the beginning of the new fiscal year.
15. Make recommendations for future programs in June.
16. Submit a report of the committee at each Board Meeting.
17. Assist the President in the preparation of the State of the Chapter reports.

#### **PUBLICITY COMMITTEE**

1. The Publicity Committee shall be responsible to publicize the work and objectives of the Chapter through the media of newsletters, radio, television, or whatever other medium becomes available.
2. Direct and coordinate, through a Director, the activities of the Publicity Committee as outlined on Organizational Chart.

3. Advise the Chapter and others of the activities of the Chapter and the Institute through the Chapter newsletter "Choice".
4. Assist all committees in the promotion of their individual activities, particularly the Education, Certifications, Program and Membership Committee.
5. Submit a report of the committee at each Board Meeting.

#### **ROSTER COMMITTEE**

1. Direct and coordinate, through a Director, the activities of the Roster Committee as outlined on Organizational Chart
2. Maintain and continuously update Membership Roster.
3. With input from the Membership Chairperson and Editor of "Choice", publish each year an up-to-date Chapter "Roster" and maintain it. Publish a Roster "Amendment" approximately six months after Roster is published for corrections, additions, changes, etc.
4. Submit a report at each month's Board Meeting.
5. Assist the President in the preparation of the State of the Chapter reports.

#### **TECHNICAL COMMITTEE**

1. Direct and coordinate, through a Director, the activities of the Technical Committee as outlined on Organizational Chart.
2. Chairperson to appoint a committee of at least three members who shall meet prior to the July Board Meeting to report on the Chapter Technical Program for fiscal year. Submit names to the Region Technical Chairperson.
3. Coordinate the Chapter's program with the Institute's Technical Documents Committee program through the Region Technical Chairperson (RTC).
4. Each member shall be provided with the Technical Committee Guide from the Institute Administrative Guide.
5. Establish a listing of each member's technical interests, resources, and abilities.
6. Collect articles of technical interest and author articles on the technical program for the newsletter.
7. Assist the Chapter Program Committee with programs of technical interest, including programs designed to increase membership awareness of the Technical Documents program.
8. Review available Institute technical assignments and possible local topics and determine appropriate projects.
9. The Chairperson shall request assignments, appoint subcommittees, adhering to due dates, providing initial review of draft documents for completeness, and for transmitting documents.

10. The committee shall meet and submit a written report to the Board, including a comprehensive year-end report with recommendations for the next fiscal year.
11. Chairperson and committee members are encouraged to attend technical training programs at the Leadership Orientation Conference, Region Conference, The CSI Show and CSI University.
12. Assist the President in the preparation of the State of the Chapter reports.

#### **ACADEMIC AFFAIRS COMMITTEE**

##### **A. General**

1. A student affiliate is an organization within the chapter of students from a particular education institution(s).
2. A student affiliate functions according to the bylaws of the chapter, the educational institution(s) and other appropriate documents in the CSI Administrative Guide.
3. Student leaders should be elected to represent members of the student affiliate. As representatives of the student affiliate, they accept responsibility to study all aspects of student activity, to ensure the affiliate's effectiveness, and to increase its influence.
4. Ideally, each educational institution should have its own student affiliate. Thus, a chapter may have more than one student affiliate.
5. The chapter should notify the Institute each time a student affiliate is created. This notification should include the name and address of the educational institution.
6. Direct and coordinate, through a Director, the activities of the Academic Affairs Committee as outlined on Organizational Chart.

##### **B. Functions of the Academic Affairs Committee**

1. Adhere to all Student Government guidelines for campus club advisors.
2. Attend and monitor monthly student meetings at College/University campus.
3. Attend and monitor monthly student activities, tours, fundraisers, etc.
4. Student officers and guest members shall attend monthly chapter meetings and assist at hospitality table under the guidance of the Academic Affairs Chairperson. Reservations are to be made by designated deadline to Hospitality Committee contact person.
5. Student booth should be provided at Annual Product Show.
6. Assist the Electronics Committee on establishing website and provide monthly updates.
7. Academic Affairs Chairperson and Student President shall attend all monthly Chapter Board of Directors meeting.
8. Maintain Student column in Chapter newsletter. Monthly updates on student affiliate activities shall be provided to the chapter newsletter editor on a monthly basis.

9. Attend and assist Region Academic Affairs Chairpersons at all Annual Regional Conferences.
10. Attend and assist in coordinating Annual Regional Student Conference. Student Affiliate Conference shall be coordinated at Middle Atlantic Regional Conference through Regional Academic Chairperson.
11. Assist with the Institute Convention Student Booth and seminar presentations through Institute Convention Coordinator and Region Coordinator; contact should be made in March of each year.
12. Solicit interest from the student members with regards to entry for the Dale C. Moll Student Activity Fund Award. Entries need to be submitted by February 1.
13. Report on liaison activities with students to Chapter Board and Region Education Chairperson and Region Academic Affairs Chairperson on an on-going basis.
14. Prior to the closing of the academic year, ensure continuation of the student affiliate with the sponsoring school through the schools advisor and schools program director and facilitate the transfer of graduating students to CSI memberships as intermediate members.
15. Assist the President in the preparation of the State of the Chapter reports.

#### **ELECTRONICS COMMITTEE**

1. The Electronics Chairperson is responsible for the electronics activities of the Chapter.
2. Direct and coordinate, through a Director, the activities of the Electronics Chapter Committee as outlined on Organizational Chart.
3. Committee to develop programs to maintain and increase the use of electronic communication within the Chapter & Region.
4. Committee to promote and coordinate Chapter and Region activities pertaining to electronic communication programs.
5. Committee to coordinate with Roster Chairperson, the electronics mailbox addresses of the Chapter Members.
6. Assist the President in the preparation of the State of the Chapter reports.

#### **ARCHIVIST COMMITTEE**

1. Report directly to the President and the Board.
2. Maintain a permanent record of the Chapter Charter, Bylaws, Articles of Incorporation, and copies of the Chapter Newsletter "CHOICE".
3. Maintain financial records on a 10-year rotating basis.
4. Maintain the yearly activities of the Chapter as recorded by the Secretary, including minutes, rosters, technical documents & membership records on a 10-year rotating basis.
5. Materials are filed as received from the Treasurer, Secretary, Recording Secretary, Editor, and any Committee Chair.

6. Assist the President in the preparation of the State of the Chapter reports.
7. The Archives file is located John Morgan's house.

**End of Committee Responsibility Outlines**