

The Construction Specifications Institute
Northeast Region
Region Administrative References dated August 6, 2005

Part 7 – Region Committee Guidelines – Adopted August 27, 2005, Amended August 21, 2008, Amended April 28, 2010

PREFACE – These “Guidelines” are intended to be information and are for an advisory purpose to help Region Committee Chairs to better understand and organize the necessary resources to perform their role and responsibilities. They also assist each Committee Chair in understanding the intended work of other Region Chairs. They are NOT requirements but suggestions based on past experience. These “Guidelines may be revised or amended at any time with the approval of the Region Secretary.

These “Guidelines” provide the opportunity for each Committee Chair to assist all future Committee Chairs to improve the work of their Committee by providing suggestions for improvement in committee operations.

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REGION COMMITTEES

1. GENERAL INFORMATION FOR ALL COMMITTEES

A. Region Policy requirements for each committee are defined in Part 4, Region Policy and cover the following:

1. Committee Membership
2. Purpose and responsibilities

2. ACADEMIC PROGRAMS COMMITTEE

A. INTRODUCTION

1. The purpose of the Institute Academic Program includes:

- a). Provide a promotional program that encourages students in the academic environment to become familiar with the fundamentals and principles of written and graphic construction documentation and procedures as prescribed by CSI.
- b). Promote CSI, its values, and goals in institutions of higher learning by assisting in establishing and supporting Student Affiliate Chapters, promoting student and faculty participation in CSI chapter, region, and institute events.
- c). Provide educational resources to institutions of higher learning by working with the Education, Certification, and Technical Committees to develop, publish, and make available programs and qualified instructors for programs, and promoting those programs at institutions of higher learning.
- d). Encourage study and research in construction industry practices at institutions of higher learning by actively soliciting technical and other research papers and providing forums for students and faculty to present research paper at CSI activities or in CSI publications.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Academic Programs Committee Guide is to assist the Region Academic Programs Committee in implementing the Region's Academic Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Academic Program by the Region Board within the budget provided by the Region.
 - b). Assisting the Institute Academic Programs Committee in implementing the Institute Academic Program.
 - c). Helping members and Chapters implement the Institute's Academic Program.
 - d). Assisting individual Chapter Academic Programs Committee Chairs in performing their duties.
 - e). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Academic Program activities.

C. SPECIFIC REGION ACADEMIC PROGRAMS COMMITTEE ACTIVITIES

1. Assist Chapters in understanding the value of "Academic Program Activities" and understanding the opportunities that exist in the area of academic liaison.
2. Promote Chapter liaison with appropriate academic institutions.
3. Promote the formation of "Student Affiliates".
4. Help influence curricular development at academic institutions to include more educational focus on specifications writing and construction administration.
5. Promote the Institute's Academic Program by encouraging academic institutions to use the Construction Documents Education Program (CDEP), Project Resources Manual – CSI Manual of Practice (PRM), CSI Certification Programs, MasterFormat and Uniform Drawing System as a part of their academic programs.
6. Promote the use of the CDT Exam by academic institutions as a way of measuring the student's basic understanding of construction documents and contracting.
7. Promote the submission of nominations for the "Dale C. Moll Student Activity Fund" award by student members.
8. Promote Student and Faculty attendance at CSI activities, including Chapter Meetings, the Northeast Region Conference and the CSI Show & Convention.
9. Promote the annual Call for Papers for the CSI Show as a way of advancing faculty participation and help CSI glean the best of current academic research.
10. Periodically review these "Guidelines" and recommend appropriate additions, deletions, or revisions to the Region Secretary.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Serve as Northeast Region liaison with Institute Academic Programs Committee.
3. Serve as the Communications path between the Institute Academic Programs Committee and the Chapter Academic Programs Committee for 3-way communications.
4. Communicate with Region Academic Programs Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Academic Programs Committee Chair.
5. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports

submitted to the Region Board Meetings will also be sent to Chapter Academic Programs Chairs.

