

# ABC National Committees Volunteer Orientation

*presented by:*

*David Chapin, Chairman*

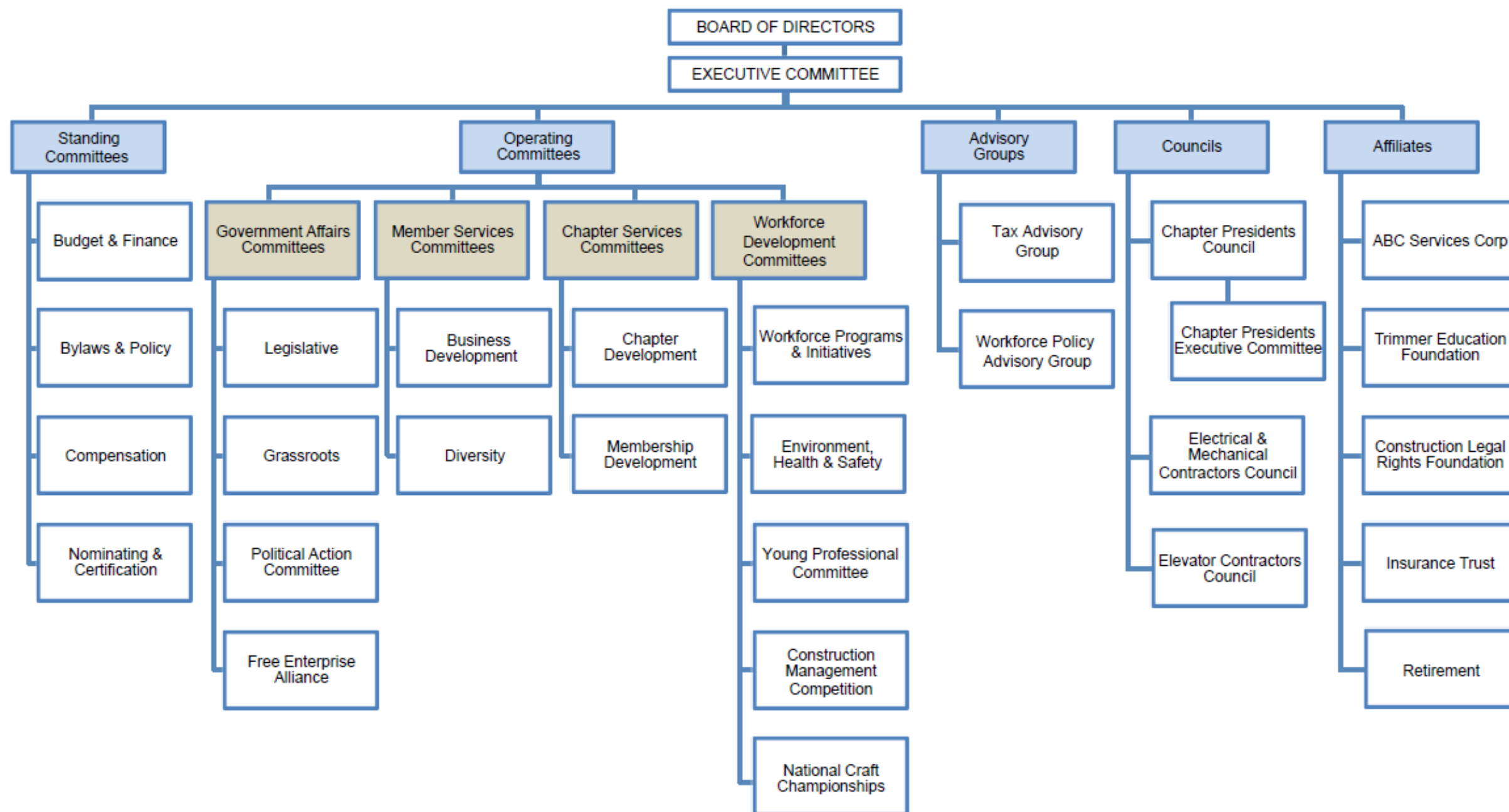
*Mike Bellaman, President & CEO*



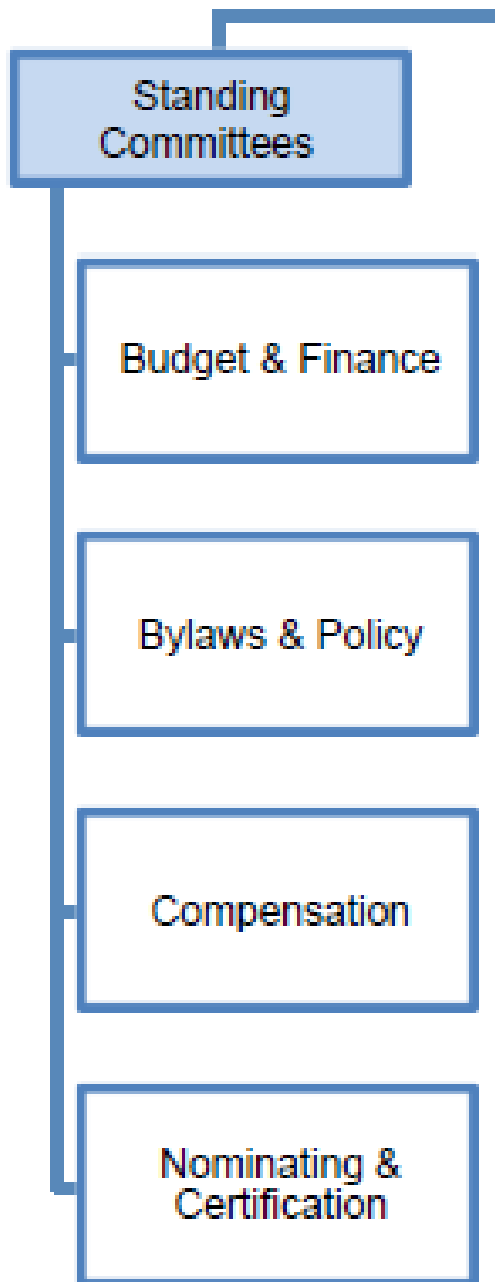
# Agenda

- I. Committees Overview
- II. ABC National Strategic Plan
