

ASCE Board of Governors Commitment

As a newly elected member of the American Society of Civil Engineers Region 7 Board of Governors, I commit to actively participate in the growth and development of the Region 7 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. Ensure 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 7;
4. Provide input to the ASCE Board of Direction, facilitate communications, help implement the Society's Strategic Plan, promote leadership development, support the local geographic units, and enhance 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 an ambassador of ASCE and work to enhance the organization's public standing;
7. Serve on ASCE Society or Region 7 Board Committees as appointed;
8. Help secure funding for the Region 7 programs through sponsorships, corporate and charitable sources, grant funding, fundraising events, and personal donations;
9. Help encourage, support, and recruit new Society Committees, Governors, Directors, and President-Elect Nominees;
10. Attend all monthly Region 7 Board meetings (typically monthly conference calls and two face-to-face meetings per year);
11. Attend and participate in the annual Multi-Region 3, 6 & 7 Leadership Conference, often as a facilitator and session moderator;
12. Attend Leader Orientation as a new governor hosted by ASCE Headquarters in Reston, Virginia;
13. Attend the annual ASCE Presidents and Governors Forum (PGF) in Reston, Virginia hosted by the Society's Leader Training Committee (recommended; this is generally held in conjunction with Leader Orientation);

14. Attend one or both Student Symposia for Region 7 and participate as a volunteer (e.g. judge, ASCE booth, speaker, etc.) (recommended);
15. Attend the annual ASCE Society Convention and provide updates to the Board of Governors on information received (recommended);
16. Attend as many local ASCE Section, Branch, YMG/YMF, LMF, Student Chapter and technical and professional group events as possible in support of ASCE Region 7 Board goals and objectives; and
17. Attend Section Board meetings of your assigned Section(s) and participate as voting members of the Section Board if assigned.
18. Visit each school of your assigned Section(s) and participate as a speaker, induct officers, recognize graduates, or other as appropriate (recommended);

Clarification – items designated as “(recommended)” may be eligible for reimbursement through the Region 7 Travel Budget. Please coordinate with the Treasurer if not already budgeted.

Submitted By:

Signature: _____ Date: _____

Print Name: _____

ASCE Region 7 Governor Commitment Form (last edited February 2024)