6. Submit a “Year-end Report” to Region President and Vice President summarizing Region Academic Programs activities for the year. A copy of this report to be submitted to the Institute Academic Programs Committee and to Chapter Academic Programs Committee Chairs.
7. Coordinate Committee activities with other Region Chairs as appropriate for activity.
8. Distribute material received from Institute Academic Programs Committee to Chapter Programs Committee Chairs as appropriate.
9. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.
10. Serve as the Region’s “Head Cheer Leader” as it relates to the Institute and Region Academic Programs.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Academic Programs Committee.
2. Report Chapter Academic Program activities to Region Committee Chair.
3. Communicate with other Chapter Academic Programs Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.
5. Serve as the Chapter’s “Cheer Leader” as it relates to the Institute, Region and Chapter Academic Programs.

F. REFERENCES

1. CSI Administrative References
 - a). Academic Programs Guide
 - b). Honors and Awards Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12

3. AWARDS COMMITTEE

A. INTRODUCTION

1. The purpose of the Institute Awards Program includes:
 - a). The Institute Awards Program shall recognize the talent, achievements, and notable contributions to the construction industry that support the mission of CSI.
 - b). The Institute Awards Program shall be the principle method for saying “thank you” to those members and others who have contributed time and effort generously. Awards that convey gracious and grateful recognition of extraordinary effort encourage continued contributions. Provide educational resources to institutions of higher learning by working with the Education, Certification, and Technical Committees to develop, publish, and make available programs and qualified instructors for programs, and promoting those programs at institutions of higher learning.
 - c). The Institute Awards Program shall promote the goals of intensifying members’ interests, gaining new members, developing new talent, and stimulating interest in CSI’s growth.
 - d). The Institute Awards Program shall recognize outstanding accomplishments by design and construction professionals whose work has made a significant impact

on the construction industry at large.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Awards Committee Guide is to assist the Region Awards Committee in implementing the Region's Awards Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Awards Program by the Region Board within the budget provided by the Region.
 - b). Promoting and implementing a specific Region Awards Program
 - c). Promote interest in active participation in CSI at the Region level by the use of Awards
 - d). Assisting the Institute Awards Committee in promoting participation in the Institute Awards Program.
 - e). Helping members and Chapters implement the Institute's Awards Program.
 - f). Assisting individual Chapter Awards Committee Chairs in developing Chapter Awards Programs
 - g). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Awards activities.

C. SPECIFIC REGION AWARDS COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of recognition of active participation in CSI through the use of Awards.
2. Promote Chapter and member participation in the Region Award Program.
3. Promote Chapter and member participation in the Institute Awards Program.
4. Promote Award nominations of individuals, firms, institutions, or organizations that have provided distinguished service to the Region.
5. Provide articles on Region Awards Programs or individual awards for publication in Chapter Newsletters.
6. Periodically review the "Region Awards Guide" and recommend appropriate additions, deletions, or revisions to the Region Board of Directors.
7. Periodically review these "Guidelines" and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Appoint Subcommittees as necessary for Awards Judging.
3. Verify that Region President has appointed "Distinguished Service Awards Jury"
4. Serve as Northeast Region liaison with Institute Awards Committee.
5. Serve as the Communications path between the Institute Awards Committee and the Chapter Awards Committee for 2-way communications.
6. Communicate with Region Awards Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Awards Committee Chair.
7. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Awards Chairs.

8. Submit a “Year-end Report” to Region President and Vice President summarizing Region Awards Committee activities for the year. A copy of this report to be submitted to the Institute Awards Committee and to Chapter Awards Chairs.
9. Coordinate Committee activities with other Region Chairs as appropriate for activity.
10. Distribute material received from Institute Awards Committee to Chapter Awards Chairs as appropriate.
11. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Awards Committee.
2. Report Chapter Awards activities to Region Committee Chair.
3. Communicate with other Chapter Awards Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Honors and Awards Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12
 - b). Part 5, Region Awards Guide

