



Institute for Leadership in Capital Projects

Chapter Boards Organization and Responsibilities

CHAPTER ORGANIZATION

STRUCTURE

The purpose of the [Institute for Leadership in Capital Projects \(I-LinCP\)](#) Chapters is to provide a local organization to promote the [mission and vision](#) of I-LinCP, improve communications, collaboration and cooperation among A/E/C/O industry stakeholders, improve professional and A/E/C/O organizational and leadership outcomes, provide local networking and business-building opportunities, and locally address capital project issues. Local Chapters also play a key role in the Annual LinCP Forums when they are held in their geographic area.

Anyone participating in the local Chapter as a Board officer or committee member must be an I-LinCP member. (There is no separate “chapter” membership.)

If you are interested in becoming a Chapter leader (officer or committee chair), please contact the current Chapter President. These are volunteer positions. Participation as an officer or on a committee is a benefit of I-LinCP membership.

While we appreciate anyone who wants to volunteer their time by being an officer or committee chair, it is important that your involvement is consistent in supporting your role with the Institute for Leadership in Capital Projects. For this reason, **we require that any chapter officer or committee chair cannot miss more than 2 meetings and 2 programs per year** while committing to one of these positions.

CHAPTER OFFICERS (To be elected every two years. Terms begin July 1):

- ***Past-President (automatic)***
- ***President***
- ***Vice-President (President-Elect)***
- ***Secretary/Treasurer***

COMMITTEES (Committee Chairs other than “Programs” are appointed by the President yearly. Terms begin July 1):

- ***(Programs - Chaired by the Vice-President, 2-year term)***
- ***Marketing and Communications***
- ***Membership***
- ***Sponsorship***
- ***Nominations (Chaired by the President, 2-year term)***



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BOARD OFFICERS - ROLES and RESPONSIBILITIES

Each chapter should have a chapter board consisting of a minimum of the following officers: Past President, President, Vice-President, and Secretary. A Treasurer may also be elected, or be a part of the Secretary's responsibilities. Each of these positions is vital to providing the synergy and leadership necessary to fully develop your chapter, engage with local chapter members, and oversee chapter committees.

1. Past-President

TERM LENGTH: 2 Years

COMMITTEE: (None assigned)

The Past President supports the current President by turning over the "reigns" of the Chapter to the new President and acting in an advisory role. The Past President is encouraged to attend monthly Chapter organizational meetings, assist on the Programs or Nominations Committees, as well as attend Chapter programs and I-LinCP National events.

Past Presidents are typically invited to join the National Board.

2. President

TERM LENGTH: 2 Years

COMMITTEE: (Nominations)

The President's key role is to assist the Vice-President and to promote I-LinCP at other association events and in the community. They chair the Nominations Committee and serve as an additional resource for all Board positions and committees.

The President's duties and responsibilities include:

- Attends all monthly Chapter organizational meetings and monthly programs; introduces the monthly program and thanks representatives from sponsor firms present at events
- Writes and mails thank you cards to program presenter(s)
- May periodically attend individual committee meetings to build familiarity and stay mindful of all ongoing activities
- If not an I-LinCP Board member, reports to the I-LinCP National Board Director Chapter Liaison



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- Participates in I-LinCP All-Chapters conference calls with other Chapter Officers
- Attends the Annual I-LinCP Forum
- Reviews expenses and opportunities, works with I-LinCP Executive Director for budget approvals
- Ensures monthly programs have the necessary support, as well as communications and commitments are met in a timely manner
- May review/approve communications pieces as needed
- Supports State and National initiatives
- Leads monthly Chapter Board Meetings
- Chairs the **Nominations Committee** which:
 - Initiates and oversees the process of nominating and electing the Chapter Officers for the next Board Year (July 1 – June 31)
 - Reviews and assists to shortlist nominations
 - Oversees installation of new Officers

3. Vice President (President-Elect)

TERM LENGTH: 2 Years

COMMITTEE: Programs Committee

The Vice President (President Elect)'s key role is to develop and support monthly programs and to stand ready to fill in for the President, if needed, in his/her absence. S/he assists the President in overseeing the Chapter officers and serves as an additional resource for all Board positions and committees. The Vice President is expected to be nominated into the President position the following year.

