

CHAPTER OPERATING GUIDE

Willamette Valley Chapter



April 22, 2008

Dear Members of the Willamette Valley Chapter of the Construction Specifications Institute:

The attached document is an updated version of our Chapter Operating Guide. The intent of the Chapter Operating Guide is to define the responsibilities of the Board members and Committee Chairs of the Chapter and to promote effective operation of the Chapter.

Thanks and appreciation are extended to Jerry McDonnell, Larry Banks, Jim Chaney, Paul Edlund, Steve Gunn, Brian Lighthart and Mellany Wittkop-Fort for their assistance in the editing of this document. Special thanks is due to Sheri Konowitz for assembling the editing comments and producing the final document.

While this document should be available to all Chapter members, by the Chapter website or other means, it is especially important that Board members and Committee Chairs have a working knowledge of the Chapter Operating Guide. Copies are to be distributed to the current and future members of the Board.

It is hoped that this document becomes a working, living guide specific to our Chapter. Comments are encouraged. It is sincerely wished that this document helps promote the mission of CSI: *Advancement of the process of creating and sustaining the built environment.*

Sincerely,

Mark R. Richards, President Elect 2007-2008

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PRESIDENT

1. Responsibilities immediately following election (following March Chapter meeting):
 - A. Become familiar with:
 1. CSI Administrative References available on Institute website
 2. Region Operating Guide.
 3. Chapter Bylaws available on Chapter website
 4. Duties, responsibilities, and goals of each Chapter Officer and each Chapter Committee.
 - B. Goals:
 1. Finalize goals for Chapter.
 2. Compare with Planning Committee priorities.
 3. Coordinate with Chapter Treasurer regarding impact of goals on Chapter Operating Budget.
 - C. Chapter Committee & CSI Foundation Organization:
 1. Identify prospective Committee Chairs and a Board Member to serve as a Foundation Director.
 2. Obtain Board of Directors input about each potential candidate.
 3. Appoint Chairs by March 31 of the preceding fiscal year.
 4. Submit roster of incoming Chapter Officers and Committee Chairs by April 1 of the preceding fiscal year.
 5. Appoint CSI Foundation Director approved by Board or initiate a Board election .
 6. Identify appropriate chapters of CSI Administrative References for each incoming Committee Chairs.
- Chapter Operating Budget for coming year:
1. Obtain budget recommendations from incoming Committee Chairs.
 2. Develop a Chapter Operating Budget with assistance from outgoing and incoming Chapter Treasurers.
- D. Establish calendar of important dates:
 1. Chapter meetings
 2. Chapter Board of Directors meetings
 3. Committee meetings
 4. Region Director's visits
 5. Region Coordinating Council meetings
 6. Region Conference
 7. Region Leadership Conference
 8. CSI University
 9. ConstructAmerica Show
 10. Institute Certification Examination Dates
 11. Documentor publication dates and deadlines
 12. Chapter, Region, & Institute Award deadlines
 13. Chapter Officer nominations & elections

14. Local events of related organizations including:
 - a. Associated General Contractors of America (AGC)
 - b. American Institute of Architects (AIA)
 - c. American Society of Interior Designers (ASID)
 - d. American Society of Landscape Architects (ASLA)
 - e. Construction Financial Management Association (CFMA)
 - f. National Association of Women in Construction (NAWIC)
 - g. Other industry organizations

2. Responsibilities upon assuming office:
 - A. Collaborate with Committee Chairs to appoint members to committees.
 - B. Provide incoming Committee Chairs copies of previous years' Annual Committee Reports.

3. At first Board of Directors meeting:
 - A. Identify your goals for coming year.
 - B. Finalize and approve:
 1. Chapter Committee appointments.
 2. Chapter Committee task assignments.
 3. Chapter Budget.
 - C. Distribute Chapter Calendar.
 - D. Inspire enthusiasm about coming year.
 - E. Submit B1, B2, & B3 both to Documentor for publication and to Board of Directors.

4. General Responsibilities:
 - A. Prepare and distribute Agenda prior to each Board of Directors meeting.
 - B. Preside over Chapter and Board of Directors meetings.
 - C. Represent Chapter at Region and Institute meetings.
 - D. Network with Region Directors and other Chapter Presidents within Northwest Region.
 - E. Act as Chapter spokesperson.
 - F. Maintain personal file of Chapter activities.
 - G. Maintain notes relative to the office of Chapter President.
 - H. Assign new members to Committees.
 - I. Prepare and distribute the following correspondences:

Letters of:

 1. Special invitation
 2. Appreciation
 3. Welcome for new member

- J. Prepare column for each Documentor issue covering Chapter activities, programs, and any information benefiting the Chapter and members.
- K. Communicate with Chapter Officers:
 - Encourage their communication with Chapter Committee Chairs.
 - Confirm all task assignments are being accomplished.
- L. Delegate the bulk of responsibility to other Officers and act as administrative head.
- M. Prepare Region Coordinating Committee reports.
 - 2 weeks prior to each Council meeting
 - 1 copy of Report to each Region Director
 - 1 copy to President of each Chapter within Region
- N. Encourage attendance at Region and Institute meetings.
- O. Network with Presidents of related organizations to exchange information, goodwill, and potential joint meetings.
- P. Identify particularly outstanding members for potential:
 - Future leadership roles
 - Presentation of President's Citation Awards

