

Best Practices Information Request Form

Regions

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Regions.

Please use this form (Word format) to document your group's successful activity so we can share it with other leaders. We strongly encourage you to attach relevant graphics and photos (either embedded in the Word document or as attachments, PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post it to the web site. Please return your completed form to Brian Pawula at blpawula@hornersshifrin.com and/or Nancy Berson at nberson@asce.org.

Date	9/9/2025
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PROJECT TITLE	Past Board Members Advisory Committee (PBMAC)
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1. Region	4
2. Project Contact	
Name	Brian Reynolds, P.E.
Phone Number	(629) 228-7546
Email	Brian.Reynolds@HDRinc.com
3. Project Category	Region Operations
4. Project Description	<p>Region 4 recognized the need to ensure continuity, stability, guidance, and historical perspective during leadership transitions of directors and governors. Vast institutional knowledge resides within our past governors and directors, yet much of it is lost when their terms of service conclude. Too often, these ASCE leaders drift away when no immediate leadership role is available to support their continued involvement, advancement, or service. Even with succession planning by current governors and directors, gaps frequently remain in knowledge of Region 4 operations, resolutions, positions, and historical precedent.</p> <p>The PBMAC was established to bridge these gaps by providing a forum for ongoing input and guidance from past Region directors. The PBMAC remains engaged in current ASCE business and issues, actively participates in the Region 4 Assembly and virtual meetings, and offers timely guidance, input, and assistance to the current Region 4 Director and Governors.</p>

5. The Process (What you did, When and How)	Region 4 established the PBMAC, composed of ASCE members who previously served as a Region 4 Director or Governor. Participation is voluntary, and individuals may opt out of receiving emails or serving on the committee. The PBMAC Chair attends Region 4 meetings and remains informed on ASCE issues. When Region 4 requests input, or when issues or concerns arise, the PBMAC Chair may send an update or query to the PBMAC membership via email. After aggregating responses, the Chair provides input or feedback to the current Region 4 Director and Governors through email, virtual meetings, or in-person at official Region 4 meetings. The PBMAC Chair is also allotted time on Region 4 meeting agendas to share input and guidance. To support this role, Region 4 allocates a small budget for the PBMAC Chair or delegate to attend in-person meetings.
6. Those in Charge (Committee, Task Committee, Etc.)	Region 4 Director – Christina Ammens, P.E. PBMAC Founder – Robert L. Cagle III, P.E. PBMAC Chair – Brian Reynolds, P.E.
7. Time Frame (When Started, When Completed)	Founded in 2022 following Bob Cagle’s term as Region 4 Director, the PBMAC transitioned to new leadership in 2024 when Brian Reynolds became Chair after completing his term as Region 4 Governor. The committee remains active and ongoing.
8. Success Factors (The Parts that Worked Really Well)	<p>The collective wisdom and knowledge of PBMAC members are broad and invaluable. While engagement and responsiveness vary by individual, an active core of members consistently demonstrate eagerness and willingness to share opinions, provide guidance, and offer feedback when requested. When the Chair distributes updates or solicits input, responses are generally strong and positive.</p> <p>The PBMAC has also proven valuable in recruiting new Regional leadership. For example, one Section struggled to identify a successor for its Governor despite extensive outreach through emails, flyers, and personal requests. A former Director from that Section ultimately played a key role in recruiting a successor, leveraging their influence and connections to successfully fill the position.</p>
9. Setback Factors (The Parts that did Not Work Well)	Time constraints are the primary limiting factor for PBMAC activity, as engagement and participation largely depend on the Chair and Region Director. Without regularly scheduled check-ins or monthly updates, periods of inactivity can occur. This is inherent to the PBMAC’s purpose, providing meaningful guidance and recommendations when needed. An active PBMAC requires relevant issues to address, positions to consider, and requests for input from the Region Director and Governors.

10. Creativity (This is something off the wall that we did)	Support Region 4 with Draft Resolutions. The PBMAC assists Region 4 by helping draft resolutions for consideration by the current Director and Governors. These resolutions may address positions on key issues such as proposed Society membership grade level changes or travel stipend support for registered student chapters attending the MRLC.
11. Administration (What was most Important?)	The most critical administrative need for PBMAC's success is an active and communicative Chair. The Chair sets the agenda and largely determines the level of PBMAC activity based on the needs of the Director and Governors. PBMAC engagement may also fluctuate depending on the nature of issues before the Society and Board of Direction, particularly when controversial positions or initiatives are under consideration.
12. Follow-Up (What was most important?)	Communication – PBMAC maintains communication primarily through email with its members and through the Chair's active attendance and participation at Region 4 meetings.
13. Recommendations (What you should ALWAYS do with this project?)	Always vet Region Directors, Governors, and Committee Chairs before nominating or appointing candidates. Confirm that candidates have sufficient employer support to meet the position's time commitments, and provide a thorough explanation of the duties, roles, and responsibilities before their term begins.
14. Cautions (What you should NEVER do with this project?)	Do not select a PBMAC Chair who lacks strong relationships with the Region Director and Governors. The PBMAC exists to provide guidance, wisdom, and support to Region 4 leadership. While the PBMAC may not agree with every ASCE policy, budget, or initiative, it is not a platform for dissent, grandstanding, or circumventing the decisions of the Society and Board of Direction.
15. The Outcome	The Region 4 PBMAC serves as a successful model for retaining the wisdom and institutional knowledge of our past Directors and Governors. It provides a valuable avenue for these ASCE members to continue serving, supporting, and advising current leadership without the demands of significant time commitments or administrative responsibilities.
16. Ongoing Activity (Would you do it again?)	Yes – The PBMAC is an active, ongoing committee, ready to provide guidance and feedback whenever requested.

17. Speaker Contact Information

(person from your group who would be willing to speak about the Best Practice)

Name Brian Reynolds, P.E.

Phone Number (629) 228-7546

Email Brian.Reynolds@HDRinc.com

18. Additional Comments

(We strongly recommend attaching relevant photos and graphics)