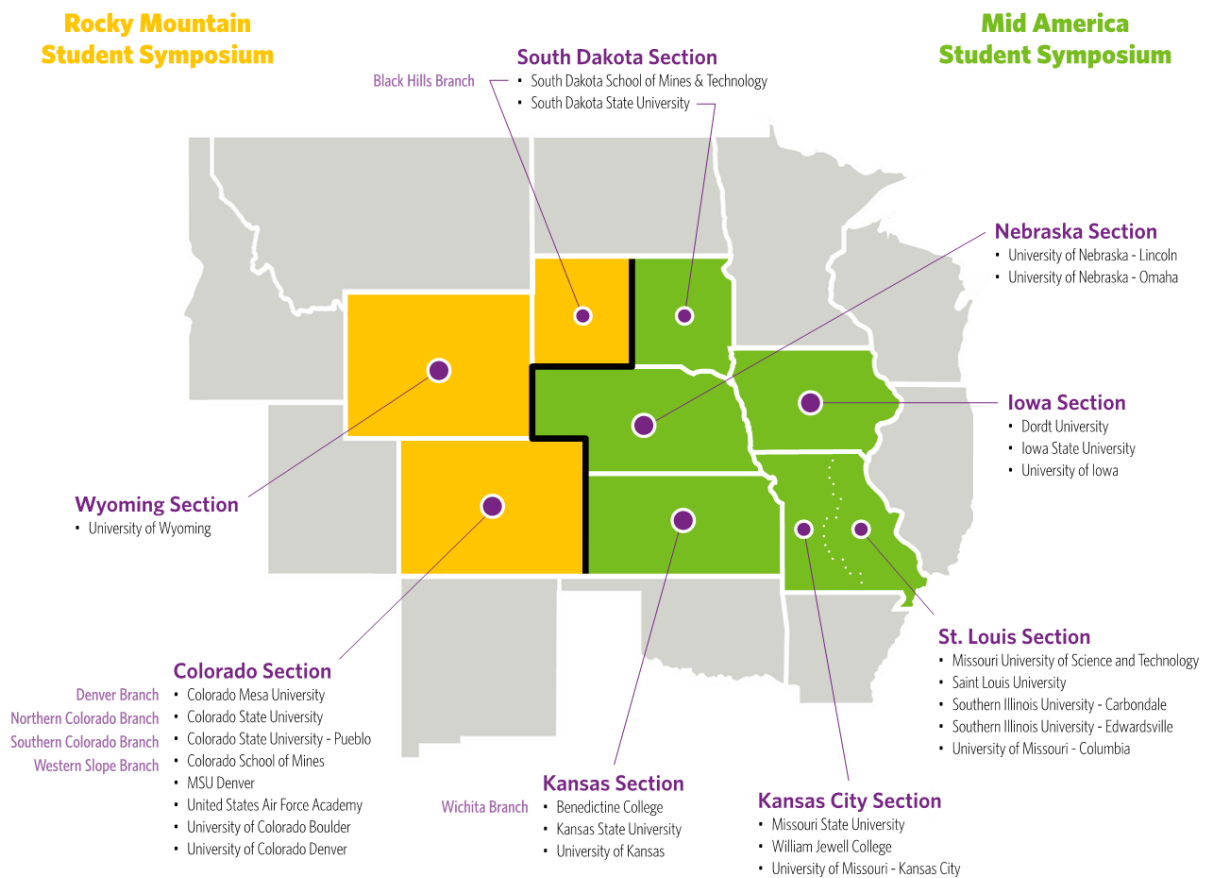
Please submit completed form to current Region 7 Director within 1 month of installation

ASCE Region 7

Board Governor Welcome Packet

On behalf of the ASCE Region 7 Board of Governors, we welcome you to the Board. We are excited to have you as a part of our team as we move forward in the 21st Century. Our Board has embraced the ASCE Mission and Future World Vision as part of our major tenets and look forward to your participation in realizing the ASCE Region 7 Strategic Plan for the future.

We hope the information below will provide you with the guidance and information you may find helpful either as a new ASCE Region 7 Governor serving on the ASCE Region 7 Board or as Corresponding Member participating in ASCE Region 7 Board meetings.



- ASCE Region 7 serves the members of the:
 - **Wyoming Section**
 - **Colorado Section**, which includes:
 - Northern Colorado Branch
 - Denver Branch
 - Southern Colorado Branch
 - Southwest Colorado Branch
 - Western Slope Branch
 - **South Dakota Section**, which includes:
 - Black Hills Branch
 - **Nebraska Section**

- **Kansas Section**, which includes:
 - o Wichita Branch
- **Iowa Section**
- **Kansas City Section**
- **St. Louis Section.**

- **This includes the following Student Chapters:**
 - Benedictine College (Kansas)
 - University of Colorado at Boulder
 - University of Colorado Denver
 - Colorado Mesa University
 - Colorado School of Mines
 - Colorado State University
 - Colorado State University-Pueblo
 - Dordt College (Iowa)
 - University of Iowa
 - Iowa State University
 - University of Kansas
 - Kansas State University
 - Metropolitan State University of Denver
 - Missouri State University
 - Missouri University of Science and Technology
 - University of Missouri-Columbia
 - University of Missouri-Kansas City,
 - University of Nebraska-Lincoln
 - University of Nebraska-Lincoln at Omaha
 - Saint Louis University
 - South Dakota School of Mines & Technology
 - South Dakota State University
 - Southern Illinois University Carbondale
 - Southern Illinois University Edwardsville
 - United States Air Force Academy
 - University of Wyoming.
 - William Jewell College