PRESIDENT ELECT

1. General Responsibilities:
 - A. Assist Chapter President.
 - B. Serve as Acting President when President is absent.
 - C. Represent Chapter at Institute and Region Meetings with President.
 - D. Assist in administering Chapter activities.
 - E. Attend all Chapter and Board of Directors meetings.
 - F. Chair Planning Committee.
 - G. Serve on Publications Committee and coordinate sponsorships for *Documentor*.
 - H. Chair Audit Committee when necessary
 1. Select Committee members (Typically Incoming Treasurer and 1 member at large)
 2. Complete audit of Treasurer's books prior to July 1.
 - I. Monitor activities of Committees assigned by the President by:
 1. Attending Committee meetings.
 2. Serving as liaison between Committee and Board.
 3. Offering assistance and advice to Committee when appropriate.
 4. Notifying Committee Chairs to attend meeting at least 2 days prior to Chapter Board meetings.
 - J. Oversee and maintain the Chapter Operating Guide:
 1. Edit guide obtaining final approval from President and the respective Chapter Officer or Chair prior to April 1
 2. Incorporate updated Guide on Chapter website.
 3. Provide incoming Chapter President with completed annual revisions.
2. Prepare for office of Chapter President
 - A. Become familiar with:
 1. CSI Administrative References
 2. Region Operating Guide
 3. Chapter Bylaws
 4. Duties, responsibilities, and goals of each Chapter Officer and Chapter Committee
 - B. Attend Region and Institute meetings.
 - C. Network with Presidents of related organizations to exchange information, goodwill, and potential joint meetings.

SECRETARY

1. General Responsibilities:
 - A. Attend all Chapter and Board of Directors meetings
 1. Record meeting minutes.
 2. Maintain meeting minutes book for public record.
 3. Submit copy of minutes to Documentor Editor for publication by publication deadline.
 - B. Notify each Board Member of meeting date, time, and location 2 days prior to meeting.
 - C. Remind Board members to notify their respective Committee Chairs about meeting.
 - D. Monitor activities of Committees by:
 1. Attending Committee meetings.
 2. Serving as liaison between Committee and Board.
 3. Offering assistance and advice to Committee if needed.
 4. Notifying Committee Chairs to attend meeting 2 days prior to Chapter Board meetings.
 - D. Familiarize yourself with:
 1. CSI Administrative References
 2. Region Operating Guide
 3. Chapter Bylaws
 4. Duties, responsibilities, and goals of each Chapter Officer and Chapter Committee
2. Responsibilities concerning Membership Applications:
 - A. Provide each Board Member at meetings with a copy from each applicant.
 - B. Distribute copies of approved applications to:
 1. Membership Chairman for updating Membership Files
 2. *Documentor* Editor
 3. House Committee Chair for adding to Phone Committee List
 4. Chapter President in order to:
 - Send New Member Welcoming Letter
 - Appoint Committee assignment
 5. Self, retaining card include in permanent Chapter files
 6. Institute
 - a. Send original with Chapter and Institute dues payment
 - b. Institute will return chapter's portion of dues after processing
 - c. Applications sent directly to Institute by Applicant will be processed without Chapter participation. Institute will forward new members' names and addresses to Chapter Secretary so that Chapter may contact and encourage new member's affiliation with Chapter.

3. Responsibilities concerning Institute Convention Delegate Certification:
 - A. Registration Forms will be sent to Chapter Secretary in April which must be filled out and returned to Institute prior to June 1.

TREASURER

1. General Requirements:
 - A. Serve as a non-voting member of the Chapter Planning Committee prior to assuming office.
 - B. Serve on the Chapter Audit Committee when activated.
 - C. Familiarize yourself with accounting procedures used by previous Treasurer.
 - D. Attend all Chapter and Board of Directors meetings.
 - E. Obtain new bank account signature cards at beginning of fiscal year (July 1).
 - F. Prepare annual budget with Board of Directors.
 - G. Submit copies of approved Annual Budget to:
 1. Board of Directors
 2. *Documentor* Editor
 - H. Comply with requirements of office specified in Chapter Bylaws.
 - I. Serve on Committees assigned by the President:
 1. Attend Committee meetings.
 2. Act as liaison between Committee and Board.
 3. Offer assistance and advice to Committee when appropriate.
 - I. Prepare and submit Form 990 to IRS before deadline (usually April 1).
 - J. Become familiar with:
 1. CSI Administrative References
 2. Region Operating Guide
 3. Chapter Bylaws
 4. Duties, responsibilities, and goals of each Chapter officer and Committee
2. Additional Requirements:
 - A. Board Meetings: Report current financial status of Chapter:
 1. All accounts in detail
 2. Assets and Liabilities
 3. Financial Status vs Budget
 4. Analyze and clarify report if needed
 5. Recommend potential solutions to any financial concerns
 - B. Fiscal year end:
 1. Prepare books and account records for close of year.
 2. Assist Audit Committee if activated.
 3. Present year-end Financial Report to Board of Directors.
4. Facilitate the transition of the Treasurer-Elect .

3. Important Payment Dates:

- A. February 1: Renewal of Oregon corporate registration.
- B. April – May: Region Assessment for each Chapter Member listed on April I Institute Membership roster.
- C. July 1: Year End Financial Report prepared by both outgoing and incoming Treasurers.