- III. Job Descriptions
- IV. Bylaws and Policies
- V. Tips and Resources
- VI. Q & A

# ABC National Committee Structure



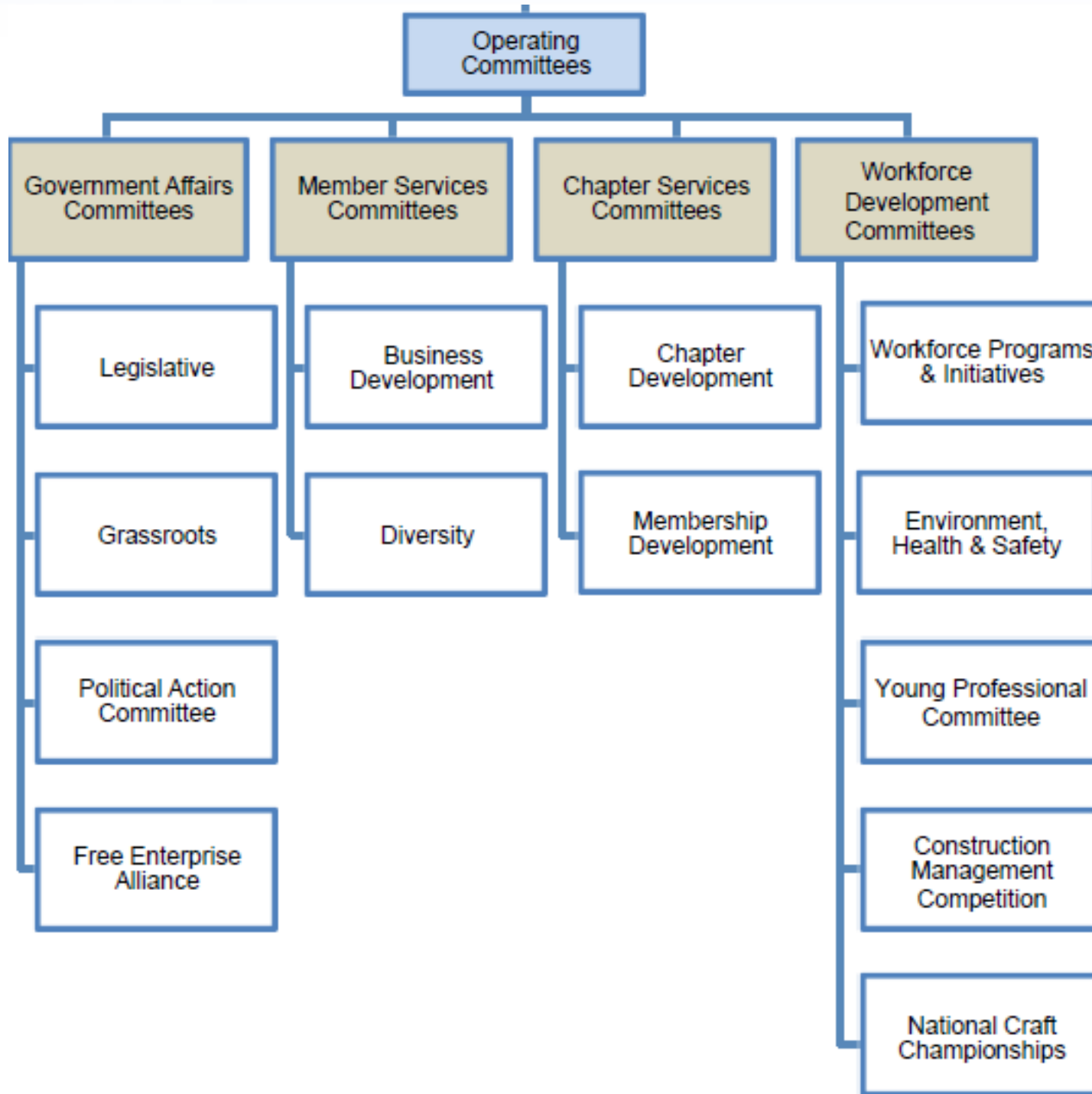
# Overview of Committees



## Standing Committees:

- **Pertain to core functions of ABC National**
- **Required by Association bylaws**

