

## **The Alliance of Construction Trades**



General Responsibilities and Guidelines

2009 - 2010

**ACT Annual Trade Show and SAHBA Home Shows**

**Committee Chair: Maggie Mozingo**

**Our Purpose:** To assist The Alliance of Construction Trades in the promotion of ACT and its member businesses throughout the community.

## **Introduction**

Thank you for volunteering to be a member of a Committee in the Alliance of Construction Trades Ambassador Club.

The Alliance of Construction Trades is headquartered in Tucson and serves the sub-contractor community throughout Southern Arizona. This committee is here to assist ACT in the acquisition and retention of members and to promote ACT and its member businesses throughout the community.

The success of the committee for both ACT and for you and your business depends on your commitment and contributions of time and ideas. Please review our committee's general responsibilities and guidelines and if you have any questions please contact our committee chairs.

This document is intended to give you an overview of the general committee purpose and practices. Additions and revisions are ongoing and welcome. Recommendations for revisions, additions, deletions, or new ideas or programs may be brought to the attention of our committee chairs that will place them on the agenda for consideration and discussion at the next regular committee meeting.

## **Organization**

**Our Purpose:** To assist The Alliance of Construction Trades in the acquisition and retention of members and to promote ACT and its member businesses throughout the community.

The Trade Show committee expands the framework already in place to help provide members of the community the opportunity to learn about the programs and services available to them by ACT members.

## **Monthly Committee Meeting**

The meetings will be held in the ACT Board Room. Meeting dates and times will be established by the committee and coordinated with ACT staff to ensure room and staff availability.

An advance meeting agenda will be e-mailed to committee members prior to the meeting day. Please let your committee chairperson know of any agenda items you would like to discuss so they can be included on the agenda. This also helps the chairperson plan for the time required to discuss each item.

Quorums are not required at the monthly meeting but we do need your input and ideas and want to encourage your active participation, it is very much appreciated.

Minutes will be prepared for all committee meetings and will be presented at the quarterly Ambassador meeting.

## **Committee Members**

This committee is open to any Ambassador member in good standing. There is no official term of service, you may renew your commitment annually and is based on your interest and ability to participate.

The Chairperson serves as the chief administrator of the committee, presides at meetings, and will recruit a co-chair and secretary.

An ACT staff person will also be available at meetings and serve as a resource.

## **Membership**

Any ACT member in good standing and has an interest in the purpose of the committee may join the committee.

Any member can resign from the committee at any time, please notify the committee chair.

## **Committee Recommendations**

We are here to support and serve the Alliance of Construction Trades and at the same time we have the opportunity to promote our own businesses. We do need to serve in a manner that promotes the interests of ACT first.

This requires that we exercise judgment for our personal agendas and understand that they may sometimes differ from policies and programs adopted by ACT.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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