4. CERTIFICATION COMMITTEE

A. INTRODUCTION

1. The purpose of the Institute Certification Program includes:
2. The Institute Certification Program provides an educational program which encourages individuals to become familiar with the fundamentals and principles of written construction documentation and the procedures as prescribed by CSI and standard general conditions of contracts for construction including procedures to be used in specification writing, construction contract administration and construction product representation.
3. Recognize successful candidates throughout the construction industry for demonstrating their knowledge of the formats and procedures prescribed by CSI as the standard for the industry.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Certification Committee Guide is to assist the Region Certification Committee in implementing the Region’s Certification Program. This program consists of:
2. Work to achieve the goals and objectives established for the Region Certification Program by the Region Board within the budget provided by the Region.
3. Promoting and implementing a specific Region Certification Program.
4. Arrange for Institute Certification Exams to be given at Region Conferences 120 days prior to the event.
5. Helping members and Chapters implement the Institute’s Certification Program.
6. Assisting the Institute Certification Committee in publicizing and promoting participation in the Institute Certification Program.

7. Assisting individual Chapter Certification Committee Chairs in developing Chapter Certification Study Programs.
8. Encourage potential candidates from the Region to participate in the Institute Certification Program.
9. Assist in developing programs that demonstrate the value of CSI Certification to employers.
10. Serving as a “Clearing-house” for ideas and activities that may increase the Region’s Certification Program activities.

C. SPECIFIC REGION CERTIFICATION COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of CSI Certification and the related educational programs.
2. Promote Chapter and member participation in the Institute Certification Program by providing articles and other information for Chapter newsletters.
3. Assist in the development of Chapter Certification Study Programs.
4. Develop Region-wide Certification Study Programs where appropriate.
5. Assist in the identification of Certification Exam sites that would improve service to the Region
6. Periodically review these “Guidelines” and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Serve as Northeast Region liaison with Institute Certification Committee.
3. Serve as the Communications path between the Institute Certification Committee and the Chapter Certification Committee for 3-way communications.
4. Communicate with Region Certification Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Certification Committee Chair.
5. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Certification Chairs by the Region Certification Chair.
6. Submit a “Year-end Report” to Region President and Vice President summarizing Region Certification Committee activities for the year. A copy of this report to be submitted to the Institute Certification Committee and to Chapter Certification Chairs.
7. Coordinate Committee activities with other Region Chairs as appropriate for activity.
8. Distribute any material received from Institute Certification Committee to Chapter Certification Chairs as appropriate.
9. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Certification Committee.
2. Report Chapter Certification program activities to Region Committee Chair.
3. Communicate with other Chapter Certification Committee Chairs as a way of sharing idea and concerns.
4. Provide information to Committee Chair on Certification Study Programs that will be, or are being, offered by Chapter.
5. Report results of Certification Exams given under supervision of the Chapter, to the Region Certification Chair.

6. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - 1). a). Certification Guide
2. Northeast Region Administrative References a).
Part 4, Section 12

5. **EDUCATION COMMITTEE** (Formerly Professional Development Committee)

A. INTRODUCTION

1. The purpose of the Institute Education Program includes:
2. CSI’s Education Program shall stimulate and encourage interest in construction communications by practitioners and students of architecture, engineering, and related construction fields.
3. CSI’s Education Program shall work with the Academic Program to assist educational institutions, associations, and organizations with their programs for construction technology, construction management, construction communications, and professional practice instruction by developing and providing educational programs.
4. CSI’s Education Program will develop continuing education programs to advance the techniques of construction communications as they apply to professional, industry, and associate members.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Education Committee Guide is to assist the Region Education Committee in implementing the Region’s Education Program. This program consists of:
2. Work to achieve the goals and objectives established for the Region Education Program by the Region Board within the budget provided by the Region.
3. Developing, promoting and implementing a specific Region Education Program.
4. Helping members and Chapters implement the Institute’s Education Program.
5. Serving as a “Clearing-house” for ideas and activities that may increase the Region’s Education Program activities.