The Vice President's duties and responsibilities include:

- Chairs the Programs Committee and drafts a conceptual plan of programs for the upcoming year with committee's support. Responsible for details of each program, including:
 - Communicating and coordinating with guest speakers, ensuring that a committee member has been assigned as a main point of contact for guest speakers as appropriate
 - Ensures AIA coursework credits forms are completed and submitted to Executive Director before the event
 - Makes sure Communications team has the information it needs to publicize events and create programs or other materials in a timely manner
- Attends all monthly Chapter organizational meetings and monthly programs
- Arrives early to Chapter programs to help with set-up, check-in booth, traffic coordination and greeting attendees. Assists as a Pre-Lunch host.



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- May periodically attend individual committee meetings to build familiarity and stay mindful of all ongoing activities
- Supports the President as needed in overseeing the Chapter activities
- Participates in I-LinCP All-Chapters conference calls with other Chapter Officers

NOTE: the following two positions (Secretary and Treasurer) may be combined.

4. Secretary

TERM LENGTH: 2 Years

COMMITTEE: None assigned. Can form a committee of 1-2 more people if needed to help manage responsibilities.

The Secretary's key role is to provide secretarial responsibilities for the Chapter.

The Secretary duties and responsibilities:

- Attends all monthly Chapter organizational meetings and Chapter programs
- Takes meeting notes and distributes Chapter minutes
- Manages I-LinCP Google Drive account, banner(s), chapter laptop and projector
- Arranges for and obtains thank-you gifts for event presenters, brings to luncheons
- Set calendar invitation for Board meetings and send to all board members
- Create Agenda for monthly board meetings
- Manage stock of nametag labels, order more when run out
- Provides input and/or updates of the Chapter Handbook
- Participates in I-LinCP All-Chapters conference calls with other Chapter Officers
- Secretary's Chapter Events Responsibilities:
 - Set up, run and teardown of computer/projector and Powerpoint slides at luncheons
 - Name Tags
 - Type name tags in alpha order from registration sheet on labels template
 - Print nametags
 - Separate attendees for pre-lunch
 - Maintains a "speaker's checklist"
 - Assists Executive Director in uploading Chapter event Powerpoint presentations to website
 - Welcome guests to Chapter events, network and encourage involvement
- May also serve on **Programs Committee to:**
 - Main POC for monthly luncheon venue
 - Select food menu



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- Arrive an hour early to ensure room setup is accurate (riser, screen, podium, enough seating, etc)
- Turn in headcount (Friday before event)
- Coordinate AV (screen, mics, speakers, etc)
- Venue for monthly meetings
 - Research venues (make appts at various locations to find best option)
 - Negotiate contract terms
- Main POC for Mega Mixer
- Off-site events (mixers, tours), coordinate food order and beverages
- Track event expenses

5. Treasurer

TERM LENGTH: 2 Years

COMMITTEE: None assigned. Can form a committee of 1-2 more people if needed to help manage responsibilities.

The Treasurer's key role is to provide fiduciary duties for the Chapter.

The Treasurer's duties and responsibilities:

- Attends all monthly Chapter organizational meetings and Chapter programs
- Sends the Executive Director verification (copies of checks/cash/credit card receipts) of payments received and deposited
- Mails checks to Executive Director after deposited to BBVA Compass
- Confirms all registrants for each event have paid (after event date)
- Follows-up with and completes payments for any registrants whose payment has not been made
- Does the "Profit-Loss" spreadsheet for each event, and provides a year-end PL report to the Executive Director
- Work with Chapter Board and Committees to develop proposed budgets and prepares the annual Chapter budget for coming year; sends to I-LinCP Executive Director for review and approval (working toward implementing this)
- Work with I-LinCP Executive Director to develop a series of reports from chapters and committees to help keep her informed periodically
- Manage a Chapter credit card
- Participates in I-LinCP All-Chapters conference calls with other Chapter Officers
- Responsible for the program registration/check-in table:
 - Maintains registration records for meetings/programs; email scans of program registration/check-in lists to the I-LinCP Executive Director
 - Obtain information for walk-ins to be invoiced or allow them to pay via credit card
 - Manage "Square" for on-site registration payments



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COMMITTEE DEVELOPMENT

Committee Chairs are appointed by the President and fill their committees with additional member-volunteers. Committees meet and organize with committee members separately from monthly Chapter organizational meetings. Committee Chairs (or a suitable committee representative) must attend all monthly Chapter organizational meetings.