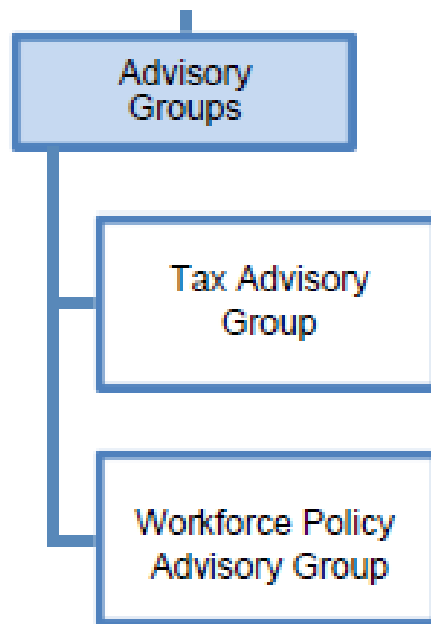
# Overview of Committees



## Operating Committees:

- Cover areas such as
  - Government Affairs
  - Member services
  - Chapter Services
  - Workforce Development

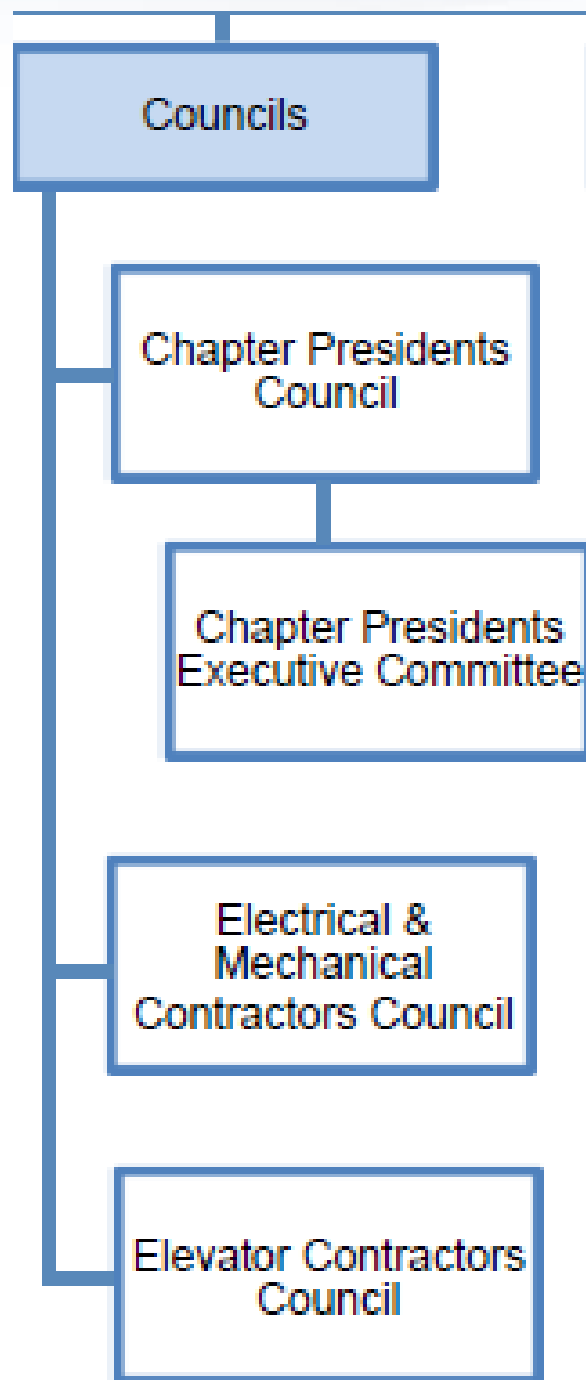
# Overview of Committees



## Advisory Groups:

- Provide research and guidance on subject-specific matters

# Overview of Committees



## Councils:

- **Trade Councils:**

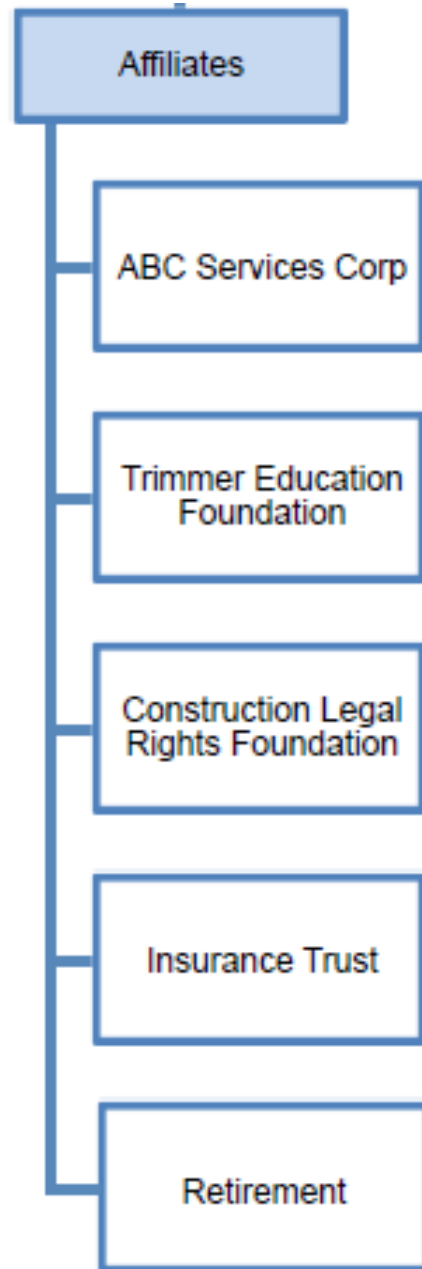
- Assist ABC members working in special trade interests by promoting problem-solving mechanisms
- Serve industry sectors through the development of services and programs designed to meet the needs of contractors in specific fields

