AGC Business Development (BD) Forum

2019-2021 STEERING COMMITTEE APPLICATION
OVERVIEW AND CRITERIA FOR SERVICE

BD Forum Purpose
The mission of the AGC Business Development Forum is to be a valuable resource for AGC member firms, from all divisions, for actionable information and tools that help improve business development programs and results.

Steering Committee Role
- Lead the Forum and ensure the Forum mission is achieved
- Develop and implement the Forum strategic plan and provide oversight of all related objectives, initiatives, and activities
- Contribute to the implementation of the AGC Building Division strategic plan
- Via the Chair, provide updates, reports, and recommendations, on behalf of the Forum, to AGC Building Division Leadership, AGC Board of Governors, and AGC Board of Directors
- Engage Forum members and gather input and feedback

Steering Committee Structure
- Reside in and report through AGC’s Building Division but serve all AGC divisions and members
- Consist of 12 +/- members selected from AGC member firms across all AGC divisions
- Meet 10 +/- times per year, with 2 of those meetings being in-person at AGC events
- Led by a Chair and Vice-Chair, who are appointed by AGC Leadership
- Supported by assigned AGC staff liaison(s)

Steering Committee Member Expectations and Responsibilities
- Make his/her involvement a priority and actively participate and engage – this is a working committee
- Champion, support and contribute to the implementation and oversight of the Forum strategic plan
- Share knowledge, ideas, best practices, and experiences
- Attend a vast-majority of the Steering Committee conference-call meetings
- Make a genuine effort to attend the Steering Committee in-person meetings
- Be a positive representative of AGC, the Steering Committee, and the Forum
- Maintain and exhibit high ethical standards, practices, and actions
- Inform the Chair of any potential conflicts of interest
- Maintain the confidentiality of the Steering Committee’s work and conversations until the Chair authorizes release
Steering Committee Membership

- Members serve two-year terms coinciding with the AGC Annual Convention, from April 2019-April 2021
- Members must be employed by an active AGC member firm or chapter in good standing
- Members must be willing to devote time and effort to the well-being of the Steering Committee, AGC, and the construction industry
- Members must possess proficient knowledge of the construction industry and some experience with the business development function
- Members must possess a demonstrated capacity to exercise good judgment
- Committee makeup should be reflective of, as reasonable/feasible, AGC’s diverse membership in terms of company size, geographical area, operating markets and competencies, etc.
- Committee makeup should be representative of, as reasonable/feasible, the different business development related positions and areas of expertise, including sales, marketing, proposal development, etc.

Steering Committee Selection

- Applicants will be notified whether or not they have been selected for the Steering Committee by mid-January 2019.
- Their two-year term will begin at the in-person Steering Committee meeting to be held at the AGC of America 100th Annual Convention in Denver, CO, April 1-4, 2019.
- Completed Application form (enclosed), including Commitment form (enclosed), must be submitted before close of business Friday, December 14, 2018 to Paige Packard at paige.packard@agc.org. Please use the subject line: “2019 AGC BD Forum Steering Committee Application”.
Thank you for your interest in the AGC BD Forum Steering Committee. Please provide the following information:

**Part One**

Full Name: __________________________________________________________

Title & Company Name: ______________________________________________

Company Address: ____________________________________________________

Office Phone: ___________________________ Cell Phone: ____________________

E-mail: ______________________________________________________________

Type of work company performs? _________________________________________

Number of years with company? _________________________________________

Number of years in the construction industry? ______________________________

Name of local AGC Chapter where firm is a member? _________________________

How many years have you been involved in your local AGC Chapter? ______________

Have you ever held an elected office for your local AGC Chapter? ______________

If yes, please list here: _________________________________________________
Part Two

Have you ever attended an AGC Annual Convention?
________________________________________________________________________________________________

Why do you want to be involved with the AGC BD Forum Steering Committee?
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Please list any involvement you have had with the AGC of America, such as attended a conference, served on a committee, etc.
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Please list any other miscellaneous information you would like the AGC BD Forum Steering Committee members to know about you.
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
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________________________________________________________________________________________________


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COMMITMENT OF SERVICE

I certify that I have been provided with, read, and understand the AGC Business Development Forum “2019-2021 Steering Committee Application - Overview and Criteria for Service” document and commit to fulfilling the responsibilities, expectations, and requirements expected of a Steering Committee member as described therein. I further understand that, if I do not fulfill the responsibilities, expectations, and requirements, I may be asked to vacate my position.

Name

Title

Company Name

Signature

Date

COMPANY COMMITMENT

I certify that the Company will support the above referenced employee’s service on the AGC Business Development Forum Steering Committee and commit to allowing him/her to devout the time and resources necessary to fulfill the associated responsibilities, expectations, and requirements.

Name (Company Executive)

Title

Company Name

Signature

Date