DIRECTORS

1. General Requirements:
 - A. Attend all Chapter and Board of Directors meetings.
 - B. Participate with Membership Committee to increase membership.
 - C. Serve on Committees assigned by the President:
 1. Attend Committee meetings
 2. Act as liaison between Committee and Board
 3. Offer assistance and advice to Committee when appropriate
 4. Remind Committee Chairs to attend Chapter Board meetings 2 days in advance
 - D. Become familiar with:
 1. Institute Administrative References
 2. Region Operating Guide
 3. Chapter Bylaws
 4. Duties, responsibilities, and goals of each Chapter Officer and Committee

PAST PRESIDENT

1. General Requirements:
 - A. Attend Chapter and Board of Director meetings.
 - B. Attend Region Leadership Training Conference.
 - C. Offer advice and counsel whenever necessary and appropriate.
 - D. Chair Nominations Committee.

ACADEMIC AFFAIRS COMMITTEE

1. General Requirements:
 - A. Direct Chapter Academic Affairs activities.
 - B. Serve on Region Academic Affairs Committee as well as attend regional meetings.
 - C. Advise the Student Affiliate Chapter at the University of Oregon.
 - D. Integrate student activities with Chapter programs.

2. Additional Requirements:
 - A. Develop Student Affiliate Chapter
 - B. Coordinate University activities with Department of Architecture
 - C. Encourage student involvement in Chapter meetings, events, and Committees
 - The U of O Department of Architecture will sponsor membership for a student, often a Graduate Teaching Fellow, for the Product Resource Center Director.
 - Contact PRC Director at the beginning of Fall term.
 - Encourage PRC Director and other student leaders toward active involvement at Chapter, Region, and Institute events
 - D. Foster leadership development within the Student Affiliate Chapter.
 - E. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of years activities
 2. Analysis of the effectiveness of current activities
 3. Recommendations for future activities

AWARDS COMMITTEE

1. General Requirements:
 - A. Solicit and submit nominations for the following awards:
 - 1) Chapter Awards:
 - a. Prepare nominations from within Committee.
 - b. Request Award nominations from others.
 - c. Determine Award recipients.
(Note: President will determine recipients of Presidential Citations)
 - d. Produce framed Award Certificates for President to present at Awards Banquet.
 - e. Produce Specification Competition Award Certificates for presentation by Technical Committee
 - 2) Region Awards:
 - a. Submit award nominations in accordance with Region Operating Guide by deadline determined by Region Awards Chair.
 - b. Participate on Region Awards Jury upon request of Region Awards Chair.
 - 3) Institute Awards:
 - a. Submit award nominations in accordance with Institute Administrative References by deadline determined by Institute.
 - B. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.
2. Additional Responsibilities:
 - A. Obtain blank award Certificates & Frames from Institute headquarters.
 - B. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of years activities
 2. Analysis of the effectiveness of current activities
 3. Recommendations for future activities
3. Awards Available:
 - A. CHAPTER:
 1. Nominated by the Chapter Membership:
 - a. Certificate of Appreciation Awarded to an individual who has rendered a distinguished service to the Chapter. This is the highest award the Chapter can present and only one is awarded per year.

- b. Organizational Certificate of Appreciation: Awarded to a firm or organization for continued distinguished service to CSI or to the construction industry.
- c. Cooperation Award: Awarded to a firm or organization for distinguished liaison with the Chapter.
- d. Commendation Award: Awarded to an individual, firm, or organization for an outstanding accomplishment benefiting the Chapter or the construction industry.
- e. Citation Award: Awarded to an individual, firm, or organization for an outstanding accomplishment in specification or other technical writing.

2. Nominated by the Chapter Board of Directors:

- a. Technical Award: Awarded to an individual who rendered a distinguished contribution to the Chapter, Region, or Institute Technical Programs.
- b. Education Award: Awarded to an individual who has rendered a distinguished contribution to the Chapter, Region, or Institute Education Programs.

3. Presented by the Chapter Technical Committee:

- a. Specification Competition Award of Excellence: Awarded to the individual scoring the highest grade in the Chapter Specifications Writing Competition.

4. Other Awards:

- a. Chapter President's Plaque: Presented to the outgoing Chapter President (Plaque prepared by Institute and sent to Chapter prior to June Chapter meeting)

B. NORTHWEST REGION:

- 1) Certificate of Appreciation
- 2) Organization Certificate of Appreciation
- 3) Region Citation
- 4) Region Cooperation Award
- 5) Specifications Proficiency Award
- 6) Education Award
- 7) Technical Excellence Award
- 8) Newsletter Excellence Award
- 9) Publications Commendation
- 10) Chapter Growth Award
- 11) Frank Stanton Memorial Award (Lifetime achievement)

12) Region Director's Citation (Determined by Region Directors)

C. INSTITUTE :

B. Refer to CSI Administrative References for Awards and Award criteria.

CERTIFICATION COMMITTEE

1. General Responsibilities:
 - A. Promote Institute Certification programs within the Chapter.
 - B. Coordinate Chapter Certification programs with Region and Institute Certification committees.
 - C. Promote Certification Programs in *Documentor*.
2. Certification Programs (CCS, CCCA, CCPR & CDT):
 - A. Maintain communication with Region Certification Committee Chair.
 - B. Inform Chapter members about Certification Programs using announcements, newsletter articles, and promotional literature handouts at Chapter meetings.
 - C. Identify application deadlines as well as seminar and examination dates and locations.
 - D. Establish an examination location and appoint a qualified examination proctor.
 - E. Provide feedback to Institute Certification Committee and suggestions for improving Certification Programs.
3. Examination Study Seminars:
 - A. Provide study courses for those who are interested in:
 1. taking an Institute Certification examination
 2. learning more about contract documents, specification writing, contract administration, and product representation.
 - B. Schedule seminar dates to occur and conclude just prior to Institute Certification examination date.
 - C. Utilize Institute's examination "Self Study Guide".
 - D. Appoint appropriate seminar instructors.
 - E. Secure suitable accommodations for seminars.
 - F. Provide for purchase to interested enrollees:
 1. *CSI Project Resource Manual*
 2. Other CSI reference documents.
 2. Standard contract forms.
 3. Other appropriate documents.
 - G. Collect and forward seminar registration fees to Chapter Treasurer.
 - H. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of years activities
 2. Analysis of the effectiveness of current activities
 3. Recommendations for future activities