- **Chapter Presidents Council:**

- Equips, enhances and encourages professional development of each member
- Represents the chapters' needs to the National Association
- Promotes the vital role that presidents play in collectively advocating and articulating merit shop construction's values internally and externally



# Overview of Committees

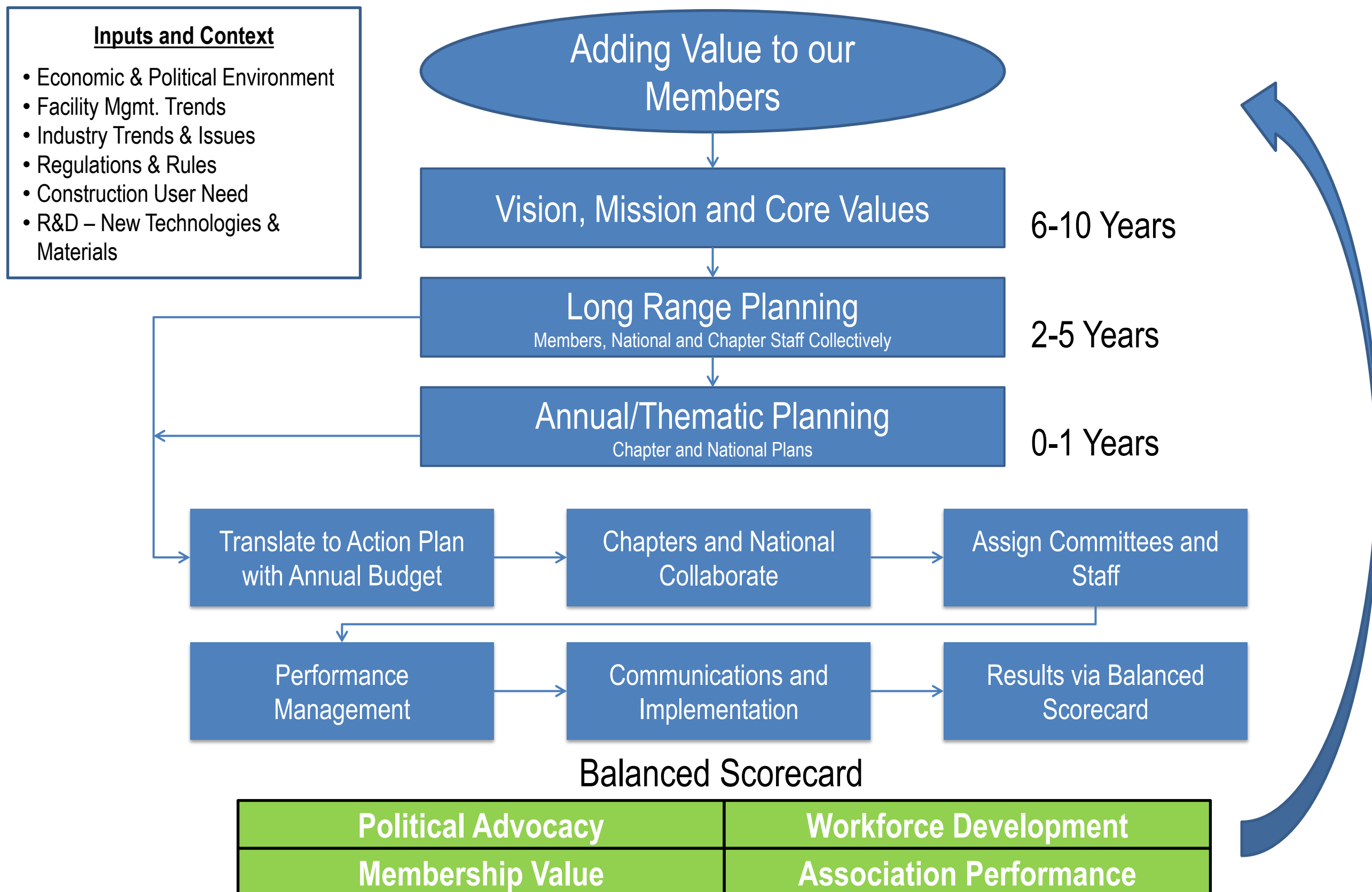


## Affiliates:

- Separate legal entities
- Affiliation may be established with independent groups at the discretion of the Board of Directors



# ABC Strategic Planning Framework



# Value Proposition

## Mission:

ABC will continually strive to be the leading voice promoting free enterprise within the construction industry. ABC will promote and defend the merit shop philosophy. This philosophy encourages open competition and a free-enterprise approach to construction based solely on merit, regardless of labor affiliation.

## Value Proposition:

Based on the Merit Shop Philosophy, we help Members develop people, win work and deliver work Safely, Ethically, and Profitably for the betterment of the communities in which they work.