2. ASCE Region 7 is one of ten geographic regions within the ASCE Society, nine within the United States and one for the global members. The Regions are 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.
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 and/or appointed from within the Region and chaired by the Society Director from the Region.
4. Regions have been organized to serve on and provide input for the ASCE Society 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. Regions may have committees and assemblies to facilitate their purposes.
5. Each Governor serves a three (3) year term with the option to renew for a second three (3) year term. Terms effectively start in October. The ASCE Society Convention is the official start date. Region 7 includes 5 geographic Governors and one At-Large Governor. The geographic Governors are elected by the members in their Region, and the At-Large Governor is appointed by the Board of Governors.
6. The largest source of funding for the ASCE Region 7 Board comes from the annual allotment from Society Members dues.

7. The ASCE Region 7 Board is comprised of seven Governors, six (6) elected Region 7 Governors representing the following areas:
 - Iowa and South Dakota Sections
 - Colorado, represented by two (2) Governors
 - St. Louis Section
 - Nebraska and Wyoming Sections
 - Kansas and Kansas Cityand one (1) appointed At-Large Region 7 Governor

Duties of ASCE Region 7 Governors

The Duties of ASCE Region 7 Governors are generally defined for the following areas:

1. Nominations / Elections
2. Region Management
3. Region Leadership
4. Region Programs, including Region Awards and Grants
5. Communication
6. Advise
7. Advocacy
8. Strategic Planning and Implementation

Nominations/Elections

1. Search for, Encourage & Support GREAT Candidates for Society Committees, Governors, Directors, and President-Elect
2. Manage Nomination Process for Governors
 - Identify Open Positions
 - Review and Nominate
3. Facilitate process for Directors
4. Participate in process for Society President-Elect

Region Management/Region Programs

1. Manage Affairs of the Region as a Board
2. Prepare and Submit Annual Report
3. Manage Region Funds
 - Make Use of the Funds – Provide Value
4. Perform an Annual Audit
5. Establish, Reform, Dissolve/Absorb Geographic Units within the Region

6. Maintain Region Governing Documents (found in [Thrive REGION 7 Community Library](#))
7. Maintain Region Website (regions.asce.org/region7/)
8. Install Officers in Sections/Branches, as requested ([Suggested Script](#))
9. [Region Grants](#), selected primarily in November/December (but available throughout the year)
10. [Region Awards](#), selected annually in April/May.

Region Leadership

1. Visit/Connect and Collaborate with Sections, Branches, Younger Member Groups, and Student Chapters
2. Provide Leadership for Region Programs to aid and enhance our Section and Branches.

Communication/Advise/Advocacy

1. Serve as a Resource to Sections/Branches/Younger Member Groups/Student Chapters
 - Society-level programs and Society Resources
 - Training
 - Problem-solving
 - Sharing of [Best-Practice Ideas](#) (utilize the LTC website)
 - Assess their needs, act on their needs
2. Participate in Society Training / Conferences
 - Multi-Region Leadership Conference (MRLC)
 - Presidents and Governors Forum (PGF, encouraged especially for New Governors)
 - Leader Orientation (New Governors only)
 - Region Meetings/Assembly
3. Involve Members in Region Committees
 - Mentor and Train new Region Leaders
 - Get more people involved and help “bridge the gap” (Corresponding Members)

Further details about Governor’s roles and responsibilities on the Region 7 Board relating to Communication, Advise, Advocacy and Strategic Planning and Implementation can be found in the ASCE [Region 7 Collaborate/Thrive Community](#) and in the following sources available on the Leader Training Committee Website under [Resources](#) :

- [Expectations of a Region Governor Webinar - Fall 2022](#)
- [Region Governor Refresher Webinar - Fall 2022](#)
- Best Practices Manual ([Regions](#) and [Sections & Branches](#))
- [Talking Points](#)
- [Region Operations Handbook](#)
- Geographic Services Department Staff
- And so much more!!!

