

Geo-Institute Board of Governor Nominations: Due March 26, 2010

Here is your opportunity to become involved in the leadership of the Geo-Institute (G-I).

The G-I's Nominations and Elections Committee is soliciting nominations for one seat on the Board of Governors beginning in October 2010. Each nominee must be a member in good standing of the G-I for at least one year prior to the election, and must be willing to serve on the Board for three years. Candidates should:

- have demonstrated leadership talent in the G-I or another professional organization like the G-I;
- have significant past involvement in G-I activities (e.g., been an active committee or subcommittee chair); and
- contribute to the GI's goal of diversity (in career, practice areas, geography, gender, and ethnicity).

The G-I Board typically meets in person three times each year (one at the G-I Annual Conference) and by teleconference up to four times each year. Governors also are expected to attend the G-I Annual Conference, including specific conference activities such as Opening Reception, Opening Plenary, award lectures (Peck, Seed, Terzaghi), Terzaghi Dinner, Sections and Branches event, Heroes Celebration, G-I Annual Meeting, etc.

Governors also are encouraged to participate in ASCE's Outstanding Projects and Leaders (OPAL) Gala each Spring, typically held in the Washington, D.C. area.

Governors' travel is reimbursed under standard Geo-Institute travel reimbursement policies, unless the G-I Board specifically votes otherwise.

Board Meetings

- Review agenda items prior to each meeting and teleconference to be an active participant in discussions.
- Follow through with designated action items by specified date.
- Maintain appropriate level of confidentiality, according to information presented.
- Be enthusiastic and suspend the natural inclination to judge.
- Be attentive. Do not take part in side conversations or handle personal work during the meeting.

General Responsibilities

- Understand, believe in, and support the ASCE/G-I organization
- Be certain to differentiate between your personal view and that of the Board when speaking to others.

Officers

The President, Vice President, and Treasurer of the Geo-Institute shall be Governors. The Vice President and Treasurer shall be elected annually by a simple majority vote of the Board. The Vice President shall be considered the President Elect and shall assume the office of the President the following year. The President Elect shall have been an elected Governor for at least one (1) year. The

President and Vice President may hold appointed Governor positions near the end of their term of office. The Treasurer must be in an elected Governor's position.

Board-Level Committees and Task Forces

The G-I Board provides oversight of Board-level committees and task forces, typically through a governor acting as a board liaison to at least one committee/task force. That liaison is responsible for assuring that the Board committee/task force chair provides timely reports to the Board regarding the committee's progress. The liaison is also responsible for assuring that the committee chair returns their annual report to the Board each year so that the Board may perform due diligence and monitor the committee/task force progress. Board Committee liaisons are expected to attend the teleconferences and meetings for their appointed Board committee(s)/task force(s), and to keep the staff informed of committee activities, as well.

Fiscal Oversight

- Set all fiscal policies
- Review and approve annual budget
- Review quarterly financial reports (for both G-I and ISSMGE funds)

Strategic Direction and Planning

The Board is responsible for determining what is not being done today, that must be done in the future for the G-I to be successful. Defining the existence of this strategic direction and its successful implementation signals the Board's desire to lead GI via a more formal strategic planning leadership approach. Developing a strategic direction is not a onetime event, but an ongoing commitment and process to lead the association in a strategic orientation. The strategic direction represents a compass that will be used to guide GI's future strategic decision making and ongoing operational work. The GI Board has both the right and the responsibility to: 1) change the 3 to 5 year strategic plan when it needs to be changed based on sound reasoning and assessment; and 2) update the plan on an annual basis. Periodically review association programs and activities, collaborating with staff in such evaluations.

Send nomination letters and the nominee's resume by mail, fax, or email to:

By Mail: The NEC
Geo-Institute of ASCE
1801 Alexander Bell Drive
Reston, VA 20191

By fax: 703.295.6351

By email: *ltighe@asce.org*.

Nominations must be received by March 26, 2010, to be considered.