

IEC National Committee Chair Position Description

PURPOSE

The IEC National Committee Chair provides volunteer leadership for the committee and guides its work in alignment with the committee's purpose and IEC's strategic direction.

The Chair partners with the assigned IEC staff liaison to establish priorities, lead productive discussion, engage committee members, and advance recommendations and deliverables.

Leadership Relationship: Works in partnership with the assigned Vice Chair and IEC staff liaison and engages the IEC President, National Board, and Board liaison as appropriate to the committee's purpose and authority.

Term: One calendar year, January through December. Chairs may serve consecutive terms with annual reappointment, subject to IEC's governing documents.

TIME COMMITMENT

Committee Chairs are expected to:

- Lead regularly scheduled virtual meetings, generally monthly and approximately 60 minutes.
- Lead applicable in-person committee meetings held in conjunction with IEC National events, including Business Summit and SPARK.
- Allow appropriate time for meeting preparation and follow-up with the staff liaison.
- Participate in Committee Chair, Board, or other leadership discussions when requested.

Time commitments may vary depending on the committee and its annual priorities.

KEY RESPONSIBILITIES

Committee Leadership

- Provide clear leadership and keep the committee focused on its purpose, priorities, and intended outcomes.
- Lead productive, organized meetings and ensure appropriate participation in committee discussions and decisions.
- Create an environment that encourages constructive input, different perspectives, and respectful collaboration.
- Address conflict, conflict of interest, lack of participation, or other issues that interfere with the committee's effectiveness.

- Help hold committee members accountable for agreed-upon assignments and commitments.

Strategic Alignment & Stewardship

- Understand the committee's purpose, authority, and relationship to IEC's broader strategic direction.
- Become familiar with IEC's organizational priorities, including:
 - Apprenticeship & Education
 - Membership & Chapters
 - Workforce Development
 - Government Affairs
- Ensure committee discussions remain appropriately focused on National priorities rather than the interests of an individual company, chapter, or region.
- Understand whether the committee has decision-making authority or serves in an advisory capacity and ensure recommendations are directed through the appropriate IEC governance process.
- Comply with applicable IEC policies regarding confidentiality, conflicts of interest, ethics, and volunteer conduct.

Partnership with IEC Staff

The Chair and staff liaison work together to provide effective leadership to the committee.

- Establish annual committee priorities and intended outcomes consistent with IEC's strategic direction.
- Develop focused meeting agendas and identify information needed for productive discussion.
- Keep committee work at the appropriate strategic or advisory level and avoid unnecessary operational detail.
- Translate committee input into clear recommendations, actions, or deliverables.
- Monitor progress and adjust priorities as needed.
- Maintain appropriate communication with committee members between meetings.

The Chair leads volunteer engagement and committee discussion; IEC staff provides organizational expertise, continuity, and operational leadership to help ensure committee priorities are actionable and effectively executed.

Board & Leadership Engagement

- Maintain appropriate communication with the Board liaison and IEC leadership.
- Communicate committee progress, recommendations, and matters requiring Board consideration as requested.

- Elevate issues that require broader organizational direction or decisions rather than attempting to resolve matters outside the committee's authority.

Planning & Resources

- Work with the staff liaison to identify resources needed to accomplish approved committee priorities.
- Provide input into budget needs associated with proposed committee initiatives.
- Recognize that budgets, staff resources, and implementation decisions remain subject to IEC's established planning, approval, and management processes.
- Evaluate committee progress and provide recommendations to support continuity and improvement for the following year.

GOVERNANCE

IEC's Bylaws, Manual of Procedures, applicable committee bylaws, and other governing policies govern volunteer service and take precedence over this position description.

Committee authority, structure, and responsibilities may vary. Chairs are responsible for understanding the governing requirements applicable to their committee.

Refer to IEC's Governance Documents for additional information at ieci.org/about/governance-docs.

BENEFITS OF SERVING

Strategic Impact: Help shape recommendations, programs, and priorities that advance IEC and the merit shop electrical contracting industry.

Leadership Development: Strengthen leadership, facilitation, strategic thinking, collaboration, and decision-making skills.

Industry Leadership: Gain broader exposure to issues and opportunities affecting contractors and the electrical industry.

Connections: Build relationships with IEC leaders, contractors, chapter leaders, and industry professionals from across the country.

National Engagement: Play a visible leadership role in advancing IEC's mission and priorities.

Travel Support: Committee Chairs receive complimentary hotel accommodations (room and tax only) for eligible IEC National events, in accordance with the IEC Reimbursement Policy:

- Business Summit: 2 nights
- Policy Conference: 1 night
- SPARK: 2 nights

All travel support, accommodations, and reimbursement requirements are subject to the current IEC Reimbursement Policy.

For questions please contact communications@ieci.org.