Events to Attend as Governors

1. Region Board Meetings
 - Monthly Teams Meetings
 - Two (2) face-to-face meetings; one at the MRLC, and the other at the Region Assembly in July/August of each year (*both are reimbursed for travel & per diem by Region 7*)
2. Leader Orientation at ASCE Headquarters, Reston, VA – (new Governors only), first September of three-year term (*only reimbursed by Region 7 if approved ahead of time*)
3. Presidents and Governors Forum at ASCE Headquarters, Reston, VA – September, annually (*encouraged but only reimbursed by Region 7 if approved ahead of time*)
4. ASCE Society Convention – September/October, annually (*encouraged but not reimbursed*)
5. Multi-Region Leadership Conference (MRLC) for your Region – held sometime in January or February, annually (*reimbursed for travel & per diem by Region 7*)
6. Legislative Fly-In, held annually in March in Washington, D.C. (*encouraged but not reimbursed by Region 7*)
7. Section/Branch/Younger Member/Student Chapter visits – Throughout year (*Travel reimbursed by Region 7 if more than 100 miles roundtrip*)
8. ASCE Student Symposia - attend conference in your area of Region 7
 - Mid-America Symposium (*reimbursed for travel & per diem by Region 7*)
 - Rocky Mountain Symposium (*reimbursed for travel & per diem by Region 7*)
9. ASCE Society Committee meetings – if appointed (opportunities are open for all members). (*Most meetings are virtual*)
10. Attend as many LTC webinars and virtual discussions as possible (ie. meet the president, etc.) to not only learn from others but to offer best practices and to share our experiences. (*Virtual*)

Region 7 Board Calendar (Typical)

This information is also posted on the Region 7 Website Calendar (regions.asce.org/region7/) and also found on the Leader Training Committee Website under the [Resources tab](#)

Jan/Feb – Attend Multi-Region Leadership Conference and Face-to-Face Region 7 Board meeting (participate in Nominating Committee voting)

March 1 – The slate of proposed Region nominations, including Society President-elect nominations and Region Director nominations in appropriate years, and all nominations for Region Governors shall be provided to the Society Secretary. *Initial request for this information sought the first part of February*

March 1 – Deadline for submitting committee names of the Society President-elect Official Nominee(s) selected shall be forwarded to the Secretary by the Chair of the Region Board of Governors

March 15 – Deadline for Society committee applications

March 15 – 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

April – Attend one or both Student Symposia within Region 7

April 30 – Region 7 Award Nominations deadline

July/August – Attend face-to-face Region 7 Board meeting and participate in Assembly Meeting.

August 30 – Submit Leadership Report to Geographic Services for web update and Official Register

Sep/Oct/Nov – Attend ASCE Presidents and Governors Forum, Leader Orientation, and ASCE Society Convention (Note: for the 175th Anniversary of ASCE, a mega-conference will be held in the Spring of 2027 in place of the fall of 2026 Annual Convention)

Mid-November – Region 7 Grant Application (1st Deadline)

November 30 – Region Annual Report is due at Headquarters

December 1 – Candidates for the office of Geographic Region Governor shall submit a letter of intent to the Geographic Region Nominating Committee

December 8 – Chairs of the Geographic Region Board of Governors shall provide the Society Secretary with a written list of all declared Society President-elect Candidates from their Region

December 15 – Nominations of individuals for the office of Society President-elect are due by the Region Boards

