



# AGC BOARD OF DIRECTORS RESPONSIBILITIES & EXPECTATIONS



# BRIAN MIDYETT

AGC OF ALASKA PRESIDENT





# TOPICS

---

Board Responsibilities

---

Mission & Goals

---

Tools

---

Chapter Handbook

---

Board of Directors

---

Executive Board

---

Board Nomination Committee

---

Board – Staff Relationship

---

Governance vs. Membership

---

Board Meetings

---

Expectations of Board Members

---

Committees

---

Political Action Committee (PAC)

---

Recruitment

---

Supporting Organizations, Programs, etc. (ACIAP, CIPF, 49'ers)



# BOARD RESPONSIBILITIES

## Establish

Establish strategic plan and annual goals and objectives

## Determine

Determine association policy

## Allocate

Allocate resources through the budget

## Monitor

Monitor progress

## Promote

Promote the organization

## Oversee

Oversee the executive director

# MISSION STATEMENT



ADVOCATE    EDUCATE    PROMOTE

# STRATEGY



<b>ADVOCATE</b>	Advocate for the construction industry to the highest level
<b>EDUCATE</b>	Educate for development in our industry and advancement of our industry
<b>PROMOTE</b>	Promote the industry's skills, talents and integrity and construction's integral role in our community

# GOALS



## ADVOCACY

- Facilitate cooperative and collaborative relationships between members, contractors and related construction industry professionals
- Unite the construction industry to focus on balanced industry advancement
- Increase membership involvement and retention
- Foster and promote constructive legislation, regulation, and standards

## EDUCATION

- Promote continuous improvement in construction standards and ethical business practices
- Provide and facilitate a strong construction education program and foster entry into the construction industry
- Promote safe construction practices

## PROMOTION

- Promote a balanced education program regarding the construction industry to the public and other stakeholders
- Promote positive relationships with private industry, government agencies and political subdivisions requiring quality construction services.
- Connect industry capabilities with community needs

# TOOLS OF GOVERNANCE

CHAPTER HANDBOOK

BYLAWS

POLICIES & PROCEDURES





# CHAPTER HANDBOOK



## Contents include:

- Full Board of Directors
- National Governors
- Bylaws
- Policies & Procedures
- History, Past Presidents, Awards
- Committees
  - Committees' Mission
  - Committees' Members
- Construction Industry Progress Fund (CIPF)
- Alaska Construction Industry Advancement Program (ACIAP)
- Political Action Committee (PAC)
- Construction 49ers



# BOARD OF DIRECTORS

## AGC Bylaws -

### ARTICLE VIII - BOARD OF DIRECTORS

- Section 1. Authority. The Board of Directors shall have supervision, control and direction of the affairs of the Association; determine its policies or changes therein within the limits of the bylaws; actively prosecute its purposes; and have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.
- Section 2. Composition. The Board of Directors shall consist of: twenty four (24) elected and up to six (6) appointed Contractor members; six (6) elected and up to three (3) appointed Associate members, and one (1) appointed Construction Leadership Council member. After twelve (12) years of elective or appointed service on the Board of Directors, a Contractor or an Associate representative shall become a Life Director without further action.
- Section 5. Appointed Directors. (a) The President, with the advice and consent of the Executive Board, may appoint to the Board of Directors the following: six (6) Contractor members and three (3) Associate members. The term of any appointed board member shall not exceed one (1) year and shall expire at the following Annual meeting. (b) A Member of the Construction Leadership Council, with the advice and consent of the Construction Leadership Council may represent them on AGC's Board of Directors. The representative will sit on the Board of Directors and participate in discussions but they are not entitled to vote.
- Section 6. Life Director. A member who has served 12 years on the Board of Directors, in either an elected or appointed position, will assume the status of Life Director. Additionally, the Board of Directors may nominate and elect other individuals to the position of Life Director in recognition of their contributions to the construction industry and/or AGC of Alaska. Life Directors are encouraged to attend and participate in all meetings and are entitled to vote.

### ARTICLE IX - EXECUTIVE BOARD

- Section 2. Members. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, Contractor-at-Large Representative, and Associate Representative. National Directors will be ex officio members of the board and will have a voice but no vote.

