

Governor’s Welcome Packet – Region 9

1. Region	9
2. Project Contact	
Name	Mark Norton P.E., F.ASCE
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3. Project Category	Region Operations
4. Project Description	An orientation or welcome packet of information is provided to inform and educate incoming Regional Governors and Section Presidents to the ASCE Region about their duties, responsibilities, and expected events and meetings to participate in. Also, to further ensure a commitment to this calling, a new Governor commitment/signature form has been prepared that outlines new Governor’s expected duties, responsibilities, and meetings and events so that a nominee considering this volunteer ASCE position is aware of what they may anticipate doing and is committed to doing it over their three year term.
5. The Process (What you did, When and How)	This was prepared in Nov. 2012 by reviewing and identifying roles and responsibilities from past Region 9 operations manuals and other professional association commitment forms to create a more concise and focused welcome or orientation packet.
6. Those in Charge (Committee, Task Committee, Etc.)	New governor assignment by ASCE Region 9 Director.
7. Time Frame (When Started, When Completed)	Started October 2012. Completed and used regularly since Nov. 2012
8. Success Factors (The Parts that Worked Really Well)	Good tool to ensure understanding of new Governors and Section Presidents in new ASCE Region roles and responsibilities.
9. Setback Factors (The Parts that did Not Work Well)	As with any tool, it must be shared particularly by Nomination Committee with new nominee or incoming officer. Ensuring that ASCE Region Nomination Committee members understand the value of the Welcome Packet and Nomination may require some time of previous Governor or Director to train them in their duties when first assigned to Nomination Committee.
10. Creativity (This is something off the wall that we did)	The nomination form concept was borrowed from U.S Green Building Council chapter for their local chapter officer position recruitment.

11. Administration (What was most Important)	The commitment form is sent only after a friendly phone call to invite and inform a Governor nominee of the opportunity to serve as Governor by the Nomination Committee. It is intended to inform and educate the new nominee of roles and responsibilities, not intimidate them. The Welcome Packet is provided to incoming Section Presidents and Governors annually just prior to their first meeting with the ASCE Region.
12. Follow-Up (What was most important?)	Training Nomination Committee about this information and process
13. Recommendations (What you should ALWAYS do with this project?)	Make sure the tool is shared.
14. Cautions (What you should NEVER do with this project?)	Forget to provide these tools to the new Governor or Section President.
15. The Outcome	Better informed incoming Governors and Section Presidents
16. Ongoing Activity (Would you do it again?)	Yes
17. Speaker Contact information (person from your Region who would be willing to speak about the Best Practice)	
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18. Additional Comments	This Best Practice includes attachments on the following pages.



ASCE Board of Governors Commitment

If elected to the American Society of Civil Engineers, Region 9 Board of Governors, I commit to actively participate in the growth and development of the Region 9 Board and will satisfy the following duties and requirements:

1. Remain in good standing as a member of the American Society of Civil Engineers;
2. Insure that the Board of Governors operates with legal and ethical integrity and is accountable to its Members and obligations to the ASCE Society at all times;
3. Be accessible and contribute knowledge, experience, contacts, and resources to help assure success of Region 9;
4. Provide input to ASCE Board of Direction, facilitate communications, help implement the Society's Strategic Plan, promote leadership development, support the local geographic units, and improve member service within the Society;
5. Be proactive in supporting the ASCE Region strategic goals and objectives and work to develop and/or strengthen the programs and services required to achieve them;
6. Serve as the ambassador of ASCE and work to enhance the organization's public standing;
7. Serve on ASCE Society or Region 9 Board Committees as appointed;
8. Help secure funding for the Region 9 programs through sponsorship, corporate and charitable sources, grant funding, fundraising events, and personal donations;
9. Help encourage, support and recruit new Society Committees, Governors, Directors, President-Elect Nominees;
10. Attend all monthly Region 9 Board meetings (typically monthly conference calls and three face-to-face meetings per year held throughout the State);
11. Attend and participate in annual Multi-Region 8 & 9 Leadership Conference as a facilitator and session moderator;
12. Attend Leader Orientation as a new governor held by ASCE Society in Reston, Virginia.
13. Attend annual ASCE Presidents and Governors Forum held by ASCE Society in Reston, Virginia (recommended);
14. Attend annual Region 9 Infrastructure Symposium and Region 9 Awards Dinner;
15. Attend annual ASCE Society Convention and provide updates to the Board of Governors on information received (recommended);
16. Attend as many local ASCE Section, Branch, YMF, LMF, Student Chapter, local Institute Chapters and technical and professional group events as possible in support of ASCE Region 9 Board goals and objectives;
17. Section/Elected Governors – Attend Section Board meetings of your assigned Section and participate as voting members of the Section Board.

