

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.



- The Senior VC will approve reimbursement of expenses of all members of the Executive except his own.
- The Senior VC shall write at least one article or paper per year of relevance to ICEC. The
 article can be published by ICEC, member society or presented at an appropriate ICEC
 event.

Administrative Vice Chairman

- The Administrative Vice Chairmen (Administrative VC) will chair or coordinate administrative committees as assigned by the Chairman and will serve as members of the Planning Committee. (Bylaws IV/3)
- One of the Administrative VC as named by the Chairman will act for the Senior Vice Chairman whenever he/she is unable to perform his/her duties. (Bylaws IV/3)
- The Administrative VC will be responsible for the ICEC activities in two or more Regions. The Chairman will assign regions to the Administrative VC.
- The Administrative VC will ensure Regional Directors attend and chair regional meetings. In the absence of the regional director the Administrative VC will chair the regional meeting and assume his/her responsibilities for that meeting.

Technical Vice Chairman

- The Technical Vice Chairman (Technical VC) will act for the Administrative VC whenever he/she is unable to perform his/her duties. (Bylaws IV/4)
- He/She will coordinate the various technical committees and will serve as a member of the Planning Committee. (Bylaws IV/4)
- The Technical VC shall supervise and promote the technical exchange of information within ICEC.
- The Technical VC shall support and promote the technical content of congresses, symposia and regional meetings. He/she shall attend ICEC sponsored meetings to further technical interchange.
- The Technical VC shall establish new initiatives of technical exchange between societies.
- The Technical VC shall supervise the activities of the Accreditation Director

Secretary-Treasurer

- The Secretary shall keep the Council minutes, a roll of Members and Delegates, and shall be responsible for all official correspondence of the Council. He/She shall also have charge of the dues and funds of the Council and shall disburse same upon authority of the Council. He/She shall report at all meetings of Council, or more often as requested. (Bylaws IV/6)
- An ICEC Newsletter will be assembled and issued at least twice a year and distributed by the ICEC Secretary. (Bylaws II/3)
- Annual dues shall be payable in advance on January 1 of each year, and the Secretary shall annually invoice each Member on or before such date. (Bylaws IX/3)
- The Secretary shall provide official notices of all ICEC meetings at least 90 days prior.
- The Secretary shall publish minutes of all ICEC meetings.
- The Secretary will request and tally all votes on ICEC business outside of the council meetings.
- The Secretary shall maintain the ICEC web site.



Regional Directors

- Regional Directors shall hold a meeting of all Delegates and Representatives from the Region not less frequently than annually. The officers of the Council are ex-officio members of such Regional meetings. (Bylaws VII/2a)
- The Regional Directors shall encourage and promote the holding of International Symposia, other objectives of ICEC and decisions of the Council within the Region. (Bylaws VII/2b)
- The Regional Directors shall keep the Chairman and Secretary of the Council informed of all Regional activities. (Bylaws VII/2c)
- The Regional Directors shall present at each regular meeting of the Council a report of all activities of the Region since the previous regular meeting. (Bylaws VII/2d)

Director, Certification and Accreditation

- The Director, Certification & Accreditation, shall administer the ICEC accreditation program.
- He/she shall establish criteria of the member society certification and continuing professional development programs as to academic achievement, job experience, examinations and other qualifications.
- He/she shall ensure notification is sent to members for renewal of accreditation.

Director, Standards

- The Director, Standards, shall administer the ICEC international standards program.
- He/she shall establish policies and procedures, as appropriate, for cooperative standards development (including adoption of existing standards) with ICEC Member societies and other organizations engaged in cost management activities.
- He/she shall establish procedures and criteria for peer review, publication, distribution, and control of standards and recommended practices

Past Chairman

- A Nominating Committee will be established under the direction of the immediate Past
 Chairman to recommend candidates for office. Membership on the Committee will consist
 of the immediate Past Chairman, the present Chairman, and optionally, other Past Chairmen
 or officers no longer a candidate for office. (Bylaws III/1)
- The immediate Past Chairman will chair the Nominating Committee and carry out special assignments as requested by the Chairman. (Bylaws IV/5)

ICEC UNOFFICIAL PROTOCALS

- Ensure participation by rotation or diversification.
- Ensure representation on the Executive from all regions.
- Ensure positions are not duplicated on Executive.
- Congress is roughly rotated by region.
- Chair is diversified by region.