1. **Programs Chair and Committee**

TERM LENGTH: 2 Year

LEAD BY: Vice-President

The Programs Committee is chaired by the Chapter Vice-President, and is responsible for executing the Program Plan developed from the previous year and developing the Program Plan for the following year. The Program Committee must coordinate with other Committees in order to effectively produce promotional materials and develop program sponsors.

The Programs Committee Chair duties and responsibilities include:

- Attend Programs Committee meetings and Chapter programs
- Assist in drafting a budget and conceptual plan of committee initiatives/expenses for the upcoming year
- Lead the execution of the Program Plan; helps makes adjustments and substitutions as needed
- Lead the development of the Program Plan for the following year
- Lead coordination with other Committees to produce all materials necessary for communicating and promoting events
- Lead administration of the “speaker’s checklist”
- Ensures development of program descriptions and learning objectives required for AIA Learning Units



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2. Marketing and Communications Chair and Committee

TERM LENGTH: 1 Year

The Communications Committee Chair is appointed by the President and is responsible for the public image of the chapter through the use of the I-LinCP website, eblasts, social media, press releases, newsletters, graphics, and photography. The committee sends out information about upcoming programs and events, and maintains information about the chapter and its members through the website and other social media.

The Communication Committee's duties and responsibilities include:

- Attends monthly Chapter organizational meetings and Chapter programs
- Drafts a budget and conceptual plan of committee initiatives/expenses for the upcoming year; provides proposed budget for the upcoming year to the Treasurer for inclusion in the yearly budget proposal
- Designs and produces marketing materials, such as invitations, flyers, sponsorship boards, program brochures, and other graphic pieces
- Takes photos at events and posts to social media and website
- Writes and issues press releases, Tweets, LinkedIn posts, and Facebook posts to promote the Chapter and Chapter programs, its members, and the local A/E/C community
- Develops, maintains and provides content for the I-LinCP Chapter web page(s)
- Ensures opening PowerPoint slides are developed and included for events
- Develops and coordinates printing for hard copy luncheon programs
- Posts events to local calendars

3. Membership Chair and Committee

TERM LENGTH: 1 Year

The Membership Committee Chair is appointed by the President and is responsible for promoting and recruiting prospective members to join the Chapter as well as assisting with retention of current members.

The Membership Chair's duties and responsibilities include:

- Attends all monthly Chapter organizational meetings and Chapter programs
- Drafts a budget and conceptual plan of committee initiatives/expenses for the upcoming year; provides proposed budget for the upcoming year to the Treasurer for inclusion in the yearly budget proposal
- Provides membership information to potential members



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- Coordinates with I-LinCP National to produce promotional materials for Chapter membership efforts
- Coordinates contacts with members and prospects and introduces new members at events
- Develops Membership-Focused and Member-Only events with help and coordination from Programs Committee
- Reviews I-LinCP National-provided (monthly) list of memberships that are past-due for renewal, and works with I-LinCP National in efforts of renewals and new memberships

4. **Sponsorship Chair and Committee**

TERM LENGTH: 1 Year

The Sponsorship Committee Chair is appointed by the President and is responsible for helping recruit monetary (or in-kind) sponsors for monthly programs or other events.

The Sponsorship Chair's duties and responsibilities include:

- Attends all monthly Chapter organizational meetings and Chapter programs
- Drafts a budget and conceptual plan of committee initiatives/expenses for the upcoming year; provides proposed budget for the upcoming year to the Treasurer for inclusion in the yearly budget proposal
- Develops and maintains relationships with member and non-member companies to seek out sponsorship opportunities and involvement
- Works with Programs Committee to identify potential sponsors appropriate for various individual events
- Provides up-to-date sponsor logo graphics to the Communications
- Conducts a survey of current sponsors to obtain feedback on program and benefits
- Writes thank-you cards for program sponsors
- Brings pop-up banners and directional signage to events and places them appropriately
- Reaches out to Platinum, Gold and Lunch sponsors for Pre-Lunch attendance/registration. Communication to President and/or Events Coordinator for pre-lunch attendee names
- May also serve as **Community Relations** contact:
 - Liaison for community volunteering event
 - Collect and transport donations

5. **Nominations Chair and Committee**

TERM LENGTH: 1 Year

LEAD BY: President

The Nominations Committee is chaired by the Chapter President, and is responsible for developing a slate of Board Officers to be elected every two years. These positions are best served by those who



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are already involved in I-LinCP through participation on a Chapter Board or committee, or who have been engaged in I-LinCP as an event attendee or presenter, or other engagement.

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