Submitted By:

Signature: _____ Date: _____

Print Name: _____

ASCE Region 9 Governor Commitment Form 5/3/2017



ASCE Region 9 Board Governor and Section President Welcome Packet

(Approved Jan. 24, 2013)

Revised May 3, 2017

On behalf of the ASCE Region 9 Board of Governors, we wish to welcome you to the Board. We are excited to have you as a part of our team as we continue to support the ASCE membership. Our Board has embraced the ASCE Vision, Mission and Goals as part of our major tenets and look forward to your participation in realizing the ASCE Region 9 Strategic Plan.

We hope the information below will provide you with the guidance and information you will find helpful either as a new ASCE Region 9 Governor, serving on the ASCE Region 9 Board, or as an incoming Section President participating in ASCE Region 9 Board meetings.

1. ASCE Region 9 is unique among all ASCE Regions in that we represent just one U.S. State, the State of California. All the other nine ASCE Regions cover multiple States/territories/countries. This is due to the high population of ASCE members in California (over 20,000 as of 1/1/17).
2. ASCE Region 9 is one of ten geographic regions within the ASCE Society, nine within the United States and one for the International Members. The Regions were established and defined under Article V of the ASCE Constitution, Bylaws, and Rules as management entities of the Society. Sections, Branches, and all other geographic units fall within these Regions as subsidiary entities.
3. Society Directors are elected by the members in these Regions to serve on the ASCE Society Board of Direction. Each Geographic Region has a Board of Governors, elected from within the Region and chaired by the Society Director from the Region.
4. Regions have been organized to provide input to the ASCE Society Board of Direction, facilitate communications, help to implement the Society's Strategic Plan, promote leadership development, support the local geographic units, and improve member value within the Society. Regions may have committees and assemblies to facilitate their purposes.
5. The ASCE Region 9 Board is comprised of six Governors, four (4) Elected Region 9 Governors representing each Section and two (2) Appointed At-Large Region 9 Governors. Each Section President from each of the four (4) Sections in Region 9 is a voting member of the Region 9 Nominating Committee for Region 9 Board elections and appointments of Region 9 Governors.
6. The largest source of funding for the ASCE Region 9 Board comes from allotment contributions from each of the ASCE Sections (4) within the State of California. The largest secondary source of funding for ASCE Region 9 is from the Society allotment.

Duties of ASCE Region 9 Governors

The Duties of ASCE Region 9 Governors are generally defined for the following areas:

- Nominations / Elections
- Region Management
- Region Leadership
- Communication
- Advise
- Award Nominations
- Advocacy
- Strategic Planning and Implementation

Nominations/Elections

- Search for, encourage & support GREAT candidates for Society Committees, Governors, Directors, and President-Elect
- Manage the nomination process for Governors
 - Identify open positions
 - Review and nominate candidates
- Facilitate the process for Director nomination and election
- Participate in the process for Society President-Elect election

Region Management

- Manage the affairs of the Region as a Board
- Prepare and submit the Annual Report
- Manage Region Funds
 - Make use of the Funds – Provide Member value
 - Perform an annual Audit
- Establish, reform, dissolve Geographic Units within the Region
- Maintain Region Governing Documents
- Install Officers in Sections/Branches

