



## **CHAPTER ORGANIZATIONAL STRUCTURE**

The purpose of the [Institute for Leadership in Capital Projects \(I-LinCP\)](#) Chapters is to provide a local forum 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 outcomes, provide local networking opportunities, and locally address capital project issues. Local Chapters will also play a key role in the Annual LinCP Forums when they are held in their geographic area. Membership in the local Chapter is included in I-LinCP National 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.**

### **CHAPTER OFFICERS (To be elected yearly. Terms begin proactively on January 1):**

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

### **COMMITTEES (Committee Chairs to be appointed by the Chapter President):**

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

## 1. CHAPTER OFFICERS, ROLES and DUTIES

### 1. Past President

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, as well as Chapter programs and I-LinCP National events.

### 2. President

The President’s key role is to assist the Vice-President and to promote I-LinCP at other association events and in the community. S/he chairs the Nominations Committee and serves as an additional resource for all Board positions and committees. **The President’s duties and responsibilities include:**

- Chairs the Nominations Committee
- Attends all monthly Chapter organizational meetings and monthly programs; introduces the monthly program
- Periodically attends 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
- Participates in I-LinCP Chapter quarterly conference calls with other Chapter Officers
- Attends the Annual LinCP Forum
- Reviews proposed annual budget and sends to I-LinCP Executive Director for review and approval

### 3. Vice President (President-Elect)

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
- Attends all monthly Chapter organizational meetings and monthly programs
- Periodically attends 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 Chapter quarterly conference calls with other Chapter Officers

### 4. Secretary/Treasurer

The Secretary/Treasurer's key role is to provide secretarial and fiduciary responsibilities for the Chapter. **The Secretary/Treasurer's duties and responsibilities:**

- Leads development of a “Policies and Procedures” document
- Attends all monthly Chapter organizational meetings and Chapter programs
- Takes meeting notes and distributes Chapter minutes
- Writes and mails thank-you cards to program presenters
- 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
- Collects, safe-guards, and deposits into the I-LinCP bank account all cash and checks
- Emails scans of cash and checks to the I-LinCP Executive Director
- Collects the Chapter Committees' proposed budgets and prepares the chapter budget for coming year; sends to I-LinCP Executive Director for review and approval
- Participates in I-LinCP Chapter quarterly conference calls with other Chapter Officers

## **COMMITTEES**

Committee Chairs 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:** 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 Program 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 Secretary/treasurer for inclusion in the yearly budget proposal
  - Effectively executes the Program Plan; makes adjustments and substitutions as needed
  - Develops the Program Plan for the following year
  - Coordinates with other Committees to produce all materials necessary for communicating and promoting
  - Develops a "speakers checklist";
  - Provides to the I-LinCP Executive Director the program descriptions/outcomes statements required for AIA Learning Units
  
2. **Marketing and Communications:** The Communications Committee is responsible for the public image of the chapter through the use of the I-LinCP website, 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 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 Secretary/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)
    - Modifies chapter page(s) on I-LinCP website after coordination with I-LinCP Executive Director
  - Leads the content development of the I-LinCP newsletter on a rotating basis (about once per year)

3. **Membership:** The Membership Committee 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 Secretary/treasurer for inclusion in the yearly budget proposal
  - Provides membership information to potential members
  - 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 and coordinates with the Program Committee membership events and member-only events
  - 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:** The Sponsorship Committee 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 Secretary/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
  - Provides up-to-date logo graphics to the Communications and Program Committees
  - Conducts a survey of current sponsors to obtain feedback on program and benefits
  - Writes thank-you cards for program sponsors
  
5. **Nominations:** The Nominations Committee is chaired by the Chapter President and is responsible for the annual Chapter Officers election process, including soliciting and reviewing nominations. **The Nominations Chair's duties and responsibilities include:**
  - Initiates and oversees the process of nominating and electing the Chapter Officers for the next fiscal year (January 1 - December 31)
  - Reviews and assists to shortlist nominations
  - Oversees installation of new Officers