### *Executive Director is non-voting*



# NATIONAL GOVERNORS

This Board of Governors is an advisory body that oversees AGC National Board of Directors and the Association as a whole. Special National Board of Governors member responsibilities include:

- Authority to make formal recommendations to the National Board of Directors
- Approves all appointments to the National Board of Directors
- Reviews the annual budget each year prior to its final approval by the National Board of Directors
- Provides an advisory vote on any proposals to amend the AGC of America Bylaws
- Facilitates communication between AGC of America and Chapters

## National Board of Governors

- Sam Robert Brice
- Robby Capps
- Dan Hall
- Meg Nordale

## Life National Governors

- Phil Anderson
- Jim Fergusson



# EXECUTIVE OFFICERS

Brian Midyett – *President*

Marcus Trivette – *Vice President*

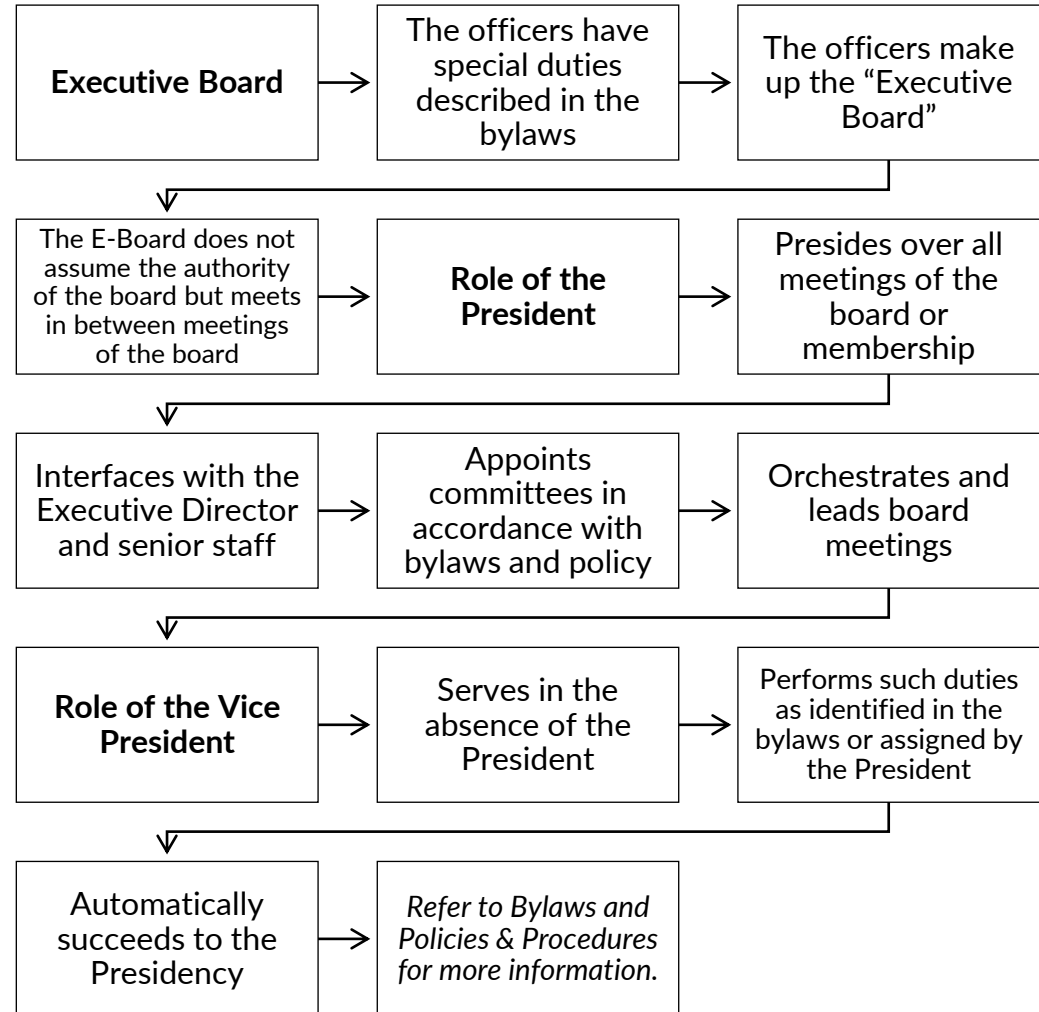
Saigen Harris – *Secretary*

Carrie Jokiel – *Treasurer*

Luke Blomfield – *Contractor at Large*

Dave Johnson – *Associate Member*

Sarah Lefebvre – *Immediate Past President*



# BOARD DEVELOPMENT COMMITTEE



CO-CHAIRS: LYNNE SEVILLE & CHRYS FLEMING

**AGC Policies & Procedures - Section 5 – Election of Contractor Directors by Division, Associate Directors, and Appointed Construction Leadership Council Representative.**

2 In preparing its list of nominees, the Nominating Committee will prepare separate lists for the purpose of creating and maintaining the required balance on the Board of:  
(a) Building Contractors, (b) Highway-Utility Contractors, (c) Heavy Industrial Contractors, and (d) Specialty Contractors.



Annually in August, solicitation for the Board Development Committee is sent to the previous year's committee and the full board of directors. The Board Development Committee meets once with the end goal to submit a comprehensive list of contractors to nominate and review/approve the Associate Nomination Ballot.



