



AGC Business Development (BD) Forum

2020-2022 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 2020-April 2022
- 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 early January 2020.
- Their two-year term will begin at the in-person Steering Committee meeting to be held at the AGC of America's Annual Convention in Las Vegas, NV, March 9-12, 2020.
- Completed Application form (enclosed), including Commitment form (enclosed), must be submitted before close of business **Friday, December 6, 2019 to Paige Packard at paige.packard@agc.org. Please use the subject line: "2020 AGC BD Forum Steering Committee Application".**



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2020-2022 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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COMMITMENT OF SERVICE

I certify that I have been provided with, read, and understand the AGC Business Development Forum “2020-2022 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 devote the time and resources necessary to fulfill the associated responsibilities, expectations, and requirements.

Name (Company Executive)

Title

Company Name

Signature

Date