

# Rice Global E&C Forum

Rice University – Houston Texas  
A Forum for Corporate Executive Management in Planning, Technology,  
Marketing and Project Management



## STRUCTURE DEFINITION

Approved 12-05-2008

Amended 12-11-2009

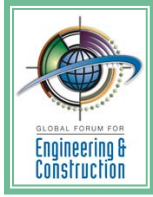
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The **Forum Board of Directors** (BoD), under the leadership of the Chairperson; formulates policy, guides and directs, through the oversight of the Executive Committee, the operation of the Forum toward improving support of the Forum's goals and objectives. BoD Membership consists of a representative from each fully paid up Corporate and Associate Member Company, Rice University Liaison Director, the Founding Director (permanent member), Legacy Founding Leaders (Paul Allen, J.P. Chevriere, Stan Cone, Michael Hyland, and Martin Van Sickels) and those considered by the BoD based on merit. The Executive Director serves as an ad-hoc, non-voting member of the BoD.

- Each Corporate Member Company representative, the Rice University Liaison Director and the Legacy Founding Leaders have one vote each.
- Associate Member Company representatives have no voting rights at BoD meetings unless they are also Legacy Founding Leaders.
- Only in cases of votes to modify the Bylaws or Forum Structure or to expend money should we go to the Full Corporate members for a vote.
- All members of the BoD have full advisory rights during all discussions and are expected to contribute toward guiding the forum.
- Each Corporate and Associate Member Company representative and Legacy Found Leaders will serve on a committee.
- Legacy Founding Leaders serve at the discretion of the BoD.

The **Executive Committee**, which is responsible for the day-to-day operation of the Forum, advises and guides the Board of Directors and its Chairperson in the activities of the Forum with particular emphasis on program and policy matters. Executive Committee members will also serve as chairpersons for subcommittees reporting to the Executive Committee. Membership consists of the Founding Director and additional members from the Board of Directors plus any Liaison Directors.

- Associate Member Company representatives can sit on the Executive Committee and have voting rights on that committee.



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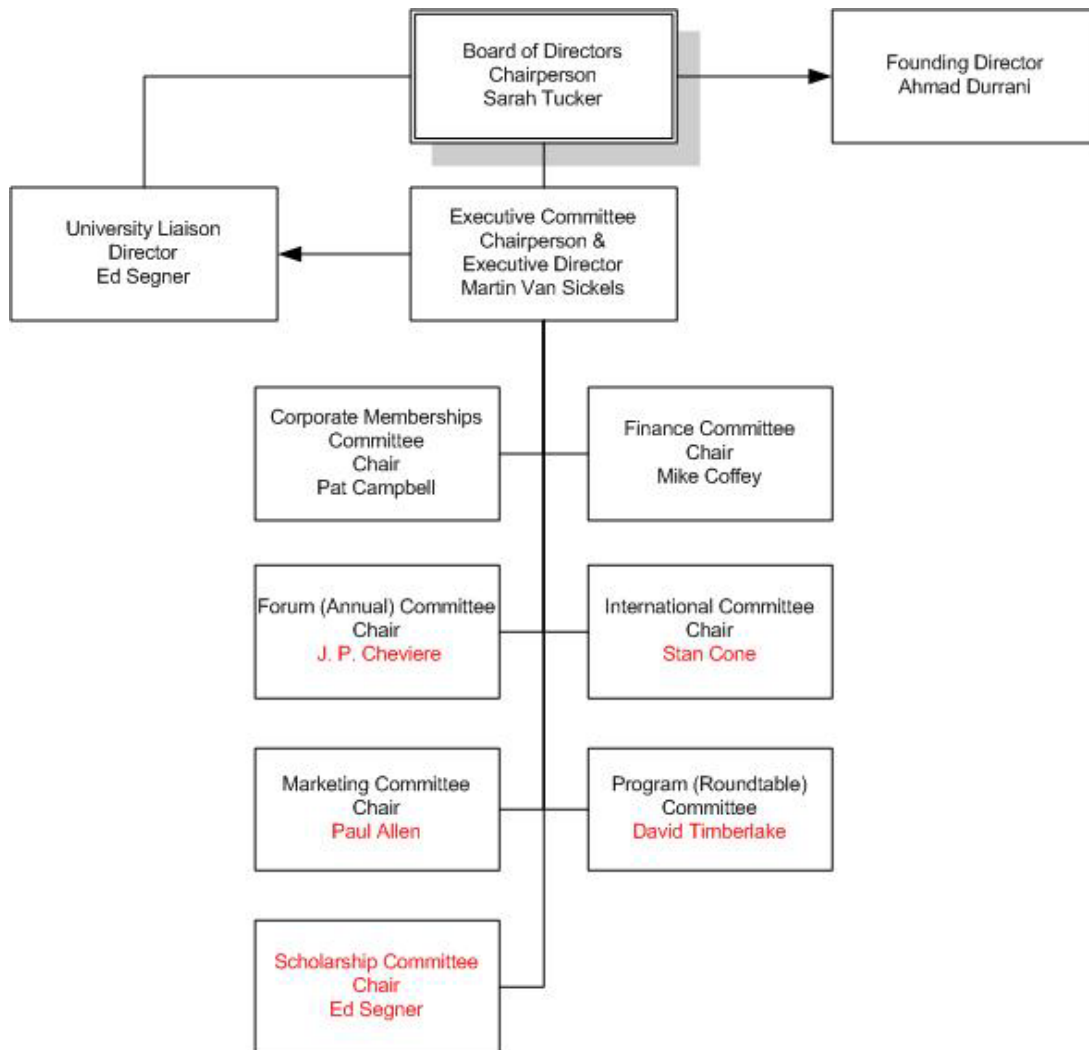


