

## Committee Organization and Responsibilities

SEAoO volunteers are crucial to the fulfillment of our mission: to inform the public about structural engineering and to promote excellence in our profession. By providing support, guidance and leadership to the organization, our volunteers are able to benefit not only Ohio structural engineers and the public in general, but also their own careers. By working in groups with common goals, our committees have made SEAoO one of the premier organizations for structural engineers in all of the United States.

If you have the drive and desire to make a difference in our profession; if you are willing to contribute your time and efforts; you could make significant contributions toward our goals. The skills and knowledge you have acquired through education, employment, or other activities can be key components to our efforts. If this intrigues you, please volunteer to assist and contribute in one or more of our committees.

Our committees coordinate the members' work to accomplish common objectives. Through collaboration, communication, creativity, and ultimately, execution, SEAoO committees achieve results for our members and our organization.

Committee organization generally parallels that of NCSEA, to which SEAoO is a member. SEAoO committees are as follows:

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- Basic Education Committee Page 4
- Communications Committee<sup>1</sup> Page 5
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- Election Committee<sup>1</sup> Page 7
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<sup>1</sup> The SEAoO Code of Regulations establishes four committees: Annual Conference Committee, Communication Committee, Election Committee, and Membership Committee. Other committees are established or dissolved at the discretion of the Board of Directors

The goals and responsibilities of each committee are outlined in the remainder of this document. Please consider joining one or more of the committees. Each section includes an email address to contact the committee chair. We would be glad to respond to your inquiries.

### **Annual Conference Committee**

SEAO first held our conference in 2005 and it has offers high quality educational programs and social opportunities for camaraderie with students and structural engineers. Usually held on Thursday and Friday in the week following Labor Day week, the conference is one of our most significant events; other than membership dues it has the largest financial effect to the SEAO treasury.

This committee is responsible for all aspects of SEAO's two-day Annual Conference, from selecting the site, establishing the event schedule, to booking speakers. These responsibilities include:

- Engaging an event coordinator
- Selecting and booking the venue
- Selecting and arranging for speakers
- Finding and coordinating event sponsors
- Coordinate with the Basic Education Committee to plan the Student Awards Dinner (usually held the 1st night of the conference)
- Preparing and distributing promotional materials (conference flier, prizes, etc.)
- Preparing and distributing conference materials (books, bags, promotional materials, etc.)
- Updating the SEAO website regularly
- Prepare a budget for Board of Directors approval annually
- Provide monthly updates for the Board of Directors
- Publishing schedule of conference calls and coordination meetings
- Coordinating committee activities with other SEAO committees as required
- Various other items such as conference meals, snacks, and drinks

The committee is encouraged to hold conference calls at least monthly and to share the notes from each conference call with committee members and the Board of Directors. More frequent meetings will likely be needed as the conference date approaches.

This committee offers numerous opportunities for member involvement. For more information, contact the chair of the Annual Conference Committee at [Chair-Conference@SEAO.org](mailto:Chair-Conference@SEAO.org)

## Basic Education Committee

Current students are the engineers of the future; and a well-founded structural education is the first step towards becoming a competent structural engineer. The Basic Education Committee promotes the core curriculum that should be offered to, and required of, structural engineering students. Additionally, the committee works to support students through various activities.

One area of success for the committee has been helping to create student chapters. Currently six Ohio universities have SEAO student chapters: Ohio University, The Ohio State University, the University of Akron, the University of Cincinnati, the University of Dayton, and the University of Toledo. We also support the establishment of student chapters at other Ohio universities with civil/structural engineering programs.

This committee is responsible for the supporting students and strengthening their relationships with practicing engineers. This includes the following:

- Mentor student chapters
- Assist in establishing contacts with local firms and industry professionals
- Work with educational institutions to develop more student chapters.
- Educate youth about structural engineering.
- Administer SEAO's Education Award program and coordinate with the Annual Conference Committee regarding the awards dinner.
- Updating the SEAO website regularly
- Prepare a budget for Board of Directors approval annually
- Provide monthly updates for the Board of Directors
- Coordinating committee activities with other SEAO committees as required

The committee is encouraged to hold conference calls at least monthly and to share the notes from each conference call with committee members and the Board of Directors.

For anyone interested in the development of future structural engineers, this committee offers a great opportunity to contribute. For more information, contact the chair of the Basic Education Committee at [Chair-Educ@SEAO.org](mailto:Chair-Educ@SEAO.org).