EDUCATION COMMITTEE

1. General Responsibilities:
 - A. Develop the educational activities of the Chapter.
 - B. Function as a Director of the CSI Foundation.
 - C. Assemble Committee monthly to monitor progress.
 - D. Encourage Chapter participation in Institute and Regional educational programs.
 - E. Coordinate Chapter educational activities with Regional Education Chair.
 - F. Actively solicit member participation in committee.
 - G. Monitor other publications such as The Specifier, the CSI News Digest, newsletters of other chapters, and technical journals for information of interest to the Committee.
 - H. Assist with other Chapter Committees:
 - Technical Committee: Developing technical programs
 - Publications Committee: Developing educational articles for the newsletter
 - Program Committee: Developing chapter meeting programs
 - Publicity Committee: Promoting public image and knowledge of CSI and its programs through the news media.
 - I. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.
2. Undergraduate Education Programs
 - A. Promote Construction Education at the University of Oregon and local colleges in Chapter area.
 - B. Evaluate and upgrade existing educational programs currently being offered in colleges and universities in Chapter area.
 - C. Offer assistance to local colleges and universities that teach construction related courses by:
 - 1) Aiding Instructors in developing and updating course material.
 - 2) Recommending Instructors for specialized courses.

Annually:
 - D. Review and refresh CSI and other technical literature on file in the University of Oregon Architecture Dept. Library.
 - E. Review and develop scholarship programs.
 - F. Evaluate and select scholarship recipients.

3. Continuing Education Seminars:
 - A. Develop educational programs for improving competence among both members of Chapter and Industry.
 - B. Solicit Co-sponsors when appropriate and will enhance the Chapter Education Program.

4. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of year's activities
 2. Analysis of the effectiveness of current activities
 3. **Recommendations for future activities.**

HOUSE COMMITTEE

1. General Responsibilities:
 - A. Negotiate venue for monthly Chapter meetings annually.
 - B. Arrange all Chapter meetings held during entire year including:
 1. Selecting menu/theme
 2. Arranging necessary additional equipment
 3. Review Banquet Event Order monthly and approve
 - C. Regular Meetings (unless specified otherwise):
 - a. Location: Eugene Hilton
 - b. Time Schedule:
 - Social Hour: 5:30 PM
 - Dinner: 6:30 PM
 - Program: 7:30 PM
 - Adjournment: 8:30 PM
 - c. Date: Last Thursday of each month.
 - D. **Note:** November and December meetings are combined and held typically on the first or second Thursday in December due to conflict with Thanksgiving and Christmas.
 - E. **Note:** Restaurant must be specifically advised of adjustments to our regular schedule.
 - F. Annual Meeting and Awards Banquet:
 - a. Location: Determined by Board of Directors.
 - b. Time: Usually half-hour later than regular time listed above to allow members more time to pick up their spouses.
 - c. Date: Usually last Thursday in June.
 - d. **Note:** Restaurant must be specifically advised of this adjustment to our regular schedule.
3. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.
2. Venue Responsibilities:
 - A. Arrange for audio-visual or other equipment required by program speakers.
 - B. Hang Chapter banner.
 - C. Member badges:
 1. Add badges for new members and remove badges of non-renewed members.
 2. Set out member name badges adjacent to entry door.
 3. Collect and store badges following meeting.
 4. Print and display current badge location list.
 - D. Maintain suitable storage containers for Chapter equipment, coordinating with restaurant management.

3. Greet Meeting Guests:
 - A. Extend particular welcome to guests.
 - B. Prepare temporary name tag for all guests.
 - C. Direct guests where to pay for dinner program.
 - D. Non-member guest speaker(s): Arrange complimentary dinner with Program Committee person.
 - E. Speakers who are Chapter members are expected to pay for their dinner.

4. Raffle Ticket Program (when active):
 - A. Maintain supply of raffle tickets.
 - B. Sell tickets for \$1.00 each immediately after members and guests are seated for dinner.
 - C. Present President ticket stubs for drawing.
 - D. Award winner(s) a cash amount equivalent to the price of the dinner.
 - E. Deliver ticket sale profits to Treasurer.

5. Member Notification Subcommittee/(Monthly Announcement Coordinator):
 - A. Maintain sufficient persons to make phone calls or other notification.
 - B. Send monthly program announcements to all members.
 - C. Maintain and regularly update notification directory and e-mail list.
 - D. Notify each member at least 1 day prior to each Chapter meeting, and:
 1. Remind members about Meeting.
 2. Determine total count for dinner.
 - E. Report count of dinners to host restaurant no later than 10:00 AM of Meeting day or according to their requirements.