The committee considers how constructing a quality board is about the caliber and perspective of individual directors chosen as well as the deliberate creation of a dynamic board and a chemistry that allow for the effective execution of governance and strategic oversight, and whose service will be in the best interest of AGC.



Names of those interested in being on the committee or on the board should be submitted to AGC's Operations Manager.



# BOARD – STAFF RELATIONSHIPS



Two Partners, One Team



Board focuses on governance, direction and vision



Staff manages day-to-day operations within the context of the board's direction



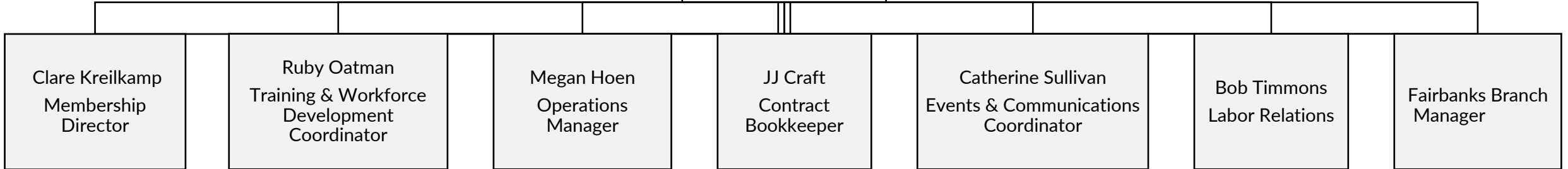
This partnership between board and staff allows the organization to achieve its goals, avoids micro-management of the staff and over-taxing of the volunteer leaders. Leaders govern; staff manages.

# AGC STAFF



Board of Directors

Alicia Amberg  
Executive Director



Clare Kreilkamp  
Membership Director

- Member Recruitment, Retention, & Support
  - AGC Website Management
  - AMS Database Management
  - Member Directory Information
  - Dues Invoicing / Payment Tracking
  - Membership Committee
  - Online Plans
  - Construction Leadership Council
  - Contractor Magazine Editorial Board
- [Clare@agcak.org](mailto:Clare@agcak.org)

Ruby Oatman  
Training & Workforce Development Coordinator

- WeBuildAlaska Campaign
  - Workforce Development/Outreach
  - AK-CESCL/CQM
  - UAA Student Chapter Liaison
  - UAF Student Chapter Liaison
  - Education, Training and Workforce Development Committee
  - Safety Committee
- [Ruby@agcak.org](mailto:Ruby@agcak.org)

Megan Hoen  
Operations Manager

- Room Rentals
  - Online Plans
  - PAC - Alternate
  - Building Maintenance
  - Special Projects
  - Technology
  - DOT Liaison
  - USACE Liaison
  - Social Media
  - Board Management
- [megan@agcak.org](mailto:megan@agcak.org)

JJ Craft  
Contract Bookkeeper

- Accounting Department
    - AGC
    - CIPF
    - ACIAP
    - PAC
  - HR to Staff
- [Accounting@agcak.org](mailto:Accounting@agcak.org)