C. SPECIFIC REGION EDUCATION COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of CSI’s Education Program and the educational opportunities that exist through this program.
2. Promote “Continuing Education” for industry professions.
3. Become the Region’s “Point-of-Contact” provider for the AIA/CES continuing education program.
4. Promote the granting of AIA Learning Units and other continuing education credits for attendance at appropriate Region and Chapter events.
5. Assist the Region and Chapters in securing approval for the granting of continuing education credits.
6. Promote Chapter and member participation in the Institute Education Program by providing articles and other information for Chapter newsletters.
7. Assist in the development of Chapter Education Programs.
8. Identify Education subjects that could be offered at Region Conferences or other Region activities.

9. Develop a database of Education activities that have been offered by individual chapters.
10. Periodically review these “Guidelines” and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Serve as Northeast Region liaison with Institute Education Committee.
3. Serve as the Communications path between the Institute Education Committee and the Chapter Education/Programs Committee for 3-way communications.
4. Communicate with Region Education Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Education Committee Chair.
5. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Education Chairs.
6. Submit a “Year-end Report” to Region President and Vice President summarizing Region Education Committee activities for the year. A copy of this report to be submitted to the Institute Education Committee and to Chapter Education Committee Chairs.
7. Coordinate Committee activities with other Region Chairs as appropriate for activity.
8. Distribute any material received from Institute Education Committee to Chapter Education Chairs as appropriate.
9. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.
10. Assist in judging nominations for the Region Education Award

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Education Committee.
2. Report Chapter Education program activities to Region Committee Chair.
3. Communicate with other Chapter Education Committee Chairs as a way of sharing idea and concerns.
4. Provide information to Committee Chair on Education activities that will be, or are being, offered by Chapter.
5. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - a) Education Guide
2. Northeast Region Administrative References
 - a) Part 4, Section 12
 - b) Part 5 – Region Awards Guide

6. EMERGING PROFESSIONALS COMMITTEE

A. INTRODUCTION

1. The Institute does not have a Standing Emerging Professionals Committee and there is no programmatic relationship between the Region Emerging Professionals Committee and any Institute Standing Committee.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Emerging Professionals Committee Guide is to assist the Region Emerging Professionals Committee in implementing the Region's Emerging Professionals Program. This program consists of:
2. Work to achieve the goals and objectives established for the Region Emerging Professionals Program by the Region Board within the budget provided by the Region.
3. Developing, promoting and implementing a specific Region Emerging Professionals Program.
4. Serving as a "Clearing-house" for ideas and activities that may increase the Region's Emerging Program activities.

C. SPECIFIC REGION EMERGING PROFESSIONAL COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of recruiting Emerging Professional Members.
2. Work with the Membership Committee to attract Emerging Professional Members.
3. Assist in developing Region and Chapter Educational Programs that will be of specific interest to Emerging Professional Members.
4. Assist in developing mentoring programs that will be of interest to Emerging Professional Members.
5. Periodically review these "Guidelines" and recommend appropriate additions, deletions, or revisions to the Region Secretary.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Serve as the Communications path between the Institute and the Chapter Emerging Professionals Committee on issues of interest to Emerging Professional Members.
3. Communicate with Region Emerging Professional Committee Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Emerging Professionals Committee Chair.
4. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Emerging Professionals Committee Chairs.
5. Submit a "Year-end Report" to Region President and Vice President summarizing Region Emerging Professionals Committee activities for the year. A copy of this report to be submitted to Chapter Emerging Professional Committee Chairs.
6. Coordinate Committee activities with other Region Chairs as appropriate for activity.
7. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Emerging Professionals Committee.
2. Report Chapter Emerging Professionals program activities to Region Committee Chair.
3. Communicate with other Chapter Emerging Professionals Committee Chairs as a way of sharing idea and concerns.
4. Provide information to Committee Chair on Emerging Professional activities that will be, or are being, offered by Chapter.
5. Assist in the development and implementation of appropriate programs to accomplish

activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
2. Northeast Region Administrative References
 - a) Part 4, Section 12