6. Annual Awards Banquet:
 - A. Make necessary room reservations.
 - B. Plan menu.
 - C. Member Notification Subcommittee/Monthly Announcement Coordinator (non member):
 1. Invite to attend banquet as guest of Chapter.
 2. For each of these non-CSI-members attending Banquet:
 - a. Arrange for complimentary dinner.
 - b. Present flower corsage or other appropriate gift, if required.

c. Advise President of attending and absent non-CSI-member members of the subcommittee (and their employers) so that they can be acknowledged at the meeting.

7. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:

1. Summary of years activities
2. Analysis of the effectiveness of current activities
3. Recommendations for future activities

MEMBERSHIP COMMITTEE

1. General Requirements:
 - A. Promote and increase CSI membership.
 - B. Assemble Committee monthly to monitor Committee progress.
 - C. Maintain current Membership Roster.
 - D. Notify of each addition and correction to Roster:
 - Chapter Secretary
 - House Committee Member Notification Chair
 - *Documentor* Editor
 - E. Report Chapter membership status at each Board of Directors meeting.
 - F. Maintain supply of Membership Applications and Membership Promotion Literature. (available free from Institute)
 - G. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.

2. Recruiting New Members:
 - A. Personally invite non-members interested in the Chapter Meeting program subject.
 - B. Write letters to each Chapter Meeting guest. Include:
 1. CSI membership promotion literature
 2. Annual Dues Rates
 3. Membership Application Form
 - C. Follow up letter with personal phone call.
 - D. Follow Membership Application Flow Chart.

3. Presenting New Members:
 - A. Introduce at Chapter meeting following membership acceptance.
 - B. Give brief biographical information.
 - C. Present them with Lapel Pin.

4. Maintaining Existing Membership:
 - A. Contact each non-renewed member and encourage their renewal.

5. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:

1. Summary of years activities
2. Analysis of the effectiveness of current activities
3. Recommendations for future activities

NOMINATIONS COMMITTEE

1. Committee:
 - A. Chair: Chapter Past President
 - B. Committee:
 1. 2 to 4 additional members with the following qualifications:
 - Knowledgeable about current members, leadership, and Chapter history
 - Experienced in chapter leadership
 - Typically includes former Chapter Presidents and President Elect
2. General Requirements:
 - A. The importance of high quality leadership at the presidential level can not be overstressed. Each Chapter officer has the potential to be called upon to serve as Chapter President; therefore, when selecting nominees for all Chapter offices, the Committee shall look for candidates with proven "presidential ability" or a strong potential to develop such leadership qualities.
3. Required Nominees:
 - A. Nominate at least one candidate for each of the following elective Chapter Offices:
(Note: all nominees must be either Professional, Industry, or Associate Members, except for the position of Intermediate Director.)
 1. President (President Elect will automatically assume office without election)
 2. President Elect
 3. Secretary
 4. Treasurer
 5. Continuing Director (First-year Director will automatically assume office without election)
 6. First -Year Director
 7. Intermediate Director (Note: nominee must be an Intermediate Member. If Chapter has no Intermediate Members there shall be no nominee.)
 8. Past President (President will automatically assume office without election).
 9. CSI Foundation Director. *(refer to Chapter and Foundation Bylaws for requirements).*
 - B. Nominate 1 candidate only for 2 year term to replace outgoing Director.
4. Nominations Procedure:
 - A. Select candidates for nomination.
 - B. Inform candidates of expectations and duties of office.
 - C. Obtain indication of candidates' willingness to serve if elected.

- D. Submit slate of nominees as follows:
 - 1. To President: Prior to February Board of Directors meeting
 - 2. To Chapter Membership: At February Chapter meeting
 - 3. To *Documentor* Editor: Prior to deadline for publishing in March edition

- 5. Critical Time Schedule:
 - A. Prior to January 1: President appoints Committee.
 - B. One week prior to February Board of Directors Meeting: Committee completes nominations.
 - C. Prior to February Board of Directors Meeting: Slate delivered to President.
 - D. February Chapter Meeting: Committee Chair presents Slate to Chapter membership. (Note: Any additional floor-submitted nominations shall be accepted and added to Slate.)
 - E. Prior to deadline for publishing March Newsletter: Slate delivered to *Documentor* Editor.
 - F. March edition of *Documentor*: Publish Slate, including any nominations submitted from the floor at the Chapter meeting.
 - G. March Chapter Meeting: Any additional nominations submitted from the floor are accepted, if meeting the criteria for the office, and an election held.
 - H. As soon as possible following Election: President Elect submits roster of new Officers & Committee Chair appointees to Institute.

- 6. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 - 1. Summary of years activities
 - 2. Analysis of the effectiveness of current activities
 - 3. Recommendations for future activities

PLANNING COMMITTEE

1. Membership:
 - A. Typically 3 Past Presidents, the immediate Past President, and chaired by current President Elect.
2. General Responsibilities:
 - A. Develop long range objectives and plans for the Chapter including future programs.
 - B. Evaluate Chapter's existing programs and recommend their continuation, modification, or discontinuation.
 - C. Appoint a Vice Chair / Assistant Chair who will assist Chair in Committee leadership and organization.
 - D. Oversee and maintain the Chapter Operating Guide.
3. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of years activities
 2. Analysis of the effectiveness of current activities.
 3. Recommendations for future activities.
4. Plan:
 - A. Example:

LONG RANGE PLAN FY 1992-1993
Willamette Valley Chapter
Construction Specifications Institute

INTRODUCTION

This document describes the Long Range Plan for the Willamette Valley Chapter of the Construction Specifications Institute. It is intended to be long range, general in nature, and comprehensive in character. It is long range in establishing a guide for chapter activities over the coming year as well as the following years. It is general in nature in that it does not tell the committees what to do, but provides goals to achieve during the coming year. It is comprehensive in that it covers all chapter activities.

