



Rice Global E&C Forum

Rice University – Houston Texas
A Forum for Contractor Executive Management in Planning, Technology,
Marketing and Project Management



STRUCTURE DEFINITION

Approved 12-05-2008
Amended 4-6-2018

The **Forum Board of Directors** (BoD), under the leadership of the Chairperson, formulates policy, guides and directs, through the oversight of the Executive Committee, the operation of the Forum toward improving support of the Forum's goals and objectives. BoD Membership consists of a representative from each fully paid up Contractor and Associate Member Company, Rice University Liaison Director, the Founding Director Ahmad Durrani and Founding Member Ryuzo "Ricky" Nagaoka, Legacy Founding Leaders (Paul Allen inactive), J.P. Cheviere, Stan Cone, Michael Hyland, and Martin Van Sickels) and those considered by the BoD based on merit. The Executive Director serves as an ad-hoc, non-voting member of the BoD.

- Each Contractor Member Company representative, the Founding Director, the Rice University Liaison Director and the Legacy Founding Leaders have one vote each.
- Associate Member Company representatives have no voting rights at BoD meetings unless they are also Legacy Founding Leaders.
- Only in cases of votes to modify the Bylaws or Forum Structure or to expend money should we go to the Full Contractor members for a vote.
- All members of the BoD, both voting and non-voting, have full advisory rights during all discussions and are expected to contribute toward guiding the forum.
- Contractor and Associate Member Company representatives and Legacy Founding Leaders will serve on a committee.
- Legacy Founding Leaders serve at the discretion of the BoD.

The **Executive Committee**, which is responsible for the day-to-day operation of the Forum, advises and guides the Board of Directors and its Chairperson in the activities of the Forum with particular emphasis on program and policy matters. Executive Committee members will also serve as chairpersons for subcommittees reporting to the Executive Committee. Membership consists of the Executive Director, Founding Director and the Forum Committees Chairpersons.

- Associate Member Company representatives can sit on the Executive Committee and have voting rights on that committee.



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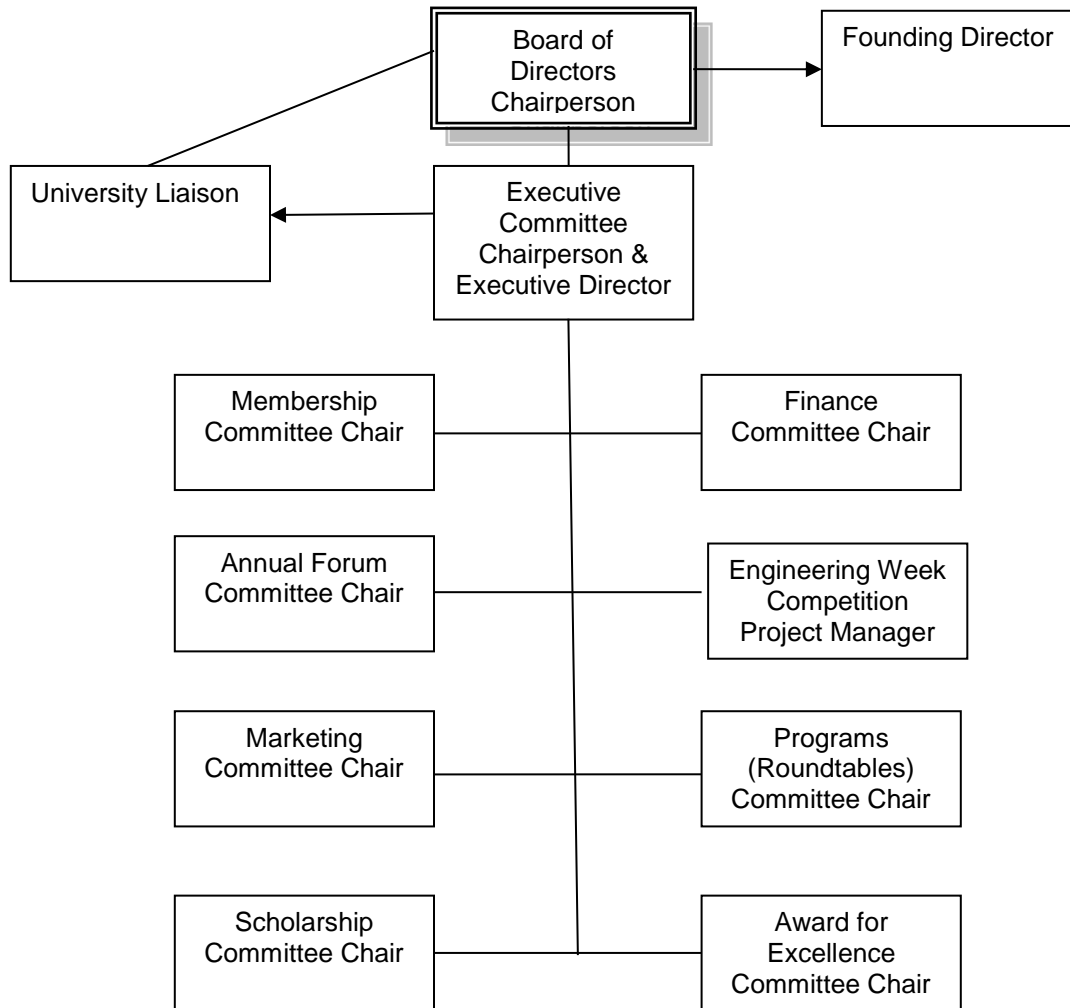