7. FINANCE COMMITTEE

A. INTRODUCTION

1. Although the Institute has a Finance Committee, there is no programmatic relationship between the Institute Finance Committee and the Region Finance Committee.
2. The Finance Committee is frequently chaired by the Immediate Past Region Treasurer and includes the current Region Treasurer and others as appointed by the Region President.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Finance Committee Guide is to assist the Region Finance Committee in managing the Region’s finances and assisting the chapters in the Region. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Finance Committee by the Region Board within the budget provided by the Region.
 - b). Promoting sound financial management of the Region’s finances.
 - c). Developing appropriate financial controls for the Region’s financial resources.
 - d). Advising Chapters on proper management of the Chapter’s financial resources.
 - e). Serving as a “Clearing-house” for ideas and activities that may improve the Region’s and Chapters’ financial management.

C. SPECIFIC REGION FINANCE COMMITTEE ACTIVITIES

1. Determining and recommending an appropriate level of financial “Reserves” for the Region.
2. Review the Region’s monthly financial reports and recommend budget adjustments as necessary.
3. Review the year-end financial report and provide a report to the Board on the financial status of the Region.
4. Solicit budget input information from all Region Committee Chairs, Executive Committee members and others that should be providing information as a part of the development of the Region Budget.
5. Develop the Region’s annual budget for presentation to the Board by the Treasurer.
6. Develop and implement appropriate financial controls for Region Conference finances.
7. Provide advice to Chapter Treasurers and Chapter Finance Committees on proper Chapter Financial Management.
8. Periodically review these “Guidelines” and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at

- other times if requested by Region President or Region Secretary.
3. Submit a “Year-end Report” to Region President and Vice President summarizing Region Finance Committee activities for the year.
 4. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Finance Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Region Administration Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12

7. MEMBERSHIP COMMITTEE

A. INTRODUCTION

1. The purpose of the Membership Program:
 - a). Membership is the backbone and driving force from which the Institute derives its strength. It is the key to the success of all Institute activities. Successful Membership efforts provide the Institute with the human and financial resources necessary to achieve its goals.
 - b). Finding a Market Niche
 1. The definition of “niche” is the set of functional relationships of an organism or population to the environment it occupies.
 2. CSI is unique. Its membership includes all of the disciplines in the construction industry – architects, engineers, specifiers, contract administrators, manufacturers, representatives, building owners, facility managers, contractors, subcontractors, suppliers, construction lawyers – the whole panorama of the building team and students. These disciplines constitute CSI’s membership market.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Membership Committee Guide is to assist the Region Membership Committee in implementing the Region’s Membership Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Membership Program by the Region Board within the budget provided by the Region.
 - b). Developing, promoting and implementing a specific Region Membership Program.
 - c). Reviewing member surveys and other market data and make appropriate recommendations to the Region Board for approval.
 - d). Helping members and Chapters implement the Institute’s Membership Program.
 - e). Serving as a “Clearing-house” for ideas and activities that may increase the Region’s Membership Program activities.

C. SPECIFIC REGION MEMBERSHIP COMMITTEE ACTIVITIES

1. Developing, promoting and implementing a specific Region Membership Program.

2. Collect and analyze membership data on an ongoing basis to look for trends and trouble area, reporting findings to the Region Board.
3. Reviewing member surveys and other market data and make appropriate recommendations to the Region Board for approval.
4. Promote the value of Institute and Chapter membership.
5. Develop programs to assist in converting “non-affiliated members” to “Chapter Members”
6. Serving as a “Clearing-house” for ideas and activities that may increase the Region’s Membership Program activities.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Serve as Northeast Region liaison with Institute Membership Committee.
3. Serve on the Institute Membership Committee (Appointment to the Institute Committee is by “incoming Institute Executive Committee”)
4. Serve as the Communications path between the Institute Membership Committee and the Chapter Membership Committee for 3-way communications.
5. Communicate with Region Membership Committee Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Membership Committee Chair.
6. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. A copy of this report should be sent to Chapter Membership Committee Chairs.
7. Submit a “Year-end Report” to Region President and Vice President summarizing Region Membership Committee activities for the year. A copy of this report should be sent to the Chapter Membership Committee Chairs and to the Institute Membership Committee.
8. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Membership Committee.
2. Report Chapter Membership activities to Region Committee Chair.
3. Communicate with other Chapter Membership Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Membership Programs
2. Northeast Region Administrative References
 - a). Part 4, Section 12