# 2016-2021 Strategic Goals

- 1. Association** – Be an organization of high trust, high collaboration and effective communication to deliver Value to our Members
- 2. Health, Safety, Wellness & Environment** – Establish ABC's Members as the “world class” standard for health, safety, wellness and environment in the construction industry
- 3. Political Advocacy** – Increase the political influence of ABC to advance the Merit Shop philosophy and Free Enterprise
- 4. Workforce** – Be the leading force in the construction industry for Workforce Development and Training
- 5. Membership Growth** – To continuously grow and deliver value to a diverse and committed membership.
- 6. Information Technology** – Utilize quality data to be an effective and efficient fact based decision making organization



# Strategic Goal # 1

Be an Association of high trust, high collaboration and effective communication to deliver Value to our Members

Committees: Chapter Development, Chapter Presidents Council, Chapter Presidents Executive Committee

	Success Criteria	Year	2016 Objective
1	Have established, clear, positive communications within the organization	2020	<ul style="list-style-type: none"><li>• Deploy customizable member e-newsletter and email preference center to enable members to receive relevant and timely information based on interests and needs</li></ul>
2	Best practices are shared, deployed and retained across the Association	2018	<ul style="list-style-type: none"><li>• Continue Best Practice Awards, Awards of Excellence and Merit Program with a goal of achieving participation from 35 Chapters</li></ul>
3	Continue to improve and perpetuate the strategic planning process throughout the association	2018	<ul style="list-style-type: none"><li>• Work with chapters to facilitate strategic planning encouraging alignment with the Association Plan and individual chapter plans, assist 25 Chapters with their Annual Strategic Planning Sessions</li></ul>
4	Clarify and implement roles, responsibilities and accountability throughout the association.	2020	<ul style="list-style-type: none"><li>• Create a leadership development program that is beneficial to chapter staff, leaders and young professionals – provide soft skills training and curriculum that will help in the association and member companies</li></ul>
5	Majority of chapters and National are utilizing the high performing roadmap.	2020	<ul style="list-style-type: none"><li>• High Performance Assessment Tool utilized by 14 chapters</li></ul>

# Strategic Goal #2

Establish ABC's Members as the "world class" standard for health, safety and environment in the construction industry

Committees: Environment, Health & Safety, Insurance Trust

	Success Criteria	Year to Achieve	2016 Objective
1	Our brand and image are know throughout the industry such that our members are seen as the safety leaders in the construction industry. When someone sees the ABC logo they think safety.	2020	Deploy objectives below
2	ABC Members will have improved health and safety cultures where injury & illness free workplace exists and are expected.	2019	Based on ABC Annual STEP Safety Performance Report, develop an implementation plan for exposing all ABC members to white paper & best practices through-chapters & external safety trainers.
3	All ABC Members have established a drug and alcohol free workplace, and continue to work towards eliminating substance abuse throughout the whole industry.	2019	7000 companies have taken the pledge
4	ABC's "STEP + Program" is the standard for safety in the construction industry	2019	<ol style="list-style-type: none"> <li>1. A multi-year plan to position STEP as an "as-equal" prequalification standard. <ul style="list-style-type: none"> <li>• Used by ABC Members as a prequalification standard</li> <li>• Used by Construction Users as a prequalification standard</li> </ul> </li> <li>2. Place model chapter programs who use STEP discounts on worker's comp onto National Connections as best practices</li> <li>3. Conduct 1 Safety Academy/Region/Year</li> </ol>
5	50% of ABC Contractor members participate in STEP	2020	3,200 ABC Contractor Members participate in STEP





# Strategic Goal #3

## Increase the political influence of ABC to advance the Merit Shop philosophy and Free Enterprise

Committees: PAC. FEA. Grassroots, Tax Advisory, CLRF

	Success Criteria	Year to Achieve	2016 Objective
1	Our merit shop philosophy brand and image is known in Federal Government and Political circles and is synonymous with Construction delivered with high value, quality, safety, performance.	2020	Deploy objectives below
2	Passage of Federal Neutrality Act	2019	<ul style="list-style-type: none"> <li>Get 190 cosponsors in the House on the Government Neutrality in Contracting Act.</li> <li>Increased number of job site visits by state and federal politicians/candidates. (25 Documented visits with pictures and publications.)</li> <li>Increase PAC donations by 5% over the amount raised in 2012 to \$1,150,000.</li> </ul>
3	Increase Government neutrality States to 26	2019	<ul style="list-style-type: none"> <li>Increase government neutrality states to 24 in 2016</li> </ul>
4	Establish the 50 state merit shop score card as a tool to optimize ABC's state and local legislative strategy	2019	<ul style="list-style-type: none"> <li>Track 2016 state level progress based on the score card metric and report results.</li> </ul>
5	Members and partners have timely information and provide feedback on legislation and regulation	2018	<ul style="list-style-type: none"> <li>Increase the number of people who have downloaded the ABC Action app by 431 (25%)</li> <li>Facilitate action alerts to improve chapter political advocacy so that 75% of enrolled chapters send an action alert via ABCN's program in the year 2016</li> </ul>

# Strategic Goal #4

## Be the leading force in the construction industry for Workforce Development and Training

Committees: Construction Management Competition, Electrical & Mechanical Contractors Council, Elevator Contractors Council, National Craft Championships, Trimmer, Workforce Policy Advisory Group, Workforce Programs & Initiatives