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Forum Structure Overview

The Forum is structured as shown in the following diagram:





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Roles and Responsibilities

Forum Board of Directors Chairperson

Responsibilities

- Overall responsibility for operation of the Forum consistent with its established goals and objectives.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee prior to the budget being finalized for the forthcoming year.
- Manage all Forum business through the Executive Committee.
- Call Board of Director (BoD) Meetings.
- Preside over Forum and BoD Meetings.
- Act as liaison with associate bodies.
- Report to Officers on any specific items of importance developed through correspondence and communication with associate bodies.
- Provide Executive Director with all appropriate information for the master files, programs, etc.
- Appoint members to fill vacant Forum Officer Positions with approval of the BoD.
- Prepare reports on membership, finance, programs, etc. to be submitted to membership as required.
- Retain records of all correspondence and communication with Rice University.
- Serve as member of Scholarship Committee
- Approve payment of invoices from Executive Director.

Founding Director - Advisor

Responsibilities

- Carry forward the traditions of the Forum and provide continuity of the office of Chairperson.
- Serve on the BoD as advisor.
- Serve on the Executive Committee as advisor.

Executive Director (Executive Committee Chair)

Responsibilities

- Chair the Executive Committee (ExCom).
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee Chair prior to the budget being finalized for the forthcoming year.
- Manage all administration activities for the Forum.
- Provide draft Agenda for BoD Meetings for comment and approval to Board of Director Chairperson.
- Prepare Agenda for all ExCom meetings.



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- Review and approve BoD and ExCom meeting notes prepared by Service Provider.
 - Serve as member of Scholarship Committee.
 - Work with Forum Services Provider to keep the membership directory updated.
 - Work with Scholarship Committee Chairperson, develop applicant evaluation criteria form for use by Scholarship Committee members for evaluation of applicants. Prepare consolidated evaluations for use by Scholarship Committee to make award decisions.
 - Work with Forum Services Provider to notify Forum membership of each Roundtable Meeting not less than ten (10) days before each meeting.
 - Work with Forum Services Provider to manage all Forum web related activities and issues to maintain business and administration excellence, including the use of Web-related communication.
 - Approve payment of invoices to Forum.

University Liaison Director

Responsibilities

- Provide budget input, income and expense, for the area of responsibility to the Finance Committee Chair prior to the budget being finalized for the forthcoming year.
- Communicate between the Forum and Rice University on mutually related issues.
- Coordinate Forum activities through Rice University media channels
 - Event Calendar
 - Rice publications
- Solicit speakers from Rice for Roundtable and Forum venues.
- Interface between other universities interested in Forum involvement.
- Chair Scholarship Committee.
- Serve on BoD.