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### Forum Structure Overview

The Forum is structured as shown in the following diagram:

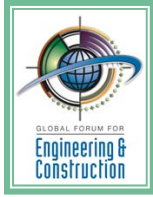


### Roles and Responsibilities

#### **Forum Board of Directors Chairperson**

##### Responsibilities

- Overall responsibility for operation of the Forum consistent with its established goals and objectives.



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- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the beginning of the fiscal year.
  - Manage all Forum business through the Executive Committee.
  - Call BoD Meetings.
  - Preside over Forum and BoD Meetings.
  - Act as liaison with associate bodies.
  - Report to Officers on any specific items of importance developed through correspondence and communication with associate bodies.
  - Provide Executive Director with all appropriate information for the master files, programs, etc.
  - Appoint members to fill vacant Forum Officer Positions with approval of the BoD.
  - Prepare reports on membership, finance, programs, etc. to be submitted to membership as required.
  - Retain records of all correspondence and communication with Rice University.
  - Gets BoD approval of Chairperson's successor.

### **Founding Director - Advisor**

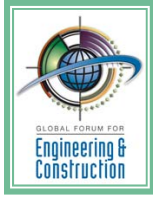
#### Responsibilities

- Carry forward the traditions of the Forum and provide continuity of the office of Chairperson.
- Provide budget input, income and expense, for area of responsibility to the Finance Committee at the beginning of each year.
- Serve on the BoD as advisor.
- Serve on the Executive Committee as advisor.

### **Executive Director (Executive Committee Chair)**

#### Responsibilities

- Chair the Executive Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee Chair at the beginning of the fiscal year.
- Manage all administration activities for the Forum.
- Arrange for all photography needs at meetings and other Forum functions.
- Publish an updated membership directory to members.
- Direct the Scholarship Program whereby financial awards are presented annually to qualifying students. Number and level of awards are to be approved by the BoD.
- Chair e-Business Committee and select its members.
- Notify Forum membership of each Roundtable Meeting not less than ten (10) days before each meeting.



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- Manage all Forum web related activities and issues to maintain business and administration excellence, including the use of Web-related communication.

### **University Liaison Director**

#### Responsibilities

- Provide budget input, income and expense, for the area of responsibility to the Finance Committee Chair at the beginning of the fiscal year.
- Communicate between the Forum and Rice University on mutually related issues.
- Coordinate Forum activities through Rice University media channels
  - Event Calendar
  - Rice publications
- Solicit speakers from Rice for Roundtable and Forum venues.
- Interface between other universities interested in Forum involvement.

### **International Committee**

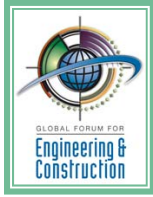
#### Responsibilities

- Provide budget input, income and expense, for the area of responsibility to the Finance Committee Chair at the beginning of the fiscal year.
- Maintain overseas representation in the RGF Executive Committee
- Hold teleconferences every quarter with Committee members.
- Hold an annual Face to Face Committee meeting at the Annual Forum.
- Seek and encourage overseas speakers for the Annual Forum.
- Consider, and if need exists, encourage the use of Webcast, or similar, to distribute Roundtable and Forum presentations to overseas viewers.
- Foster relationships with other related International groups within Rice in accordance with RGF Vision, Mission and Goals.
- Support all RGF Committees of furtherance of their objectives.