	Success Criteria	Year to Achieve	2016 Objective
1	ABC trained craft professionals are the most technologically advanced and productive workforce in the industry.	2020	<p>Develop a comprehensive strategy to integrate new technologies and new products into our workforce strategy. Items could include:</p> <ul style="list-style-type: none"> <li>• latest technology resources available in the industry.</li> <li>• Incorporate and demonstrate the latest technologies within the craft championships and construction management competitions</li> <li>• strategic partnership with a company within the tech industry.</li> </ul>
2	<ul style="list-style-type: none"> <li>• ABC's merit shop philosophy brand and image is synonymous with construction delivered with high value, quality, safety, performance.</li> <li>• That ABC Members are recognized as Best Places to Work</li> <li>• The image of the construction industry is well known as a prosperous career path.</li> </ul>	<p>2020</p> <p>2020</p> <p>2021</p>	<ul style="list-style-type: none"> <li>• Develop a plan of action to reach and engage the targeted student chapters, trade school apprentices and other job seekers. (i.e. trade show involvement, mentoring sessions, Career Fairs, etc.)</li> <li>• Develop relationships with Education associations (such as the National Education Association (NEA) and American School Counselors Association (ASCA))</li> </ul>
3	<ul style="list-style-type: none"> <li>• ABC training and partnerships train 200,000 new (employable) skilled craft workers per year</li> <li>• ABC Members have access to an adequate supply of candidates and the recruiting tools to support them in identifying and attracting the necessary employees</li> <li>• ABC members have a stable workforce full of long term Craft Professionals</li> </ul>	<p>2019</p> <p>2021</p>	<ul style="list-style-type: none"> <li>• Agree on a proper set of metrics (including enrollment, retention, graduation) to capture successful "market based training". (Employable – adding value to the construction process)</li> <li>• Develop a plan to engage student chapters members in order to encourage them to start their career with an ABC member and stay involved in the association. (eg career fair, CMC. link to YP.etc)</li> <li>• Use metrics to benchmark performance on pre-employment training programs that deliver credentials – i.e. secondary and post-secondary institutions (schools), military &amp; veterans community support organizations.</li> <li>• Promote and deploy within chapters a suite of strategic recruitment tools, branding messages and operational templates to recruit students and retain current Craft Professional into ABC Chapter's training programs</li> </ul>
4	ABC facilitates the use of new training methodologies including competency based training and technology advancement to increase industry productivity.	2021	<ul style="list-style-type: none"> <li>• Pilot and eventual launch of an ABC productivity assessment</li> <li>• Begin building the framework for development of a competency based training program</li> </ul>





# Strategic Goal #5

To continuously grow and deliver value to a diverse and committed membership

Committees: Business Development, Chapter Development, Diversity, Membership Development, Young Professional

	Success Criteria	Year to Achieve	2016 Objective
1	Membership sees the ROI on their membership	2019	Year in Review captures value delivered to membership
2	Help to increase overall membership of ABC by having diverse members account for a minimum of 10% of overall membership.	2019	<ul style="list-style-type: none"> <li>Continue to maintain and grow existing YP Peer Groups already in place; as well as adding (2) additional peer groups by 2016</li> <li>Grow ABC diverse membership from 689 to 800.</li> <li>Have a metric that compares the diversity of ABC membership with the diversity of the construction industry. (both company ownership and employee makeup)</li> </ul>
3	Establish Owner/Construction User peer groups and Recruit 100 Owner Members into the Association	2019 2020	<ul style="list-style-type: none"> <li>Lay out the a 5 year plan identifying next market segments to include in Users Summit</li> <li>Deploy a plan to recruit users at the National and Chapter level</li> <li>Construction Executive will include stories about owners and are building our subscriber list to include more owners. We are collecting owner data on EIC projects.</li> </ul>
4	Construction Users see ABC member contractors as the highest performing and preferred source in the construction industry	2020	<ul style="list-style-type: none"> <li>Enhance AQC to be a standard that will position ABC members as the highest performing and preferred source in the construction industry</li> </ul>
5	Increase the number of contractor members by 2,000 to 14,400 giving ABC a 60% ratio and total membership of 24,000	2021	<ul style="list-style-type: none"> <li>Implement 7 point membership campaign focused on recruitment and retention and that is ongoing beyond a period of one year.</li> <li>Grow overall association by \$316,992 (3.3%) in national dues revenue (bottom line inclusive of retention, new members and category growth)</li> </ul>

# Strategic Goal #6

Utilize quality data to be an effective and efficient fact based decision making organization

	Success Criteria	Year to Achieve	2016 Objective
1	Possess ability to tell “ABC Story” at all times with accurate, relevant, and timely facts	2019	<ul style="list-style-type: none"><li>• Finalize Plan and begin deployment of AQC, EIC, National Committees, Leadership Directory, National Meetings, Find a Contractor Ph 2 enhancements of AMS</li><li>• Integration with High Road – email preference center – with AMS</li><li>• Common website templates across the association</li></ul>
2	Appropriate accessibility to data to all ABC constituents on a real time basis (as appropriate)	2019	<ul style="list-style-type: none"><li>• ABC National has membership data required to be an effective association (eg has data integrity from non-Personify chapters)</li><li>• Create National Reporting Suite in AMS</li><li>• Build user friendly interface for Personify for use by chapters remaining on Personify and for National Staff</li><li>• AMS Rollout plan resized to suit demand of Chapters – eg one off requests</li></ul>

# ABC Facts

- ABC was founded in 1950 in Baltimore.
- The first chapter, Chesapeake Shores, was chartered in 1957.
- ABC is an association, not a federation. The word federation does not appear in the bylaws or Policy Manual. In an association, the national organization oversees the formation of components. In a federation, the components oversee the formation of the national organization.

# Committee Roles

All ABC members are eligible to help shape the organization by serving on a committee.