8. NOMINATING COMMITTEE

A. INTRODUCTION

1. The Nominations Committee serves a dual role. In one role, it serves to nominate the Region Members whose names will appear on the Institute Ballot for the position of Northeast Region Institute Director. In a second role, it nominates candidates for the

positions of Region President, Vice President Secretary and Treasurer, when they become open. They further assist the Region Executive Committee by helping identify Region Members who have the potential for an increased level of service to the Region and to the Institute.

2. The form and duties of the Region Nominating Committee for nominating Institute Directors are defined in the Institute Bylaws and Region Bylaws, the number of nominees permitted is reduced by the Region Bylaws. The duties in nominating candidates for Region Officers and for the identification of future leaders are defined in Region Bylaws and Region Policy.
3. Committee Membership
 - a). Committee consists of one member of each Chapter, selected by the Chapter.
 - b). The non-voting Chair is the Region Secretary unless the Region Secretary desires to be considered for one of the positions for which the Nominating Committee will be making nominations. If the Region Secretary desires to be considered for one of the vacant positions, the Region Treasurer serves as Committee Chair for the year.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Nominating Committee Guide is to assist the Region Nominating Committee in understanding their role and responsibilities as well as the source of the requirements for Committee activity including the requirements for the formation of the committee.

C. SPECIFIC REGION NOMINATING COMMITTEE ACTIVITIES

1. Nominate not more than 2 Region Members to replace outgoing Institute Director.
2. Submit Nominations to Institute Secretary.
3. Nominate qualified members to serve as Region Offices.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Submit report of Region Nominating Committee to Institute Secretary prior to November 1st of the fiscal year the Institute Director's term ends.
3. Submit nominations to Region Board for Region Officers.
4. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Select and approve Nominees based on:
 - a). Qualifications
 - b). Knowledge of CSI
 - c). Ability to make time available to perform duties
 - d). Other criteria as defined by Region Bylaws or Region Policy.
 - e). Additional Criteria approved by Region Board.

F. REFERENCES

1. CSI Administrative References
 - a). Institute Certificate of Incorporation
 - b). Institute Bylaws
2. Northeast Region Administrative References
 - a). Part 3, Region Bylaws
 - b). Part 4, Section 12

9. PLANNING COMMITTEE

A. INTRODUCTION

1. The Institute does not have a Standing Planning Committee and there is no programmatic relationship between the Region Planning Committee and any Institute Standing Committee.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Planning Committee Guide is to assist the Region Planning Committee in implementing the Region's Planning Program. This program consists of:
 - a). Maintaining the Region's Strategic Plan.
 - b). Identifying external influences on the growth of the Region and the programs offered by the Region.
 - c). Recommend goals and objective to the Region Board for other Region Committees to address the "Goals" contained in the Region's Strategic Plan.
 - d). Recommend changes in the Region Administrative References that are needed to improve the operation and organization of the Region and the chapters.
 - e). Annually, review the Region Administrative References for the purpose of identifying areas that require modifications and recommend to the Board, either the appropriate modification or the process that should be used to make the modification.
 - f). Work to achieve the goals and objectives established for the Region Planning Program by the Region Board within the budget provided by the Region.
 - g). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Planning activities.

C. SPECIFIC REGION PLANNING COMMITTEE ACTIVITIES

1. Review changes in programs or program assignment that have occurred at the Institute level that may suggest changes in the Region's operation or assignment of duties.
2. Survey Region's membership to determine areas of interest that might be addressed by Region.
3. Communicate with Region Planning Committee Chairs in other Regions to identify areas of mutual interest.
4. Communicate with appropriate individuals and committees to ensure awareness of current tasks and goals for implementing the adopted Strategic Plan

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary.
3. Submit a "Year-End Report" to Region President and Vice President summarizing Region Planning Committee activities for the year.
4. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Assist in the development and implementation of appropriate programs to accomplish

activities listed in “Specific Planning Committee Activities” shown above.