The plan provides goals for the coming year and strategies to implement those goals. It is intended that these will be reviewed and modified each year as necessary to recognize changing conditions of the industry and the chapter. The goals and strategies can be used by each committee to establish their work program and plan of action each year.

As a constituent of the national Construction Specifications Institute, the Chapter with its plan recognizes the goals and objectives established for national accomplishment. In addition, it recognizes the unique character of the Willamette Valley Chapter and of the construction industry it serves in this region.

MISSION OF THE CHAPTER

The mission of the Willamette Valley Chapter of the Construction Specifications Institute is to achieve the objectives of the CSI as stated in its' mission statement, and to promote the advancement of construction technology within the chapter's region.

GOALS AND STRATEGIES FY 1992-1993

1. MEMBERSHIP:

- a. Solidify the purpose, image and understanding of CSI throughout the construction industry of the chapter region.
- b. Maintain an active membership program to increase the chapter size.
- c. Maintain membership category balance, i.e., professional and industry.
- d. Recognize member achievements through an annual awards program.
- e. Acknowledge years-of-service with chevron added to lapel pin.
- d. Recognize notable contributions by members of the community in support of the chapter.

2. PRINCIPLES:

- a. Extend CSI principles throughout the chapter region.
- b. Continue programs to promote the understanding and use of CSI documents in particular with appropriate local agencies and organizations.
- c. Promote the use of CSI MASTERFORMAT within the construction industry of the region.
- d. Promote the adoption and implementation of CSI principles in the public sector: cities, counties, school districts, etc.

3. SERVICE:

- a. Establish CSI as the primary resource for information related to construction technology.
- b. Assist in developing a "Materials Resource Center" at the University of Oregon School of Architecture.
- c. Conduct regular programs at chapter meetings relating to construction technology and contract documents.
- d. Enhance and enlarge the proposed annual Products Show as a source of information and revenue.

4. EDUCATION:

- a. Provide educational programs for members of the construction industry and related industries.
- b. Maintain the educational program for CCS/CDT examinations.
- c. Provide educational programs for clients, agencies, etc. to assist in the understanding of CSI principles and technology.
- d. Conduct programs which promotes understanding of the relationship among the members of the construction delivery system, such as:

Owner-contractor-architect relationships
Contractor-subcontractor relationships, for example, "Partnering"
Contractor-supplier relationships

- e. Maintain and enhance the relationship with the University of Oregon School of Architecture and Allied Arts.
- f. Promote accredited courses of study of construction technology at institutions of higher education.

5. ORGANIZATION:

- a. Improve the organizational and operational efficiency of the WVC/CSI.
- b. By the August Chapter meeting have every chapter committee establish an action plan of goals and objectives for their annual program.
- c. By FY92 Revise the Chapter Operating Guide and implement its use.
- d. By FY92 develop an economic base for the chapter which will be stable and continuous from year to year.
- e. Maintain the camaraderie and interest of the membership through noteworthy and quality programs and events.
- f. Maintain support for WVC/CSI Foundation.
- g. Maintain existing liaison with other construction related organizations, i.e.: AIA, NAWIC, EBX.
- h. Establish new liaison with other construction related organizations, i.e.: AGC, ASA.

6. REGION AND NATIONAL CSI PARTICIPATION:

- a. Maintain participation in regional and national activities.
- b. Maintain communication with region and national officers and committees.
- c. Participate in activities of sister chapters, region, and Institute.
- d. Continue budgeting for WVC member participation in region conference, including leadership training) and Institute conventions.

PROGRAM COMMITTEE

1. Committee Purpose:
 - A. The success of the Chapter depends on good programs that educate, stimulate, and entertain all segments of our membership making this possibly the single most important Chapter Committee.
2. General Responsibilities:
 - A. Plan and schedule programs for entire year at earliest possible date.
 1. 11 programs required per year. (November and December meetings combined into one meeting usually held on first or second Thursday in December.)
 2. September meeting is the first required program as the July and August meetings are planned by the previous year's Committee.
 - B. Submit proposed program schedule for entire year to Board of Directors for approval.
 - C. Coordinate publication with Publications Committee.
 - D. Assign a member of the Committee to be individually responsible for each program who will:
 - Make all program arrangements including speakers and moderators.
 - Notify House Committee about requirements for audio-visual and other necessary equipment or facilities.
 - Notify *Documentor* Editor, House Committee Member Notification Chair, and Publicity Chair sufficiently in advance of each program to publicize program. Program description should entice the broad spectrum of members to attend.
 - E. Coordinate Continuing Education requirements, programs, and attendance with CSI Continuing Education Network. Maintain file of program topics, HSW status, and attendance lists for 7 years.
 - F. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.
3. Program Subjects:
 - A. Alternate special interest and general interest program subjects each month.
 - B. Present an annual economic, industry, or related forecast in January.
 - C. Plan the annual Awards Banquet in June to include a program of general interest to guests.
 - D. Refer to CSI Administrative References for Institute program subject suggestions.

