

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 (MS Word Format) to document your Region'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 MS Word document or attachments as PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post to the web site. Please return your completed form to Brian Pawula at blpawula@hornershifrin.com, or Nancy Berson at nberson@asce.org.

PROJECT TITLE	Governor Transition Resources
1. Region	5
2. Project Contact	
Name	Lawren Pratt
Phone Number	205.298.1761
Email	Lawren.Pratt@bargedesign.com
3. Project Category	Please choose one: Communication, Region Operations , Continuing Education, Government Relations.
4. Project Description	We hold a Governor Transition Meeting and distribute resources that Region 5 Governors should be aware of and should utilize in their journey serving the Region. Each year in the September/October timeframe when leaders roll onto and off the Region 5 Board of Governors, our region Board holds a transition meeting. Since ASCE's fiscal year begins on October 1, our Region Board supports travel for incoming Governors if the meeting is prior to 10/1 and supports travel for outgoing Governors if the meeting is after 10/1. This allows for continuity between the transitioning Governors. As part of this meeting, we share 'Resources for the Effective Region 5 Governor'. We create a list of resources and assimilate each of these into our Region 5 Board of Governors page in Collaborate. At our Region Board Transition Meeting, we discuss each of the resources so the incoming Governors can learn about the resources and can understand from outgoing Governors the importance of the resources. The resources are saved into Collaborate for use at any time by the Governors.
5. The Process (What you did, When and How)	The Region 5 Board has held these transition meetings since at least 2009. The creation and compilation of the Region 5 resources and the subsequent discussion started in 2020.

6. Those in Charge (Committee, Task Committee, Etc.)	The Region 5 Director has typically scheduled the Transition Meeting and has prepared the annual resources packet in preparation of and as a precursor to the Region 5 Board of Governors transition meeting each fall.
7. Time Frame (When Started, When Completed)	The Transition Meeting started in September 2009. The resources compilation and discussion started in September 2020. These best practices have continued every year.
8. Success Factors (The Parts that Worked Really Well)	Having a recurring (annual) conversation about the resources available to the Region 5 Governors has been beneficial for the Governors. It's somewhat new for the incoming Governors and a good reminder for the remainder of the Governors and for the Director. Having the resources housed in one central location (ASCE's Collaborate) is beneficial in that Governors only need to look in one location for resources.
9. Setback Factors (The Parts that did Not Work Well)	Governors gain access to Collaborate upon beginning their term, but finding the resources within Collaborate is sometimes difficult due to the complexity of the Collaborate system.
10. Creativity (This is something off the wall that we did)	The Region 5 Board has financially supported travel for Governors to the transition meeting, where appropriate to allow both incoming and outgoing governors to attend. We find it is very beneficial to create alignment between the groups. This also helps keep the outgoing Governors engaged in the hopes they continue their involvement within the Region by participating in the Region 5 Region Advisory Council (ARC), which is comprised of former Region 5 Directors and Governors.
11. Administration (What was most Important?)	It is important for the 'current' Board to invite the incoming Governors / Director to the monthly calls as a precursor to the beginning of their term and to highlight the importance of attending the transition meeting. It is important to provide financial assistance with travel as appropriate since the Transition Meeting is near the 10/1 fiscal year end/start. Sharing the resources is critical for the incoming Governors.
12. Follow-Up (What was most important?)	Include an agenda item for the Director to discuss the resources during the Transition Meeting and have reminders throughout the year about the resources compiled in Collaborate.
13. Recommendations (What you should ALWAYS do with this project?)	Always make sure the resources are updated annually with current documents.
14. Cautions (What you should NEVER do with this project?)	Never forget to share the resources and location of the resources with the Region 5 Board.

15. The Outcome	<p>I believe this gives the incoming Governors and Director the understanding that there are resources that are continuously used and referred to throughout the year and that these resources are easily available. It provides the other Governors with a reminder of the resources. It sets the expectations of the Region 5 Board at the beginning of the fiscal year. The Transition Meetings have been in-person, and this setting has been tremendously beneficial in creating comradery within our Region 5 Board.</p>
16. Ongoing Activity (Would you do it again?)	<p>Yes, and we still conduct our Transition Meeting, including the dissemination and discussion of the resources.</p>
17. Speaker Contact Information (person from your Region who would be willing to speak about the Best Practice)	
Name	Lawren Pratt
Phone Number	205.298.1761
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18. Additional Comments (We strongly recommend attaching relevant photos and graphics)	Attachment 1 = Governor Resources List (2023-2024)