



AGC Business Development (BD) Forum

2022-2024 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 2022-April 2024
- 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 Process

- Individuals who [complete the volunteer interest form](#) and indicate an interest in the Business Development Forum Steering Committee will be contacted by a BD Steering Committee member in late 2021/early 2022.
- Their two-year term will begin at the in-person Steering Committee meeting to be held at the [AGC of America's Annual Convention](#), March 28 – March 31, 2022 in Grapevine, TX.
- [Complete the Volunteer Interest Form by November 30.](#)