



## **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 **December 31, 2019 to Paige Packard at [paige.packard@agc.org](mailto:paige.packard@agc.org). Please use the subject line: "2020 AGC BD Forum Steering Committee Application".**



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## AGC Business Development (BD) Forum

### 2020-2022 STEERING COMMITTEE APPLICATION

Thank you for your interest in the AGC BD Forum Steering Committee. Please provide the following information:

#### Part One

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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

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Have you ever attended an AGC Annual Convention?

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

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

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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.

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Name

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Title

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Company Name

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Signature

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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.

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Name (Company Executive)

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Title

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Company Name

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Signature

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Date