*Role*: **HR Forum Steering Committee Member**

1. **Role Summary:**

Members of the AGC HR Forum Steering Committee are industry HR professionals who volunteer their time and expertise for the collective benefit of AGC member firms and the industry at large. Members help shape the agenda for HR policy discussions and priorities within the association. Members network, share information, provide advice and ask questions via the HR Forum Message Boards, and through conference and summit events. Members provide input to shape the annual HR Conference and annual HR Summit.

The HR Forum Steering Committee is made up of 10-14 members who serve on a rotating 3-year term, which begins and ends with the AGC Annual Convention each year (typically held in February).  Only 3-4 Members should rotate on and off each year. Members should come from large and small firms, union and non-union, chapter staff, and from various parts of the country. Members are appointed by, and term lengths can be extended at the discretion of, AGC’s Director of Employment Policy and Practices.

1. **Responsibilities:**
	* 1. Participate in at least three (3) conference calls per year (February, May and August) to discuss pertinent HR Issues and to help plan the agenda for the HR Conference / HR Summit. May be asked to participate in additional calls on an “as needed” basis.
		2. Provide feedback and suggestions on potential speakers and topics to help shape the agenda for the HR Conference / HR Summit.
		3. Perform at least one speaking role at the HR Conference, either as a presenter, a discussion panelist, a facilitator for a lunch roundtable discussion, or to introduce a speaker.
		4. Participate in a post-conference feedback session immediately following the HR Conference.
		5. Actively participate on the AGC HR Forum Message Board by posting new topics, replying to existing topics, and encouraging fellow AGC HR professionals to actively use the forum.
		6. Expected to attend the HR Conference and HR Summit each year while serving on the Steering Committee.
		7. Identify potential new Steering Committee members at the HR Conference / HR Summit who ask good questions, provide good feedback and are exceptionally engaged.
		8. Provide assistance to the HR Steering Committee Chair and AGC’s Director of Employment Policy and Practices as requested and able.
2. **Requirements:**
	* 1. Must have attended at least one AGC HR Conference.
		2. Must have at least three (3) years’ experience in Construction Human Resources.
		3. Must be comfortable speaking up, asking questions and making suggestions.
		4. Must have a positive, approachable demeanor, and be a positive ambassador for AGC.