Region Leadership

- Visit/Connect with Sections, Branches. . . .
- Provide leadership for Region programs...
- Provide technical, educational, professional, and management
- Serve as a Resource to Sections/Branches...
 - Society-level programs
 - Training
 - Problem-solving
 - Sharing of Best-Practice Ideas
 - Assess their needs, act on their needs
- Participate in Society Training / Conferences
 - Multi-Region Leadership Conference (MRLC)

- Presidents and Governors Forum
- Region and (if applicable) Assembly meetings
- Involve Members in Region Committees
 - Mentor and train new Region leaders
 - Get more people involved and help “bridge the gap” of need

Further details about Governor’s roles and responsibilities on the Region 9 Board for Communication, Advise, Award Nominations, Advocacy and Strategic Planning and Implementation can be found in the following sources available in the ASCE Region 9 Board of Governors Collaborate Community (collaborate.asce.org).

- Best Practices Manual
- Talking Points
- Region Operations Handbook
- Geographic Services Staff

Role of Section Presidents in Region 9 Board Meetings

- Participate in Region 9 monthly conference calls and face-to-face meetings to:
 - Provide input and guidance to Region 9
 - Vote in Region 9 Nominating Committee actions
 - Update Region 9 on Section activities and support needs
 - Share and collaborate with other Sections

Events to Attend as Governors and Section Presidents

- Region Board Meetings (monthly conference calls and three (3) face-to-face meetings at various locations throughout the State)
- Leader Orientation at ASCE Headquarters, Reston, VA, (new Governors only) -First Fall of three year term
- Presidents and Governors Forum at ASCE Headquarters, Reston, VA – Fall, annually (encouraged)
- ASCE Society Convention – Fall, annually (encouraged)
- Multi-Region Leadership Conference for your Region – (Governors only), Winter, annually
- Region 9 Events (e.g., Symposium and Awards Dinner) – Spring, annually
- Section/Branch/Younger Member/Student Chapter visits – Throughout year
- ASCE Society Committee meetings – if appointed

Region 9 Board Calendar

Jan./Feb.	Attend Multi-Region Leadership Conference and Face-to-Face Region 9 Board meeting (participate in Nominating Committee voting for elected Geographic Governors and Region Director, in appropriate years)
March 1	The slate of proposed Region nominations for Region Director nominations, in appropriate years, and all nominations for elected Geographic Governors shall

be provided to the Society Secretary.

March 1	Deadline for submitting committee names of the President-elect Official Nominee(s) selected shall be forwarded to the Secretary by the Chair of the Region Board of Governors.
March 31	An Organizational Entity may endorse one (1) Nominee for any given office. The endorsement should be provided directly to the Nominee by official correspondence, signed by the Chair.
June	Attend Face-to-Face Region 9 Board meeting and participate in Nominating Committee voting for Governor At-Large.
August 30	Submit Leadership Report to Geographic Services for web update and Official Register
September 1	Board of Governors listing shall be provided to the Society Secretary
September	Attend Face-to-Face Region 9 Board meeting
Oct./Nov.	Attend ASCE Presidents and Governors Forum and Annual Convention
November 1	Candidates for the office of President-elect shall submit a Letter of Intent to Serve, along with required election materials, to the Chair of the Geographic Region Board and Society Secretary. Geographic Region Board Nominating Committee shall convene in November to recommend candidates for President-Elect and the Board of Governors shall meet to vote on the recommendation
November 30	Region Annual Report is due to the Society
December 1	Geographic Region Board Nominating Committee selected candidates for President-elect shall be submitted to the Society Secretary. Candidates for the office of Region Director and for Geographic Region Governor shall submit a Letter of Intent to Serve to the Geographic Region Nominating Committee.

Attachments:

ASCE Region 9 Bylaws
ASCE Region 9 Rules of Policy and Procedure
ASCE Region 9 Policy Statements
ASCE Region 9 Contact List
ASCE Region 9 Org Chart