### **Finance Committee Chair**

#### Responsibilities

- Chair Finance Committee and select its members with approval from the BoD.
- Coordinate all budget input, income and expense, for all areas of the Forum and its activities at the beginning of the fiscal year.
- Handle all Forum funds, including proper deposit of receipts and disbursement of expenses.
- Maintain Forum checking accounts to assure most efficient use of Forum funds.
- Receive of Forum dues and meeting fees, and paying all bills in accordance with BoD directives.
- Solicit and receive of income from outside sources as directed by the BoD.



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- Arrange for up-to-date signature cards on all Forum bank accounts. Authorized signatures to be: Finance Committee Chair and Executive Director.
  - Prepare an annual financial report at the end of his/her term for audit. A summary of this report will be distributed to the current Forum membership.
  - Turn over records to his/her successor.
  - Represent the Forum as their legal interface.

### **Forum (Annual) Committee Chair**

#### Responsibilities

- Chair Annual Forum Committee and select its members with approval from the BoD.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the beginning of each fiscal year.
- Select Annual Forum speaker agenda and solicit speakers for each annual Forum.
- Manage selection of Annual Forum location and all facilities.

### **Programs (Roundtable) Committee Chair**

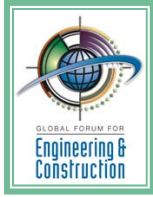
#### Responsibilities

- Chair Program Committee and select its members with approval from the BoD.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the beginning of each fiscal year.
- Manage all Program activities including monthly Roundtable meetings by:
  - Planning, scheduling, and implementation of each Forum meeting/program event.
  - Maintaining a file on speakers and programs presented at Forum Meetings.
  - Recommend annual calendar of events for Roundtable Meetings to the BoD for approval.
  - Host the program presenter(s) and present any honorarium.
  - Coordinate with the Executive Director regarding meeting facilities.
  - Interface with other Conferences and Symposiums.
  - Represent the Forum in coordinating with the Annual Global E&C Forum.

### **Marketing Committee Chair**

#### Responsibilities

- Chair Marketing Committee and select its members with approval from the BoD.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the beginning of each fiscal year.
- Direct the publishing and distribution of all Forum publications.
- Publish Newsletters, Directory, Program and Event Flyers and New Member publications as directed by the BoD.
- Manage interface at all Annual Forums with the Executive Director.



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- Direct all publicity matters as they relate to promotional activities for the Forum.
  - Establish and maintain liaison with other professional societies and trade associations. Prior to entering any liaison, a written description must be submitted to the Executive Committee or the BoD for approval outlining (1) what is the basis for the liaison, (2) what the Forum hopes to gain from the relationship, and (3) what both entities agree to exchange, share or do for each.
  - Prepare Forum publicity with local daily and technical press.
  - Communicate with local universities to promote the Forum and to develop a network for related development activities.

### **Corporate Membership Committee Chair**

#### Responsibilities

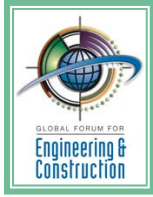
- Chair the Corporate Membership Committee and select its members with approval from the BoD.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the beginning of each fiscal year.
- Solicit new sponsors and members to the Forum.
- Direct and promote the Corporate Membership Program.
- Manage all Corporate Membership activities.
- Direct Membership, Business and Industry Coordination.
- Provide updates for mailing list of current Forum members to the Executive Director for use in distributing notification of Forum activities.
- Prepare reports related to sponsorship and membership activities at times and occasions specified by the BoD.
- Manage all International links and opportunities.

### Scholarship Committee

- Committee membership will be chaired by University Liaison with the additional committee members being the Chairperson of the Board of Directors, Finance Committee Chair and the Executive Director.
- Scholarship funding will be determined on an annual basis by the BoD.

#### Responsibilities

- Chair will recommend program for each calendar year for approval by BoD.
- Selection process will be developed by the Scholarship Committee.
- Selection of award recipients will be done by the Scholarship Committee.



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### **Strategic Projects Committee Chair (when needed)**

#### Responsibilities

- Chair the Strategic Projects Committee and select its members as approved by the BoD.
- Provide budget input, income and expense, for the area of responsibility to the Finance Committee at the beginning of each fiscal year.
- Manage all Strategic Project activities.
- React to the Council's needs in terms of setting up task forces to study and or implement new projects.

### **Election Committee**

#### Consists of:

- Current Forum BoD Chairperson
- Executive Director
- Corporate Membership Committee Chair
- Another Committee Chair

#### Responsibilities

Lead by the Current Forum BoD Chairperson, the Committee will nominate a new Forum Chairperson to serve a two year period. Nominations should be approved by the BoD and announced at the Annual Forum.

The new Chairperson will take office on the 1<sup>st</sup> of January following BoD approval and announcement.