Region 7 Typical Time Commitments

EVENT	Count	Duration		Travel		Total		
		(hours)	(Days)	(hours)	(Days)	(hours)	(Days)	
ANNUAL EVENTS								
Region Board Meeting (Virtual)	10	1.5				15	0	
Region Board Meeting (In Person)	2	2				4	0	
ASCE Region Assembly	1		1		1	0	2	
MRLC	1		2		1	0	3	
Student Symposia	1		2		0.5	0	2.5	
Local Leadership Meetings	18	1.5				27	0	
Local Visits	12	2		2		48	0	
						0	0	
ONE TIME EVENTS								
Orientation/PGF	1		1		1	0	2	
						0	0	
OPTIONAL EVENTS								
Fly-in	1		1.5		1	0	2.5	
ASCE Convention	1		3		1	0	4	
Committee Meetings	12	1				12	0	
						0	0	
TOTAL						106	16	
						Total Hrs	234	hours
						Total 8 hr days	29.25	days

Pertinent documents can be found in the [Region 7 Collaborate/Thrive Community](#) and the Region 7 Website:

- ASCE Region 7 Bylaws (found in the Library of the [REGION 7 Collaborate/Thrive Community](#))
- ASCE Region Operations Handbook (found on the [LTC Resources Page](#))
- [Region 7 Visit Matrix](#)
- [Region 7 Awards Documents](#)
- [Region 7 Grants Documents](#)
- Succession Planning (found in the Library of the [REGION 7 Collaborate/Thrive Community](#))

Reimbursement Processes for ASCE Region Governors

Region Governors may travel for Region activities and ASCE volunteer committee activities. Approved Region Governor travel is reimbursed through the Region Treasurer. The most current Expense Form can be found in the [REGION 7 Collaborate/Thrive Community](#) in the Treasurer folder.

Per Diem Reimbursement

ASCE reimburses for air/rail transportation or personal auto mileage in lieu of air/rail and **per diem** for other expenses.

1. Air/rail tickets must be purchased at least 14 days in advance and receipt must be submitted with reimbursement request.
2. If driving, mileage reimbursement may be requested using the current IRS mileage rate up to the amount of the 14-day advance air/rail travel cost. Please include travel quote to support the air/rail travel cost.
3. Current per diem rate is \$175 per day when overnight travel is required and includes all other costs (i.e., lodging, surface transportation, meal costs, etc). No receipts needed for per diem. If no overnight stay is required, the per diem rate is \$45/day. *Please note that you may request a lesser per diem amount if your actual expenses are less than the per diem rate. Please make sure you note that you are requesting a lesser amount in the email to the treasurer.*
4. **Travel costs are not reimbursed for trips totaling less than 100 miles round trip.**

Process for Governor Reimbursement

1. Download the most current Expense Form from the [REGION 7 Collaborate/Thrive Community](#) (Treasurer folder)
2. Enter Expense Report Information (both summary and detail pages), attach receipts as required and submit to Treasurer. Submittal address is included on the summary page.
3. Treasurer will review the reimbursement request and if meets requirements and is pre-authorized, will send a written check to the requestor at the address included on the form. If not pre-authorized, Treasurer will submit to Board of Governors for approval, then send reimbursement to requestor.

Final Tips and Tricks

1. Your governorship will be as much or as little as you make of it.
2. There is a webinar on [LTC's Resources Page](#) ([Expectations of a Region Governor Webinar](#)) that has good information about what a governor does. It is about 30 minutes each and is updated periodically. If this link doesn't work, login to the Resource page and find the latest one.
3. The Society should be able to get you a list of all the contacts within your area of the region. Or you can reach out to the outgoing governor for your area and ask for their mailing list.
4. Send out an email to all the sections/branches/student chapters in your area of the region to introduce yourself and ask to be included in meeting/conference invites. Many think they are bothering you and/or don't even think about inviting you so make sure you tell them you WANT to be invited; even if it's just a call-in option to their meeting.
5. There is a lot of information on ASCE Collaborate/Thrive. Spend some time exploring. 😊
6. Help communicate Society Committee openings, talk about the Institutes, and when the Institutes have their conferences.
7. You are encouraged to attend as many LTC webinars and virtual discussions as possible (ie. meet the president, etc.) to not only learn from others but to offer best practices and to share our experiences.