

IEC National Committee Member Position Description

PURPOSE

IEC National Committee Members play an important role in advancing IEC's mission, strategic priorities, programs, and services.

Members contribute their industry knowledge, experience, and perspective to help the committee evaluate opportunities, develop recommendations, and advance work that benefits IEC members and the electrical and systems contracting industry.

Committee Leadership: Committee Chair and Vice Chair supported by the assigned IEC staff liaison.

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

TIME COMMITMENT

Committee Members are expected to:

- Participate in regularly scheduled virtual meetings, generally monthly and approximately 60 minutes.
- Participate in applicable in-person committee meetings held in conjunction with IEC National events, including Business Summit and SPARK.
- Allow appropriate time between meetings to review materials, provide input, and contribute to committee assignments and deliverables.

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

KEY RESPONSIBILITIES

Active Participation

- Attend and actively participate in committee meetings. Communicate with the Committee Chair, Vice Chair, or staff liaison when unable to attend.
- Review materials in advance and come prepared to contribute.
- Provide subject-matter expertise, contractor/member perspective, and constructive input.
- Participate in committee discussions, recommendations, and decisions as appropriate.
- Contribute to assignments, workgroups, or deliverables between meetings when needed.

- Work respectfully and productively with fellow volunteers, IEC staff, and leadership.
- Support agreed-upon committee priorities and timely completion of deliverables.

Strategic Alignment & Stewardship

- Understand the committee's purpose, annual priorities, and relationship to IEC's broader strategic direction.
- Become familiar with IEC's organizational priorities, including:
 - Apprenticeship & Education
 - Membership & Chapters
 - Workforce Development
 - Government Affairs
- Consider the interests of IEC and its broader membership when contributing to committee discussions - not solely the interests of an individual company, chapter, or region.
- Maintain confidentiality when committee discussions or materials are designated confidential.
- Disclose potential conflicts of interest and comply with applicable IEC policies and volunteer agreements.
- Participate in evaluating committee progress and identifying opportunities for improvement.

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 varies by committee. Members should understand whether their committee has decision-making authority or serves in an advisory capacity by making recommendations to IEC leadership or the Board.

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

BENEFITS FOR SERVING

Strategic Impact: Contribute your expertise and perspective to work that advances IEC and the merit shop electrical contracting industry.

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

Professional Development: Strengthen collaboration, strategic thinking, problem-solving, and volunteer leadership skills.

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

National Engagement: Become more involved in IEC and help shape programs, services, and priorities that support members and chapters.

For questions please contact communications@ieci.org.