2. Undertake specific tasks assigned by Committee Chair.

F. REFERENCES

1. CSI Administrative References
 - a). Region Administration Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12

10. PRODUCT SHOW COMMITTEE

A. INTRODUCTION

1. The Institute does not have a Standing Product Show Committee and there is no programmatic relationship between the Region Product Show Committee and any Institute Standing Committee.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Product Show Committee Guide is to assist the Region Product Show Committee in implementing the Region’s Product Show Program. This program consists of:
 - a). Maintaining contact with Chapter Product Show Chairs.
 - b). Act as a central clearing house to obtain and disseminate data on current and planned product show events throughout the Region scheduled by Chapters or other organizations.
 - c). Make planned Product Show data available to the Board, Region Committees, chapters and interested product manufacturers.
 - d). Serving as a “Clearing-house” for ideas and activities that may improve Chapter Product Shows.

C. SPECIFIC REGION PRODUCT SHOW COMMITTEE ACTIVITIES

1. Develop a Region-wide calendar of Product Show that will be held in Region.
2. Assist Chapters in identifying potential Product Show exhibitors.
3. Communicate with Region Product Show Committee Chairs in other Regions to identify areas of mutual interest.
4. Assure that Chapter Product Show information is shared with other Chapters.
5. Assist the Conference Host Chapter Committee in the development of any Product Shows held in conjunction with a Region Conference.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. A copy of this report should be sent to Chapter Product Show Committee Chairs.
3. Submit a “Year-End Report” to Region President and Vice President summarizing Region Product Show Committee activities for the year. A copy of this report should be sent to the Chapter Product Show Chairs.
4. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Assist in the development and implementation of appropriate programs to accomplish

- activities listed in “Specific Product Show Committee Activities” shown above.
2. Undertake specific tasks assigned by Committee Chair.

F. REFERENCES

1. CSI Administrative References
 - a). Region Administration Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12

11. PUBLICATIONS COMMITTEE

A. INTRODUCTION

1. The Institute does not have a Standing Publications Committee and there is no programmatic relationship between the Region Publications Committee and any Institute Standing Committee. However, Institute Staff does provide information on a regular basis for consideration for inclusion in Region or Chapter publications.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Publications Committee Guide is to assist the Region Publications Committee in implementing the Region’s Publication Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Professional Development Program by the Region Board within the budget provided by the Region.
 - b). Developing, promoting and implementing a specific Region Publication Program.
 - c). Develop and publish a periodic Region Newsletter for distribution to the Region’s membership as either hard copy or electronic copy.
2. Serving as a “Clearing-house” for ideas and activities that may increase the Region’s Publication Program activities.

C. SPECIFIC REGION PUBLICATIONS COMMITTEE ACTIVITIES

1. Write, solicit and collect articles for publication in the Region, Chapter and Institute newsletters or other CSI publications.
2. Solicit sponsorships and ads for Chapter and Region publications.
3. Provide focused support to Chapter publications in need.
4. Solicit, edit, publish and distribute Chapter, Region, and Institute leadership rosters.
5. Volunteer support to Region Conference Host(s) for publishing Region Conference Journals.
6. Develop and publish other useful publications.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary.
3. Submit a “Year-end Report” to Region President and Vice President summarizing Region Publications Committee activities for the year.
4. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.
5. Assist in judging nominations for the Region Donald J. Colosano Newsletter Award.
6. Assist in judging nominations for the Region Electronic Publications Award

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Publications Committee.
2. Communicate with other Chapter Membership Committee Chairs as a way of sharing idea and concerns.
3. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Editors Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12
 - b). Part 5 – Region Awards Guide

