



TERMS OF REFERENCE FOR MEMBERS OF THE ICEC EXECUTIVE

The following provides the Terms of Reference for Members of the ICEC Executive (as accepted 30 June 2000).

MISSION

This Council has been created with the objective of promoting cooperation among national and multi-national cost engineering, quantity surveying and project management organizations worldwide for their mutual well-being and that of their individual members. (Constitution I/2)

STATEMENT OF PURPOSE

The purpose of ICEC is to advance knowledge, promote best practice in the area of cost management and to encourage cooperation between societies whose members are involved in the management of project resources.

OBJECTIVES OF ICEC

- To encourage, promote, and advance the sciences and arts of cost engineering, quantity surveying, and project management for the public good, worldwide.
- To coordinate and sponsor International Cost Engineering, Quantity Surveying and Project Management Congresses and Symposia.
- To encourage cost engineers, quantity surveyors and project managers in countries where no formal association or organization exists to form a group with objectives compatible with those of ICEC and its members.
- To participate in international events related to the practice of cost engineering, quantity surveying and project management sponsored by governmental and private organizations, national or international, whether members of ICEC or not, provided that these events are in keeping with the objectives of ICEC.
- To further cooperation between institutions of higher learning in the practice of cost engineering, quantity surveying and project management.
- To further the study of cost engineering, quantity surveying and project management problems of worldwide or multinational character.
- To encourage the development of professional certification programs in cost engineering, quantity surveying and project management.

COMMON RESPONSIBILITIES OF ICEC EXECUTIVE

- Guide the general policy of ICEC by recommendations to the Delegates and Members. (Constitution II/2a)
- Supervise the work of ICEC committees, as established by majority vote of the Delegates present at any regular or extraordinary meeting of the Council. (Constitution II/2b)
- Act in accord with resolutions and authorizations approved by a majority of the Delegates present at any regular or extraordinary meeting of the Council. (Constitution II/2c)
- Give account of its works by written reports presented at each regular meeting of the Council. (Constitution II/2d)
- Present at each regular meeting of the Council a report of all activities since the previous regular meeting. (Constitution II/2e)



- Encourage cooperation and promote the ICEC to existing as well as prospective members.
- Advance knowledge and promote best practices and research beneficial to member societies.

Chairman

- The Chairman shall be the presiding officer of the Council. (Constitution II/8a)
- The Chairman is the chief executive officer of the Council. He/She shall preside at all business meetings of the Council and shall be responsible for administering its affairs according to the policies and regulations established by the Council. (Bylaw IV/1)
- The Chairman shall call meetings of the Council as set forth in the constitution and by-laws.
- The Chairman shall establish an agenda and preside at the meeting of the full council during his/her term.
- In the interim between regular or extraordinary meetings of the Council, the Chairman and/or Secretary may request a vote of the Members on matters brought to their attention which they feel cannot await a decision at the next regular or extraordinary meeting including the approval of any major variations to the operating plans and budgets approved by the Council. (Bylaw II/4)
- Temporary ad hoc committees may be appointed and discharged at the discretion of the Council Chairman. (Bylaws VIII/5)
- The Chairman shall provide direction and leadership in setting long term goals and strategies consistent with the constitution, bylaws and member societies objectives.
- The Chairman approves the expenses of the Senior Vice Chairman.
- The Chairman directs the activities of the ICEC executive: Senior Vice Chairman, Administrative Vice Chairmen, Technical Vice Chairman, and Secretary/Treasurer.
- The Chairman appoints the Regional Directors, Accreditation Director and ad hoc committee chairs as required.
- The Chairman provides regular reports to the ICEC societies through the International Roundup.
- To the extent feasible, the Chairman shall attend all ICEC Region meetings. When this is not feasible, arrange for another member of the Executive to attend and represent the Chairman.
- The Chairman shall write at least one article or paper per year of relevance to ICEC. The article may be published by ICEC, member society or presented at an appropriate ICEC event.

Senior Vice Chairman

- The Senior Vice Chairman (Senior VC) will act for the Chairman whenever he/she is unable to perform his/her duties, and shall preside at all meetings of the Council in the absence of the Chairman. (Bylaws IV/2)
- The Senior VC will coordinate activities to stimulate formation of new cost management associations and serve as co-chairman of the Planning Committee. (Bylaws IV/2)
- The Senior VC shall administer the assets of ICEC according to approved policies and give account of the balance sheets at each regular meeting of the Council. At each regular Council meeting, the current Senior VC shall present an operating plan and corresponding budget, which must be approved by the Council. The incoming Senior VC shall arrange for the audit of the Council's accounts. (Bylaws IV/2)
- Although the Senior VC does not automatically succeed to the chairmanship it is desirable for him to prepare for this position.