4. Coordination with other Chapter Committees:
 - A. Publicity Committee: Program information for press releases.
 - B. **Documentor** Editor: Program information for publication.
 - C. Membership Committee: Personal invitations to potential members who may have particular interest in program subject.
 - D. House Committee: Necessary equipment, facilities, and meal arrangements for Speakers
 - E. Education Committee: Coordination with Chapter seminars and other educational programs.
 - F. Awards Committee: Annual Meeting requirements.
 - G. Technical Committee: Coordination of technical programs

5. Program Moderator's Responsibilities:
 - A. Program Development Time Schedule:

1.	2 to 4 months prior	Speaker commitments
2.	1 month prior	Program information to Publicity Committee
3.	3 weeks prior	Preliminary meeting of program panel speakers
4.	2 weeks prior	Program information to <i>Documentor</i> Editor
5.	2 weeks prior	Special Equipment requirements to House Committee
6.	2 weeks prior	Program registration with CSI CEN
7.	2 weeks prior	Program information to House member notification committee
8.	1 week prior	Final meeting between program panel speakers
9.	1 week prior	Speaker's biographical data for Program introductions

 - B. Greeting & Hosting Program Participants at Meeting:
 1. Arrive early to greet non-member Participants at Door.
 2. Arrange for non-member's dinner with person collecting money for meals.
 3. Assist Participants with their equipment, facilities, and arrangements.
 4. Provide social introductions for any non-member Participants and ensure they are not ignored.
 5. Coordinate Head Table seating arrangements with President.

 - C. Introducing Speakers & Moderating Program:
 1. Present scope and intent of Program.
 2. Introduce Speakers.
 3. Keep program within intended scope and intent.
 4. Encourage questions from audience when appropriate.
 5. Summarize presentation.
 6. Publicly thank Speakers.
 7. Turn Meeting back to President no later than 8:30 PM.

- D. Prepare Wrap-up Report:
 - 1. Including:
 - a. Date
 - b. Topic
 - c. Speakers
 - d. Summary of positive and negative points
 - e. Possible Program improvements
 - f. Should Program be repeated?
 - E. Send letter of appreciation to each Speaker.
 - F. Submit list of attendees to CSI CEN. File attendance list.
6. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
- 1. Summary of years activities
 - 2. Analysis of the effectiveness of current activities.
 - 3. **Recommendations for future activities.**

PUBLICATIONS COMMITTEE

1. Committee:
 - A. Chair/ Editor:
 1. Assume full responsibility for all Chapter publications including:
 - gathering information
 - editing
 - assembling
 - proofreading
 - printing
 - distributing
 - B. Committee:
 1. Duties:
 - gathering information
 - writing articles
 - assisting with tasks assigned by Chair/Editor including production and distribution
2. General Responsibilities:
 - A. Produce and distribute all printed Chapter communications including:
 1. Monthly Newsletter (*Documentor*)
 - Schedule publication work so newsletter is mailed on Friday, 6 days prior to Chapter meeting
 2. Chapter Directory, updated yearly
 3. Published records, updated yearly
 4. Chapter-produced Technical and Educational Documents.
 - B. Maintain up to date Mailing List, including:
 1. Institute Mailing Label List (issued to Chapter President monthly)
 - a. Institute Officers
 - b. NW Region Directors
 2. Prospective members (supplied by Membership Chair)
 3. NW Region Chapter Presidents
 4. NW Region Chapter Newsletter Editors
(Obtain names and addresses from NW Region Directors)
 5. Others designated by Board of Directors
 - C. Solicit Mailing Sponsors at rate of \$50.00 for each issue of Documentor.
 - D. Coordinate with Chapter Officers and Chapter Committee Chairs:
 1. President: Monthly Documentor column and other information of interest to membership.
 2. Secretary: Meeting minutes.

3. Treasurer: Financial information.
4. Membership Committee: New and prospective member information.
5. Program Committee: Meeting program announcements.
6. Technical Committee: Technical information.
7. Education Committee: Educational program announcements.

E. Appoint a Vice Chair / Assistant Chair who will:

- Assist Chair in Committee leadership and organization
- Chair the Committee the following year.

3. **Documentor** should contain:

- A. Chapter meeting information: Location, date, time, speakers, and subject
- B. Other important meeting announcements
- C. Meeting minutes
- D. Review of previous meeting programs
- E. Chapter financial reports
- F. Chapter President's column
- G. Information regarding:
 1. Chapter Board of Directors
 2. Chapter Committees
 - a. March: Nominees for Chapter Office
Nominations submitted from floor during February meeting
 - b. April: Newly elected Officers
 3. Institute & Region Officers
 4. Other Chapters
 5. Other Organizations
- H. Technical and educational information
- I. News about Chapter members including honors, awards, advancements, etc.
- J. Biographical information about new Chapter members
- K. Printing Sponsor acknowledgements
- L. Special Features:
 1. September or October: Region Conference
 2. October: Region Conference report
 3. November: Solicit Institute Award nominations
 4. January: Region Director & Institute Officer Elections
 5. April: Solicit Chapter Award nominations
 6. May: Institute Committee appointments & Institute Convention
 7. June: Announce Annual Meeting & solicit Region Award nominations
 8. July: Announce Chapter Award winners ac Region Conference
 9. August: Institute Specifications Competition