Catherine Sullivan  
Events & Communications Coordinator

- Golf Tournament
  - Sporting Clay Shoot
  - Annual Conference
  - Spring Train Ride
  - Sponsorships
  - Newsletter
  - News To Use
  - Contractors & Camo Hockey Tournament
  - Safety Committee
  - Social Media
  - Other events
- [Catherine@agcak.org](mailto:Catherine@agcak.org)

Bob Timmons  
Labor Relations

- Labor Relations
  - Collective bargaining
  - Trustee Support
  - Union & Open Shop Contractor Support
- [bob@agcak.org](mailto:bob@agcak.org)

Fairbanks Branch Manager

- Open Position
- Fairbanks Golf
- Spring Agency Day
- UAF Chapter Liaison



# BOARD MEETINGS

- April 14th General Board Meeting – AGC Office Fairbanks (3 hours)
- November 10th General Board Meeting – Captain Cook Anchorage (3 hours)
- Meetings are typically in person without a call-in option
- Robert's Rules of Order guide board discussions. Directors should familiarize themselves with protocols of motions, speaking, authority, etc.
- Cell phones and digital distractions are off or on silent
- For additional events and meetings, refer to the Handbook's calendar of events or the consistently updated online event's calendar <https://members.agcak.org/eventcalendar>



# BOARD MEETINGS



## AGENDA

- Prepared with the input of President and staff, with consideration of current issues, member needs and pending business
- To add items to the agenda, provide the request to President and Executive Director in writing at least one month in advance (email is acceptable)

## MINUTES

- Minutes are a legal record of the meetings and must be approved at the subsequent meeting
- They are not a record of conversations, but rather of formal actions taken

## TRAVEL

- Plan your annual calendar with enough time to fulfill travel commitments. Your travel will benefit the organization by learning new skills, gaining new information, and communicating with peers, AGC members and potential members.



# BOARD MEMBER EXPECTATIONS



Attend all board meetings



Start and end meetings on time



Written reports and requested documents must be submitted in a timely manner



If information is lacking, ask critical questions in advance of meetings so everyone is fully prepared.



Study and understand the mission statement, chapter handbook, bylaws, and policies & procedures



Prepare for meetings by reviewing the agenda and supporting documents

# BOARD MEMBER EXPECTATIONS



- Stick to established agendas during board meetings
- Treat information and discussions as “confidential”
- Be respectful of people and ideas
- Promote our organization to others (*though you cannot speak for organization without authority*)
- Recruit future leaders to help govern the organization
- Stay current on issues and trends impacting the organization and the membership
- Readily communicate with staff for needed information and assistance
- Create community and loyalty with members-supporting-members
- Arrange sponsorship and educate your contractors, specialties, subs, vendors, etc. on sponsorship

# 2023 AT A GLANCE



- Contractors & Camo Tournament in Anchorage – January 7<sup>th</sup>, 10:00 am
- AGC/CIPF Construction Spending Forecast Breakfast in Anchorage – February 2<sup>nd</sup>, 8:00 am
- AGC/CIPF Construction Spending Forecast Breakfast in Fairbanks – February 3<sup>rd</sup>, 8:00 am
- 25<sup>th</sup> Annual AGC Bowl-a-Thon in Fairbanks – February 4<sup>th</sup>, 2:00 pm
- CLC + UAF Construction Management Club Speed Interviewing – February 21<sup>st</sup>, 5:00 pm – 7:00 pm
- Executive Board Meeting, AGC Office, Anchorage - March 1<sup>st</sup>, 2:00 pm - 5:00 pm
- CLC + UAA Construction Management Club Speed Interviewing – March 2<sup>nd</sup>, 5:00 pm - 7:00 pm
- AGC Annual Legislative Fly in Juneau – March 7<sup>th</sup> & 8<sup>th</sup>, 8:00 am
- AGC of America Convention in Las Vegas – March 13<sup>th</sup> - 16<sup>th</sup>
- Spring Agency Day/Full Board of Directors & Membership Meeting in Fairbanks - April 13<sup>th</sup> -14<sup>th</sup>
- AGC 36th Annual Anchorage Golf Tournament at Moose Run Golf Course - June 16<sup>th</sup>
- Executive Board Meeting, AGC Office, Fairbanks – July 20<sup>th</sup>, 2:00 pm – 5:00 pm
- Fairbanks Golf Scramble at Chena Bend Golf Course - July 21<sup>st</sup>
- Executive Board Meeting, AGC Office, Anchorage – October 11<sup>th</sup>, 2:00 pm - 5:00 pm
- Chili Cookoff, AGC Office, Anchorage - October 11<sup>th</sup>, 5:00 pm - 7:00 pm
- AGC Annual Conference at the Hotel Captain Cook - November 8<sup>th</sup> - 11<sup>th</sup>
- AGC Full Board & Membership Meeting in Anchorage – November 10<sup>th</sup>, 1:45 pm – 4:30 pm
- Executive Board Meeting, AGC Office, Anchorage – December 13<sup>th</sup>, 2:00 pm – 5:00 pm
- AGC Member Holiday Party, AGC Office, Anchorage – December 13<sup>th</sup>, 5:00 pm – 7:00 pm
- AGC Member Holiday Party, AGC Office, Fairbanks – December 14<sup>th</sup>, 5:00 pm – 7:00 pm
- Clay Shoot - TBD