## Communications Committee

Effective communication is vital to the success of an organization. The Communications Committee is tasked with releasing news and updates to SEAO members and the public in general. We use several mediums to communicate. The website, [www.seao.org](http://www.seao.org), is the primary repository for messages and information. The website has the latest SEAO news and information about the organization, regional events, the annual conference, member-only information such as job postings, and information for owners or architects. SEAO also makes use of: email newsletters to members and non-members; email meeting announcements and follow up surveys; and postings in social media (LinkedIn and Twitter)

This committee is responsible to adequately convey the latest information developed by the organizations and its committees. This includes the following:

- Assist other committees in updating the website with their information
- Regularly updating the SEAO website
  - “Jobmart”,
  - “For Owners & Architects”,
  - “History of SEAO”
  - “Board of Directors meeting minutes”
  - Checking for inactive links
  - Reviewing documents stored on the website
  - Other website information
- Compiling, writing articles, editing, and issuing the monthly email newsletter
- Assisting each region in issuing meeting announcements
- Prepare a budget for Board of Directors approval annually
- Providing monthly updates for the Board of Directors
- Posting regular updates the SEAO social media: LinkedIn, Twitter, or other

The committee is encouraged to hold monthly conference calls and to share the notes from each conference call with committee members and the Board of Directors.

For anyone interested in the reaching a broad audience and / or building communication skills, this committee is worthy of consideration. For more information, contact the chair of the Communication Committee at [Chair-Com@SEAO.org](mailto:Chair-Com@SEAO.org).

## Continuing Education Committee

Providing continuing education programs targeted at structural engineers is one way SEAO fulfills its mission to promote excellence. Each SEAO region is charged with conducting professional development programs; and each region is responsible for assembling a team to organize the programs. SEAO's Continuing Education Committee supports and coordinates the efforts of each region. The leaders from each region are automatically considered to be committee members.

Preferably, SEAO regional programs offer the membership a means to meet the majority of their professional development goals. The committee works to help each region offer the most effective programs that can be practically assembled and is responsible for the following:

- Coordinating the planning for each region
- Assisting region leaders in developing contacts and planning events
- Assisting region leaders in updating the website
- Promoting events for each regions
- Prepare a budget for Board of Directors approval annually
- Provide monthly updates for the Board of Directors
- Coordinating with other professional organizations such as AIA, ACI, ASCE, and ASCE-SEI.

The committee is encouraged to hold conference calls at least monthly and to share the notes from each conference call with committee members and the Board of Directors.

The Continuing Education Committee offers a wide range of volunteer opportunities, both at the regional level and at the state level. For more information, contact the committee chair or region leaders at the addresses below:

Continuing Education Committee Chair	<a href="mailto:chair-programs@seao.org">chair-programs@seao.org</a>
Cincinnati Region Leaders	<a href="mailto:cincinnati@seao.org">cincinnati@seao.org</a>
Cleveland Region Leaders	<a href="mailto:cleveland@seao.org">cleveland@seao.org</a>
Columbus Region Leaders	<a href="mailto:columbus@seao.org">columbus@seao.org</a>
Dayton Region Leaders	<a href="mailto:dayton@seao.org">dayton@seao.org</a>
Toledo Region Leaders	<a href="mailto:toledo@seao.org">toledo@seao.org</a>

## Election Committee

The Election Committee is responsible for conducting each SEAoO election. Its duties and membership are set forth in the Code of Regulations.

An Election Committee shall be appointed by the President and shall consist of the President and no less than one other Professional Member. The chairman of the Election Committee shall not be running for any office with SEAoO.

All elections shall be conducted by the Election Committee.

The Election Committee shall publish the nominations to the membership at least fifteen (15) calendar days before the opening of elections.

For those with an interest in supporting the Election Committee, contact the SEAoO President at [president@seao.org](mailto:president@seao.org).

## Membership Committee

Members are at the heart of the organization's purpose. The Membership Committee is charged with the stewardship of SEAoO members, which includes both attracting new members and retaining existing members. It develops and maintains a database of both past and current member data, tracks membership benefits, and responds to inquiries.

The committee is responsible for the following:

- Developing membership benefits programs for Board approval
- Tracking current and past member and student data and maintain the website member database
- Provide member roster updates to NCSEA as required
- Respond to membership related inquiries
- Conduct membership and renewal drives as appropriate
- Prepare a budget for Board of Directors approval annually
- Provide monthly updates for the Board of Directors

The committee is encouraged to hold conference calls at least monthly and to share the notes from each conference call with committee members and the Board of Directors.

The Membership Committee offers a wide range of volunteer opportunities, both at the regional level and at the state level. For more information, contact the committee chair at [chair-mem@seao.org](mailto:chair-mem@seao.org).

## Technical Committees

SEAO strives to achieve results related to the traditional technical aspects of the profession. To accomplish this goal, the following committees pertain to these aspects of SEAO's mission:

- Building Code Committee
- Licensure Committee

Each of these committees has a chair, membership and duties as discussed in the following sections. The committee chairs coordinate with a technical committee chair and who has the following responsibilities:

- Submitting technical committee budgets for Board of Directors approval
- Coordination and communication with technical committee chairs
- Provide monthly updates for the Board of Directors

The technical committee chairs are encouraged to hold meetings at least once per quarter and to include notes from these meetings in the update to the Board of Directors.

SEAO technical committees offer members the opportunity to delve deep into selected aspects of the professions. For more information or to volunteer, contact the technical committee chair at the email address indicated on the SEAO Committees web-page.