4. Chapter Directory & Handbook Contents:
 - A. Chapter purpose
 - B. Chapter Meeting location, date, & times.
 - C. Membership eligibility
 - D. Annual membership dues schedule
 - E. Chapter Officers
 - F. Chapter Committees
 - G. Chapter membership roster
 - H. Institute Officers & Committees
 - I. Institute Convention schedule
 - K. Region Officers & Committees
 - L. Region Conference schedule
 - M. Chapter Statistics:
 1. Charter Members
 2. Past Presidents
 3. Members who are:
 - Certified Construction Specifiers (CCS)
 - Certified Construction Contract Administrators (CCCA)
 - Certified Construction Product Representatives (CCPR)
 - Construction Document Technologists (CDT)
 4. Award and Fellowship recipients.
 - N. Chapter Bylaws
 - O. Printing and Postage Sponsor acknowledgements
5. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of years activities
 2. Analysis of the effectiveness of current activities.
 3. **Recommendations for future activities.**

PUBLICITY / LIAISON COMMITTEE

1. General Responsibilities:
 - A. Stimulate interest in CSI and CSI Programs among members of the construction industry and, when appropriate, the general public using the news media and other reasonable means.
 - B. Assemble Committee (usually at least 3 members) monthly to monitor Committee progress.
 - C. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.
 - D. Liaison with local chapters of allied Construction Industry Organizations including:
 1. Associated General Contractors of America (AGC)
 2. American Institute of Architects (AIA)
 3. American Society of Interior Designers (ASID)
 4. American Society of Landscape Architects (ASLA)
 5. Construction Financial Management Association (CFMA)
 6. National Association for Women in Construction (NAWIC)
 7. Other industry associations.
2. Newsworthy Subjects:
 - A. Chapter meeting programs
 - B. Special guest speakers
 - C. Special Chapter events
 - D. Seminars and other educational programs
 - E. Awards received by Chapter members
 - F. Awards presented by Chapter to others
 - G. Election of Chapter Officers
 - H. Election and appointment of Chapter Members to:
 1. Institute Office or Committee.
 2. Region Office or Committee.
 3. Public Office, Board, or Commission.
3. Press Releases:
 - A. Informative and newsworthy
 - B. Coordinated with Program Chair
 - C. Coordinated with speakers

4. News Outlets: (Verify annually)
 - A. The Register Guard
Attn: Business Editor
P. O. Box 10188
Eugene OR 97408
Tel: 541.342.1212
Fax: 541.687.6668
 - B. The Daily Journal of Commerce
P. O. Box 10127
Portland OR 97210
Tel: 503.226.1311
Fax: 503.224.7140
 - D. Eugene Builders Exchange
2460 W. 11th Avenue.
Eugene OR 97402
Tel: 541.484.5331
Fax: 541.484.5884
 - E. Construction Data News
P. O. Box 5005
Portland OR 97208
Tel: 503.225.0200
Fax: 503.274.4416
 - F. The Construction Specifications Institute
9 Canal Center Plaza, Suite 300
Alexandria VA 22314
Tel: 800.689.2900
Fax: 703.684.0465
 - G. Portland Chapter
Construction Specifications Institute
315 S.W. Fourth Avenue
Portland, Oregon 97204-2342
Tel: 503.297.2162
Fax: 503.297.3183
 - K. Television & Radio Stations
5. Other Outlets & Contacts:
 - A. Architectural and engineering societies
 - B. Contractor and subcontractor associations
 - C. Builders exchanges and plan centers
 - D. Planning and building departments
 - E. Financial and management institutions
 - F. Legal and other professional associations

6. Required Meeting Announcement Information:
 - A. Full name of Chapter
 - B. Meeting day, date, and time
 - C. Meeting location
 - D. Pertinent program information: Subject, speakers, statement "Guests Welcome" etc.
 - E. Name and phone number of contact person

7. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of year's activities
 2. Analysis of the effectiveness of current activities.
 3. Recommendations for future activities.

TECHNICAL COMMITTEE

1. General Responsibilities:
 - A. Direct the technical activities of the Chapter.
 - B. Assemble Committee at least monthly to monitor Committee progress.
 - C. Encourage Chapter participation in ongoing Institute and Region technical programs.
 - D. Coordinate Chapter's technical activities with Region Technical Chair (RTC).
 - E. Conduct 6 'Free Lunch Seminars' per year.
 - E. Encourage Chapter member involvement in program.
 - F. Review each issue of *The Specifier* and the *CSI News Digest* for information of interest to the Committee.
 - G. Assist other Chapter Committees:
 1. Education Committee: Developing educational programs.
 2. Documentor Editor: Developing technical articles for the newsletter.
 3. Program Committee: Developing chapter meeting programs.
 4. Awards Committee: Submit Chapter Specifications Competition winners for recognition.
 - H. Appoint a Vice Chair / Assistant Chair who will:
 - Assist Chair in Committee leadership and organization
 - Chair the Committee the following year.
2. Chapter Specifications Competition:
 - A. Conduct annual competition recognizing and encouraging excellence in specification writing.
 1. Establish Competition rules.
 2. Appoint Competition Jury.
 3. Conduct Competition.
 4. Judge Entries.
 5. Recommend Award winners to Awards Committee.
 6. Post Competition:
 - a. distribute Jury comments to Entrants.
 - b. conduct evaluation session reviewing specification weaknesses discovered by Jury for Entrants and other interested parties.
3. Submit Annual Report to President at least 3 weeks prior to mid-year Coordinating Council meeting. Report will include:
 1. Summary of year's activities
 2. Analysis of the effectiveness of current activities.
 3. **Recommendations for future activities.**

AVAILABLE RESOURCES

Resource:

Chapter Bylaws

CSI Administrative References

Region Operating Guide

CSI Foundation Bylaws

Found on:

Chapter website www.csiwvc.org

Institute website www.csinet.org

Institute website www.csinet.org

Chapter website www.csiwvc.org