# COMMITTEES

## BOARD MEMBERS

- Should volunteer for at least one committee
- Set the example for timely reports, follow-through and accountability
- Identify potential leaders
- Determine which programs are most consistent with an organization's mission, and to monitor their effectiveness

## COMMITTEES

- Provide opportunities to engage with members
- Help the board get work done
- Serve the interests of subgroups of members
- Can produce work products and member benefits
- Must be aware of risk avoidance; keep minutes.
- Aligned with strategic goals and strategies



# AGC COMMITTEES

- Anchorage Golf Committee
- Associates Council
- CLC Steering Committee
- Conference Committee
- Dinner Dance Committee
- DOT Steering Committee Meeting
- Editorial Board
- Education, Training, Workforce Development
- External Relations Committee
- Fairbanks Bowling Subcommittee
- Fairbanks Golf Subcommittee
- Fairbanks Task Force
- Internal Affairs Committee
- Legislative Committee
- Membership Committee
- Political Action Committee (PAC)
- Regulatory Committee
- Safety Subcommittee
- Speakers Subcommittee
- Sporting Clays Committee
- Technology Committee
- USACE Steering Committee
- Vendor Room Task Force



# RECRUITMENT



A responsibility of board members is to identify future members and leaders

Don't forget to "ASK" prospective members and leaders to join our efforts

The Membership and Nomination Committees play a key role, but so does every board member

Committees may be a source of future leaders



# COMMUNICATIONS

Weekly news to use and  
monthly newsletter

Add your team to mailing list, share within  
your company

Alaska contractor  
magazine

Friday Five from your  
Executive Director

AGC of America  
Contractor Magazine

AGC of America Profile  
and Resources

Social Media Engagement

(Like & Share)







# POLITICAL ACTION COMMITTEE



## **PAC Bylaws – Article Four – Purposes and Powers**

*Functions to further the interests of the construction industry in Alaska by providing individuals with the opportunity to contribute to the support of worthy candidates for Alaska elective offices who have demonstrated a commitment to the well-being of the construction industry, and to influence any other legislative action which might affect the Alaska construction industry.*