## Building Code Committee

The SEAO Building Code Committee is charged with monitoring and advocating building code modifications. As local building codes are generally adopted from national or international model codes, this committee serves to bridge the divide between code development and adoption. This committee is in place to help ensure that the interests of structural engineers are represented in the code development and modification process. When appropriate, the committee will advocate for or against proposed code changes.

This committee is also responsible for the following:

- Advise the Ohio Board of Building Standards during the adoption of a Model Building code and development of the Ohio Building Code
- Assist in the development and adoption of existing building provisions
- Monitoring code developments
- Monitoring proposed code modifications and making recommendations to the SEAO Board of Directors regarding the changes
- Prepare a budget for Board of Directors approval annually (and copying the technical committees chair on the communication)
- Reporting proposed code modifications
- Provide quarterly updates for the Board of Directors

The committee is encouraged to hold meetings at least once per quarter and to include notes from these meetings in the update to the technical committee chair and Board of Directors.

For engineers seeking to support the code development and implementation processes, contact the chair of the Building Code Committee at [Chair-bc@SEAO.org](mailto:Chair-bc@SEAO.org).

## Licensure Committee

SEAO supports the establishment of structural licensure in Ohio. The mission of the SEAO Licensure Committee is to work towards Ohio legislation that would provide for Structural Engineering licensure and would require a Structural Engineer perform design of significant structures.

Achieving the goal of structural licensure requires a coordinated effort to communicate, educate and persuade the stakeholders who would be affected by changes to the existing system of licensure.

The committee is responsible for the following:

- Educating the membership regarding licensure, both as it is currently implemented and the alternatives for consideration
- Advocating for structural licensure through communications and presentations
- Developing plans for the legislative efforts required to implement the committee goals
- Prepare a budget for Board of Directors approval annually (and copying the technical committees chair on the communication)
- Provide monthly updates for the Board of Directors

The committee is encouraged to hold conference calls as required and to share the notes from each conference call with committee members and the Board of Directors.

The Licensure Committee is a great match for volunteers who have an interest in the governance of the profession and its effect on the public welfare. For more information, contact the committee chair at [chair-lic@seao.org](mailto:chair-lic@seao.org)

## Young Members Committee

Recognizing that the motivations of younger engineers, and engineers in the early stages of their career, are different than those with more experience, the Young Members Committee works to engage these “younger” engineers and get them involved in SEAoO. The Committee organizes activities and works to provide a bridge for these members to move into leadership positions within SEAoO.

The committee is responsible for the following:

- Coordinating and conducting events to further the committee mission
- Coordinating with SEAoO Student Chapters to provide options for those transitioning from student to professional
- Coordinating with the Membership committee regarding members and prospective “young” members who could potentially benefit from
- Prepare a budget for Board of Directors approval annually
- Provide quarterly updates for the Board of Directors

The committee is encouraged to hold meetings at least once per quarter and to share the notes from each meeting with committee members and the Board of Directors.

The development of up and coming engineers is crucial to ensuring the profession’s growth, both in numbers and stature. If you have an interest in helping that development, please contact the committee chair at [chair-ymg@seao.org](mailto:chair-ymg@seao.org).

## Recognition Committee

The Recognition Committee is responsible for recognizing structural engineers for their outstanding service, commitment, and contribution to the profession and association.

The committee is responsible for the following:

- Prepare a budget for the Board of Directors approval annually
- Provide quarterly updates for the Board of Directors
- Update the website regularly
- Coordinate committee activities with other committees as required
- Administer “Engineer Recognition” program:
  - Committee shall call for nominations at the beginning of October (newsletter release) through the end of March
  - Committee shall review all nominees and submit its consensus recommendation to the Board of Directors for final vote and approval at the May Board of Directors meetings
  - Committee shall notify recipient(s) in May.
  - Committee shall coordinate with the Annual Conference Committee regarding the awards dinner

The committee is encouraged to hold meetings as required and to share the notes from each meeting with committee members and the Board of Directors. Frequency of meetings may increase as the call for nominations and nomination review dates approach.

For more information, or those with an interest in supporting the Recognition Committee, contact the committee chair at [chair-recognition@seao.org](mailto:chair-recognition@seao.org).

### Information and Technology Committee

The Information and Technology (IT) Committee's primary function is to ensure alignment of technology strategies with the organization's strategic goals and functions.

The committee is responsible for the following:

- Prepare a budget for the Board of Directors approval annually
- Provide quarterly updates for the Board of Directors
- Update the website regularly
- Coordinate committee activities with other committees as required
- Establish organizational technology standards and practices
- Oversee and recommend organizational technology initiatives:
  - Manage application / user setup and configuration
  - Provide ongoing user support services
  - Review existing and future software needs

The committee is encouraged to hold meetings as required and to share the notes from each meeting with committee members and the Board of Directors. More frequent meetings may be required at the discretion of the committee chair.

For more information, or those with an interest in supporting the IT Committee, contact the committee chair at [chair-IT@seao.org](mailto:chair-IT@seao.org).

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