12. TECHNICAL COMMITTEE

A. INTRODUCTION

1. The purpose of the Institute Technical Program includes:
 - a). Promoting leadership by CSI in all matters pertaining to improved specification and other documentation practices in the construction and allied industries.
 - b). Providing liaison with national professional societies, trade and manufacturing groups, and others interested in the development of formats, guides, specifications, new techniques, and methods and standards.
 - c). Promoting leadership by CSI in all matters pertaining to communication in the construction industry and allied work and other activities related to CSI’s strategic plan for creating and sustaining the built environment.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Technical Committee Guide is to assist the Region Technical Committee in implementing the Region’s Technical Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Technical Program by the Region Board within the budget provided by the Region.
 - b). Promoting and implementing a specific Region Technical Program.
 - c). Helping members and Chapters implement the Institute’s Technical Program.
 - d). Serving as a “Clearing-house” for ideas and activities that may increase the Region’s Technical Program activities.

C. SPECIFIC REGION TECHNICAL COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of CSI Technical Program.
2. Promote Chapter and member participation in the Institute Technical Program by providing articles and other information for Chapter newsletters.
3. Provide information to Chapter Technical Chairs about technical materials that are available from the Institute.
4. Identify activities that should be a part of the Region Technical Program.
5. Develop methods to increase Chapter and individual member participation in Institute Technical Program development.
6. Assist in the development of Chapter Technical Programs.
7. Periodically review these “Guidelines” and recommend appropriate additions,

deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Serve as Northeast Region liaison with Institute Technical Committee.
3. Serve as the Communications path between the Institute Technical Committee and the Chapter Technical Committee for 3-way communications.
4. Communicate with Region Technical Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Technical Committee Chair.
5. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Technical Chairs.
6. Submit a "Year-end Report" to Region President and Vice President summarizing Region Technical Committee activities for the year. A copy of this report to be submitted to the Institute Technical Committee.
7. Distribute material received from Institute Technical Committee to Chapter Technical Chairs as appropriate.
8. Request Region Budget allocation if funding is required to perform Committee's assigned duties.
9. Assist in judging nominations for the Region Joseph S. Zajchowski, CSI, CCS Technical Excellence Award

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Technical Committee.
2. Report Chapter Technical program activities to Region Committee Chair.
3. Communicate with other Chapter Technical Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in "Specific Committee Activities" shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Technical Program Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12
 - b). Part 5 – Region Awards Guide

13. **WEBSITE COMMITTEE** (Formerly Electronic Communications Committee)

A. INTRODUCTION

1. The Institute does not have a Standing Website Committee and there is no programmatic relationship between the Region Website Committee and any Institute Standing Committee.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Website Committee Guide is to assist the Region Website Committee in managing the Region's website and assisting the chapters in the Region. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Website Committee by the Region Board within the budget provided by the Region.

- b). Maintaining the Region website.
- c). Communicating with Chapter Electronic Communication Chairs about items of common interest.
- d). Serving as a “Clearing-house” for ideas and activities that may improve the Region’s and Chapters’ websites.

C. SPECIFIC REGION WEBSITE COMMITTEE ACTIVITIES

- 1. Have the primary responsibility for adding new information, deleting obsolete information and updating existing information on the Region’s website.
- 2. Advise other Region leaders on procedures necessary for revising or updating portions of the Region’s website that are their responsibility.
- 3. Assist members and chapters by providing information on methods to access the Region website and information that is available on the Region website.
- 4. Periodically review these “Guidelines” and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

- 1. Coordinate the Committee’s activities.
- 2. Assist the Executive Committee with review of existing website host and development partner, and in developing RFPs (Request for Proposals) for new web services.
- 3. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary.
- 4. Submit a “Year-end Report” to Region President and Vice President summarizing Region Website Committee activities for the year.
- 5. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

- 1. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Website Committee Activities” shown above.

F. REFERENCES

- 1. CSI Administrative References
 - a). Electronic Communications Guide – Chapter/Region Websites
- 2. Northeast Region Administrative References
 - a). Part 4, Section 12

End of Part 7 – Committee Guidelines