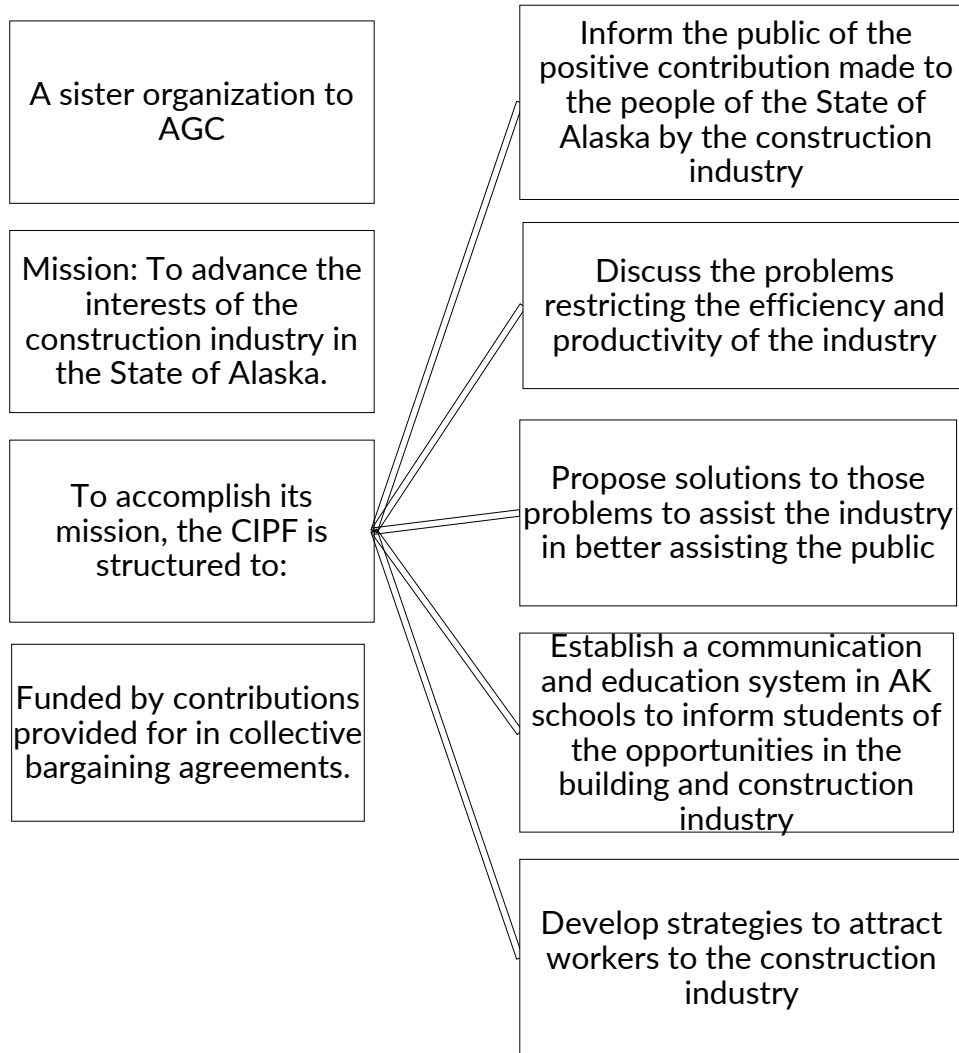


## **Board members are expected to take a lead in being significant contributors**



**Members of the board are also relied on to help raise funds by personally selling PAC tickets, encouraging the sale of tickets, and/or contributing to the PAC**

# CONSTRUCTION INDUSTRY PROGRESS FUND



[www.WeBuildAlaska.com](http://www.WeBuildAlaska.com)

[WeBuildAlaska/Facebook](https://www.facebook.com/WeBuildAlaska/)

#WeBuildAlaska

# ALASKA CONSTRUCTION INDUSTRY ADVANCEMENT PROGRAM (ACIAP)



---

Initially set up during pipeline negotiations

---

The ACIAP is overseen by a board of trustees which makes grants for the advancement of the construction industry

---

Trustees: Mike Swalling, Bert Bell, Robby Capps, Pat Reilly, Phil Anderson, Dave Cruz, and Dana Pruhs

---

The trustees meet annually in June to review grant requests

# CONSTRUCTION 49ers



Leaders in the construction industry that choose to be proactive in promoting the interests of the industry

Are companies and individuals that are concerned about the long-term infrastructure needs of Alaska and the ability of the State and the construction industry to address those needs

Members provide a corporate or personal checks to fund initiatives and lobbying efforts

Funds cannot go to political candidates

# THANK YOU!

---

- The board is the caretaker of the organization
- The board speaks as a whole; No board member should have more input or authority than others
- Use business sense; be respectful
- Realize you “represent” the organization
- Always ask questions as they arise (due diligence)
- Thank you for serving on the board!



*The mission of AGC of Alaska is to advocate for our members and the Alaskan construction industry; to provide educational opportunities for our members; and to make the public aware of our members' skills, responsibility, and integrity.*