



The Engineering Center Education Trust Board Description

<u>Position Title:</u>	Member of the Board of Trustees
<u>Length of Term:</u>	Three years
<u>Reports To:</u>	Entire Board of Trustees

The Engineering Center Education Trust (TECET), a nonprofit organization, educates professionals, students, and the public about engineering and land surveying in the natural and built environment.

TECET has three Sponsoring organizations: the American Council of Engineering Companies of Massachusetts (ACEC/MA), the Boston Society of Civil Engineers Section of the American Society of Civil Engineers (BSCES), and the Massachusetts Association of Land Surveyors and Civil Engineers (MALSCE).

The Board of Trustees is comprised of twelve (12) trustees appointed by the three Sponsoring Organizations: four (4) Trustees appointed by ACEC/MA, four (4) appointed by BSCES, and four (4) appointed by MALSCE.

The Board of Trustees is legally and ethically responsible for all activities of the organization. To that end the Board:

- Determines how the organization will carry out its mission through long and short-range planning.
- Adopts an annual budget and provides fiscal oversight.
- Hires and evaluates the performance of the Executive Director.
- Evaluates its performance and the overall performance of the organization in achieving the mission.
- Establishes policies for the effective management of the organization.
- Implements fundraising activities to supplement income from operations.
- Oversees the stewardship of One Walnut Street and the strategy of the Aldrich Center.

Position:

The Board will support the work of TECET and provide mission-based leadership and strategic governance.

Responsibilities:

- Understand and promote the organization's mission.
- Be familiar with the organization's programs, policies, and operations.
- Attend Board meetings and appropriate committee meetings.
- Actively serve on at least one committee and offer to take on special assignments.
- Review agenda and supporting documents prior to meetings
- Participate in fund raising activities and special events.

Time Demands (approximate):

- Attend and actively participate in monthly meetings in person or via video conferencing. There are monthly meetings approximately 1.5 hours in length.
- Attend and actively participate in committee meetings and related work (1-2 hours per month as determined by the committee).
- Attend and actively participate in the Sponsor Summit. This is an annual meeting of the TECET Board and the Boards of the three (3) sponsoring societies (half-day).
- Participate in annual strategic planning session (half-day).
- Attend special events including fundraisers (annual Leadership Dinner and annual Golf Tournament).
- Participate in fundraising email and telephone outreach activities (4 hours per year).

Financial and Resource Development Expectations:

- Make an annual gift to the organization to achieve 100% Board giving.
- Participate in the selection of honoree(s) for the Annual Leadership Dinner.
- Recruit sponsors and attendees for fundraising events through email and telephone outreach.

Other Expectations:

- Follow the organization's bylaws and policies.
- Sign an annual conflict of interest disclosure statement and update it during the year, as necessary. Disclose potential conflicts before meetings and actual conflicts that may arise during meetings.
- Maintain confidentiality about all internal matters of TECET.