- **Chair:** Leads the committee and presides at all committee meetings
- **Vice Chair:** Prepare to assume the role of Chair
- **Executive Committee Liaison:** Ensures the committee is on track to achieve goals established by the Executive Committee
- **Chapter President Liaison:** Represents the point of view of chapter staff and provides updates to the Chapter Presidents Council
- **Staff Liaison:** Facilitates the committee in its effort to deliver on the strategic plan

# Job Description: Committee Member

## Time Required:

- Serve one-year term subject to annual reappointment
- Attend virtual and in-person committee meetings (multiple absences may be cause for dismissal)
- Attend a minimum of one ABC National conference annually
- Attend a virtual orientation

## General Duties:

- Attend and actively participate in in-person and virtual committee meetings
- Be informed about the Association's mission, services, policies and strategic goals
- Demonstrate personal commitment to the values and objectives of the Association
- Perform duties assigned by the committee Chairman to achieve the strategic plan goals assigned by the Executive Committee
- Participate in subcommittees and/or task forces as needed to accomplish the mission of the committee
- Enthusiastically promote the committee's mission to ABC members
- Represent the interests of the Association as a whole
- Advance the strategic objectives of the Association

# Volunteer Agreement

*The Volunteer Agreement is consistent with the Oath of Office. Nothing in the Agreement is intended to create any conflict between a volunteer's activities for ABC and any obligations to his or her company or any legal requirements.*

As a member of the [circle one: committee, task force, Board of Directors, Executive Committee], for Associated Builders and Contractors at the National level, I hereby agree to:

- Represent the interests of ABC National and observe fiduciary duties of loyalty, care and obedience to ABC National bylaws and policies
- Practice honesty and integrity, exercise good conduct, observe high standards of business ethics and comply with all applicable laws and regulations
- Not engage in actions that may constitute an actual, apparent or potential conflict of interest with the mission and activities of ABC National
- Create a safe environment for ABC members and staff to raise concerns for investigation in good faith on a confidential and anonymous basis without consequence of retaliation
- Not disclose or cause to be disclosed to anyone outside of ABC any confidential information related to ABC
- Not use any of the confidential information derived from my service in any way to the competitive harm or other detriment of ABC
- Read, understand and fulfill the duties outlined in the volunteer job description

---

Name

---

Signature

---

Date







# Committee Contacts

## **ABC Services Corps**

Chair: Tim Walton

ECL: Steve Klessig

CPL: Jay Reed

SL: Lauren Pinch

## **Budget & Finance**

Chair: Tony Stagliano

ECL: Tony Stagliano, George Nash &  
Chuck Goodrich

CPL: Greg Beeman (tentative)

SL: Jason Daisey

## **Business Development**

Chair: Donn Peterson

Vice Chair: David Pugh

ECL: Vance Fulkerson

CPL: Karin Tucker

SL: Mark Leibman, Tia Perry, Betsy  
Strock & Sandy Lynch

## **Bylaws & Policy**

Chair: Carole Bionda

ECL: Chuck Wiegers

CPL: Wendy Novak

SL: Aliza Epstein

## **Chapter Development**

Chair: Jeff Rode

ECL: Tony Rader

CPL: Greg Spenner, Sally Singer & Chris  
Garvey

SL: Monica Glowinski

## **Chapter Presidents Council**

Chair: Angela Latino-Geier

ECL: George Nash

CPL: N/A

SL: Doug Curtis

## **Chapter Presidents Executive Committee**

Chair: Angela Latino-Geier

ECL: George Nash

CPL: N/A

SL: Doug Curtis

## **Compensation**

Chair: Pamela Volm

ECL: Dave Chapin & Chuck Goodrich

CPL: N/A

SL: Mike Bellaman

## **Construction Legal Rights Foundation**

Chair: Mike Kolakowski

ECL: TBD

CPL: Josh Tompkins

SL: Karen Livingston & Liz Libertini

## **Construction Management Competition**

Chair: Matt Recinos

ECL: Stephanie Schmidt

CPL: Bart Hacker

SL: Kirsten Krauer





# Committee Contacts, Cont'd

## **Diversity**

Chair: Lenee Koch  
Vice Chair: Larry Lopez  
ECL: Steve Klessig  
CPL: Debbie Livingston  
SL: Mike Bellaman

## **Electrical & Mechanical Contractors Council**

Chair: Brian Allison  
ECL: Vance Fulkerson  
CPL: Anne Klute  
SL: Lisa Nardone & Haley Moyers

## **Elevator Contractors Council**

Chair: Pete Meeks  
Vice Chair: Erik Bleyle  
ECL: N/A  
CPL: Patrick Stewart  
SL: Ben Brubeck

## **Environment, Health & Safety**

Chair: Melanie Laird  
ECL: Paul Lemley  
CPL: Fred Mason  
SL: Chris Williams

## **Free Enterprise Alliance**

Chair: Art Odom  
Vice Chair: Mike Choutka  
ECL: George Nash  
CPL: Doug Carlson  
SL: Chris Singerling & Trip Stanford

## **Grassroots**

Chair: Dan Forget  
ECL: Ray Zamora  
CPL: Mark Latimer  
SL: Ben Brubeck & Ashleigh Davenport

## **Insurance Trust**

Chair: Robert Pooley  
ECL: Pamela Volm  
CPL: John Mielke  
SL: Sam Melamed

## **Legislative**

Chair: Bruce Cross  
Vice Chair: Thad Rispone  
ECL: Ray Zamora  
CPL: JR Gaylor  
SL: Kristen Swearingen

