

ACEC DELAWARE

Board & Committee Service Expectations

A practical standard for engaged, accountable and sustainable volunteer leadership.

Purpose. These expectations supplement the ACEC Delaware bylaws and clarify the time, leadership and financial participation associated with service. If a conflict exists, the bylaws and applicable law control.

BOARD MEMBER	COMMITTEE CHAIR	COMMITTEE MEMBER
- Attend monthly Board meetings and the annual planning/leadership meeting. - Review materials in advance; exercise sound governance, fiduciary oversight and independent judgment. - Serve actively on at least one committee and support succession planning. - Act as an ACEC Delaware ambassador; recruit members, sponsors, speakers and volunteers. - Protect confidential information, disclose conflicts and support Board decisions.	- Generally serve a two-year term, subject to annual Executive Board designation and bylaw flexibility. - Hold a monthly committee meeting; prepare an agenda and maintain actions/decisions. - Set annual goals aligned with ACEC Delaware priorities and report progress to the Board. - Recruit and engage members; identify a Co-Chair or future-chair candidate. - Coordinate with the Executive Director on communications, events, budgets and records.	- Attend and participate in monthly committee meetings. - Review information in advance and contribute relevant professional expertise. - Accept assignments, meet deadlines and communicate promptly when support is needed. - Help plan programs, develop recommendations and recruit additional participants. - Promote ACEC Delaware activities while representing the association professionally.

Shared participation expectations

TIME	EVENTS	ADVOCACY	PIPELINE
Monthly meeting participation; preparation and timely follow-through.	Attend Lunch & Learns and support the Cornhole Tournament and Crab Feast.	Participate in state and national advocacy/PAC education and fundraising activities.	Develop new volunteers and future Committee Chairs and Board leaders.

Financial and PAC participation

Membership standing	The representative's firm should keep ACEC Delaware and ACEC National dues current.
ACEC Delaware support	Board members are expected to help generate annual non-PAC support through event registration, sponsorship, an unrestricted contribution, or secured partner support. Any specific annual goal should be approved by the Board.
State PAC events	Committee Chairs are expected to attend both ACEC Delaware's Cornhole Tournament and Annual Crab Feast. Board members are expected to attend, promote or otherwise support both events, consistent with each event's PAC eligibility and payment instructions.
National ACEC/PAC	Eligible leaders are encouraged to support ACEC/PAC through a voluntary personal contribution, including purchase of an ACEC/PAC Sweepstakes entry when offered.
Voluntary giving	Personal contributions to any state or federal PAC—including a Sweepstakes purchase—are voluntary and are not a condition of service. Federal PAC contributions may not use corporate funds or be reimbursed by an employer. No personal donation is required of Committee members.

ANNUAL ACKNOWLEDGMENT

I have reviewed these expectations and will communicate promptly if my availability or role changes.

Name: _____ Role: _____ Date: _____