

## IEC National Committee Member Position Description

### DESCRIPTION

- Committee Members play a vital role in advancing IEC's mission and strategic priorities.
- Committee Members contribute their time, industry knowledge, and perspective to support the committee's work and help shape the future of the electrical and systems contracting industry.

**REPORTS TO:** Committee Chair assigned staff liaison.

**TERM:** One-year term serving from January to December, renewable annually upon reappointment by the IEC President.

### TIME COMMITMENT

- Participate in monthly virtual committee meetings (usually 60 minutes; varies depending on committee goals and deliverables)
- Attend in-person committee meetings during IEC National events:
  - Business Summit
  - SPARK
- Work with the Committee Chair and fellow members to determine the appropriate time commitment for meeting preparation and participation, based on the committee's goals and deliverables.

### GOVERNANCE

The IEC Bylaws and Manual of Procedures govern all volunteer roles and take precedence over these guidelines. For more information, refer to these documents at [ieci.org/about/governance-docs](https://ieci.org/about/governance-docs).

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## KEY RESPONSIBILITIES

### Active Participation

- Attend all committee meetings, both virtual and in-person (communicate with the Committee Chair if unable to attend).
- Contribute subject matter expertise and share insights to support the committee's initiatives
- Collaborate respectfully and productively with fellow members, staff, and leadership
- Assist in the timely completion of committee goals and deliverables

### **Strategic Readiness**

- Understand and uphold [IEC's bylaws, policies](#), and procedures
- Be familiar with IEC's strategic pillars:
  - Apprenticeship & Education
  - Membership & Chapters
  - Workforce Development
  - Government Affairs
- Review meeting materials in advance and come prepared to engage in discussions
- Participate in year-end evaluations of committee progress, successes, and areas for improvement

## **BENEFITS OF SERVING**

**Leadership Development:** Strengthen your leadership, meeting facilitation, budget planning, and project management skills.

**Strategic Impact:** Play a key role in shaping the direction of the committee and contributing to IEC's overall mission.

**Professional Visibility:** Elevate your professional profile and credibility through visible leadership within a national association.

**Networking:** Build meaningful connections with IEC leaders, peers, and industry professionals.

For questions please contact [communications@ieci.org](mailto:communications@ieci.org).