## **Membership Development**

Chair: Tim Walton  
ECL: Tony Rader  
CPL: Erin Murphy & Chris Syrek  
SL: Katy Barnidge

## **National Craft Championships**

Chair: Mitch Clark  
ECL: Ray Zamora  
CPL: Greg Spenner & Sue McNeil  
SL: Lisa Nardone

## **Nominating & Certification**

Chair: Pamela Volm  
ECL: Pamela Volm  
CPL: N/A  
SL: Kim Greene



# Committee Contacts, Cont'd

## **PAC**

Chair: Floyd Rayburn

ECL: George Nash

CPL: Peter Dyga

SL: Chris Singerling & Trip Stanford

## **Retirement**

Chair: Tony Stagliano

ECL: Tony Stagliano

CPL: Pat Dean & Norm Brady

SL: Jason Daisey

## **Tax Advisory Group**

Chair: Steve Wouch

ECL: N/A

CPL: Bill Anderson

SL: Liam Donovan

## **Trimmer Education Foundation**

Chair: Mike Uremovich

ECL: Pamela Volm

CPL: Michele Roberts-Bauer

SL: Kirsten Krauer

## **Workforce Policy Advisory Group**

Chair: Michael Bennett

Vice Chair: Kristian M. Griffith

ECL: Chuck Wiegers

CPL: Jimmy Greene

SL: Mike Glavin

## **Workforce Programs & Initiatives**

Chair: Dr. Mittie Cannon

Vice Chair: Tom Wanamaker

ECL: Paul Lemley

CPL: Pete Gum

SL: Mike Glavin

## **Young Professional**

Chair: Zak Wolpert

Vice Chair: Brandon Mabile

ECL: Stephanie Schmidt

CPL: Tiffany Brightwell

SL: Mike Glavin

# Bylaws and Policies

## Bylaws:

- Rules adopted by an association to define and direct its internal structure and management
- An agreement between an organization and its members
- Typically honored and enforced in a court of law

## Policies:

- An agreement between an organization and its professional management staff
- A policy statement has as its sole purpose the clarification, explanation or delineation of a specific bylaw or bylaws of the Association

# Bylaws and Policies

Additional statements of the Board of Directors:

- Resolution: an expression of the majority sentiment of the Board of Directors on a matter of interest to the Association but not addressed in a bylaw of the Association
- Administrative Procedure: a statement of procedure relating to the administration of the day-to-day operations of the Association

# Bylaws and Policies

ABC National Bylaws and ABC National Policy & Procedures Manual can be found online at

[www.abc.org/en-us/abc/leadership/bylawspolicies.aspx](http://www.abc.org/en-us/abc/leadership/bylawspolicies.aspx)

# Process for Amending a Bylaw or Policy

- Committee crafts proposed bylaw/policy change and submits change to the Bylaws & Policy Committee as per Article XIII of the ABC National Policy Manual
- Notice of a proposed change is provided to the National Board 30 days prior to the Board meeting
- Policy changes require one reading; bylaw changes require two readings
- Board votes
- Approved changes take effect immediately

# Reimbursement Policy

In accordance with the ABC Financial Policy on Committee and Board Travel as outlined in the ABC Policy and Procedures Manual, all requests for reimbursement must be submitted by submitting a completed Member Travel Reimbursement Request Form with copies of original receipts within 90 days of the relevant meeting.

Transportation and lodging expenses will be reimbursed for the second and third Board meetings of the year. Committee and Board travel expenses will not be reimbursed for meetings held in conjunction with the first Board meeting of the calendar year. The typical budget contemplates reimbursing National committee members for two meetings per calendar year.





# Available Online

Go to [www.abc.org/volunteer](http://www.abc.org/volunteer) to find

- Volunteer application
- Volunteer agreement
- Reimbursement form
- Committee descriptions

# Available Online (cont'd)

Committee meeting minutes are posted by the Staff Liaison to a secure page of the ABC website within 30 days.

URL: <http://www.abc.org/en-us/abc/leadership/committeedocumentrepository.aspx>

Log-in (case sensitive):

Username: abccommittee

Password: abcnational20001

# 2016 Meeting Dates

Committees can meet anytime. You have an option to meet in-person at ABC National meetings, but it is not mandatory. As Chair, you can work with your Staff Liaison to determine the frequency of meetings and to schedule meetings in the most efficient and effective manner to help ABC deliver on its strategic plan.

Workforce Week, February 28-March 4, Broward County Convention Center, Fort Lauderdale, FL

- Workforce Development Conference
- Executive Committee meeting
- Board of Directors meeting
- Excellence In Construction Awards
- National Craft Championships
- Committee meetings (optional)

Legislative Week, June 19-25, Hyatt Regency Capitol Hill, Washington, DC

- Legislative Conference
- Executive Committee meeting
- Board of Directors meeting
- Committee meetings (optional)



# 2016 Meeting Dates, Cont'd

Chapter Presidents Management Conference, August 10-12, Salt Lake City Marriott City Center, Salt Lake City, UT

Executive Committee meeting, September 18-20, Kansas City, MO

Users Summit, October 12-13, New Orleans, LA

Leadership Week, November 13-17, Sheraton Dallas, Dallas, TX

- Institute Conference
- Executive Committee meeting
- Board of Directors meeting
- Construction Management Competition
- Career Fair
- Committee meetings (optional)

Executive Committee Meeting, December TBD, ABC National office, Washington, DC



# Q & A