Finance Committee Chair

Responsibilities

- Chair Finance Committee.
- Work with Service Provider to develop and provide to the Board of Directors and the Executive Committee monthly an up-to-date financial status report.
- Coordinate all budget input, income and expense, for all areas of the Forum and its activities at the prior to the budget being finalized for the forthcoming year.
- Monitor all Forum funds, including proper deposit of receipts and disbursement of expenses.
- Solicitation and receipt of income from outside sources as directed by the BoD.
- Work with Service Provider to prepare an annual financial report at the end of each calendar year for audit. A summary of this report will be distributed to the current Forum membership.
- Turn over records to his/her successor.
- Serve as member of Scholarship Committee.



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- Serve on the ExCom.

Forum (Annual) Committee Chair

Responsibilities

- Chair Annual Forum Committee.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the prior to the budget being finalized for the forthcoming year.
- Work with Annual Forum Committee members, develop Annual theme and Forum speaker agenda for review and approval by BoD.
- Work with Annual Forum Committee members and other member representatives to solicit speakers for each annual Forum.
- Work with Service Provider, manage selection of Annual Forum location and all facilities.
- Serve on the ExCom.

Programs (Roundtable) Committee Chair

Responsibilities

- Chair Program Committee.
- Manage all Program activities including monthly Roundtable meetings by:
 - Planning, scheduling, and implementing each Forum meeting/program event.
 - Maintaining a file on speakers and programs presented at Forum Meetings.
 - Recommending annual calendar of events for Roundtable Meetings to the BoD for approval.
 - Hosting the program presenter(s) and present any honorarium.
 - Coordinating with the Executive Director and Forum Service Provider regarding meeting facilities.
 - Interfacing with other Conferences and Symposiums.
 - Representing the Forum in coordinating with the chairperson of Annual Forum Committee.
- Serve on the ExCom.

Marketing Committee Chair

Responsibilities

- Chair Marketing Committee.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the prior to the budget being finalized for the forthcoming year.
- Direct the publishing and distribution of all Forum publications.
- Publish Newsletters, Program and Event Flyers and New Member publications as directed by the BoD.



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- Manage the public-facing communications of all committees to ensure compliance with Forum branding, logo and image standards.
 - Direct all publicity matters as they relate to promotional activities for the Forum.
 - Establish and maintain liaison with other professional societies and trade associations. Prior to entering any liaison, a written description must be submitted to the ExCom or the BoD for approval outlining (1) what is the basis for the liaison, (2) what the Forum hopes to gain from the relationship, and (3) what both entities agree to exchange, share or do for each.
 - Prepare Forum publicity with local daily and technical press.
 - Communicate with local universities to promote the Forum and to develop a network for related development activities.
 - Manage and implement Forum's Marketing Plan
 - Serve on the ExCom.

Membership Committee Chair

Responsibilities

- Chair Membership Committee.
- Solicit new sponsors and members to the Forum.
- Direct and promote the Membership Program.
- Manage all Membership activities.
- Direct Membership, Business and Industry Coordination.
- Provide updates for mailing list of current Forum members to the Executive Director and Service Provider for use in distributing notification of Forum activities.
- Prepare reports related to sponsorship and membership activities at times and occasions specified by the BoD.
- Manage all International links and opportunities.
- Serve on the ExCom.

Scholarship Committee

- Committee membership will be chaired by University Liaison Director with the additional committee members being the Chairperson of the Board of Directors, Finance Committee Chair, the Executive Director and other representatives of the Forum.
- Scholarship funding will be determined on an annual basis by the BoD.

Responsibilities

- Chair will recommend program for each calendar year for approval by BoD.
- Selection process will be developed by the Scholarship Committee.
- Selection of award recipients will be done by the Scholarship Committee.



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Strategic Projects Committee Chair (when needed)

Responsibilities

- Chair Strategic Projects Committee
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the prior to the budget being finalized for the forthcoming year.
- Manage all Strategic Project activities.
- React to the BoD's needs in terms of setting up task forces to study and or implement new projects.

Election Committee

Consists of:

- Current Forum BoD Chairperson
- Executive Director
- Membership Committee Chairperson
- Another Committee Chairpersons

Responsibilities

Led by the Current Forum BoD Chairperson, the Committee will nominate a new Forum Chairperson to serve a two-year period. Nominations should be approved by the BoD and announced at the Annual Forum.

New Chairpersons will take office on the 1st of January following BoD approval and announcement.