



ACE MENTOR PROGRAM
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ACE MENTOR PROGRAM OF AUSTIN BOARD OF DIRECTORS AND ASSOCIATE BOARD CANDIDATE APPLICATION FORM

OVERVIEW

The ACE Mentor Program of Austin, 501(c)(3) nonprofit organization, introduces area high school students to the wide range of career opportunities open to young people in architecture, construction, engineering, and related areas of the building design and construction industry. For students, it's a unique chance to discover and develop new skills, solidify future goals and get on track to exciting, rewarding careers. In addition, many students form positive relationships with industry professionals who can provide important references for obtaining college admissions, scholarships, internships and full-time employment.

The ACE Mentor Program of Austin has open positions for both Board of Directors and Associate Board Member Positions. Details and expectations of these positions are outlined below. If you have any questions about the positions or the application, please contact Christine Sheng, christines@r-o.com or call at (512) 975-9060.

TO APPLY

Submit the Board Application by **May 31, 2019** to Christine Sheng, christines@r-o.com and Allison Wilson, awilson@asg-architects.com. Please write ACE BOARD APPLICATION in the subject line.

Copies of the Board Application will be distributed to the appropriate selecting members and will aid in understanding how you would like to contribute to the organization's work.

I. BOARD MEMBER EXPECTATIONS AND RESPONSIBILITIES

OVERALL ROLE AND EXPECTATION OF BOARD MEMBERS

The members of the Board are active members of the industry and find providing service to the future of our industry rewarding. The Board of Directors of ACE provides leadership and guidance to the organization. Members of the Board of Directors provide oversight to the full program and set guidelines on how they would like the program to move forward. They also set goals they would like to see accomplished by the program each year such as growth, retention, and areas of focus. Board members are expected to contribute to support the overall goals and mission of the ACE Mentor Program of Austin. The Board also provides scholarships to deserving students who pursue careers in Architecture, Construction and Engineering.

SPECIFIC EXPECTATIONS OF BOARD MEMBERS

- Financial Support of Organization - A yearly donation of a minimum \$100 from each board member to comprise the "Board Scholarship." Board member donations may be made by the member's company but do not contribute to the fundraising levels recognized for corporate sponsorship.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

- Participate in fundraising activities, including special events, but mainly in the form of solicitation of contributions by friends and future friends of ACE. This has generally included associates, vendors, corporate alliances, etc., but need not be limited to this.
- Administrative & Technical Participation - Firms may provide services via the time and talents of themselves and their staff to provide administrative or professional/technical participation. This has taken different forms with different board member organizations.
- Board Meeting Attendance - Board members are expected to attend and actively participate in the scheduled board meetings. Attendance may also be required or requested at various special activities throughout the year.
- Background Check - Board members are to undergo and pay for a routine background check. All mentors and board members are required to undergo the background check due to the nature of the volunteer activity. The application fee is \$30 and covers the background check and its administrative costs.
- Board Member Education - Board members are expected to educate themselves through exploration of both the National and Local Affiliate website, interaction with other board members and mentors, and are anticipated to familiarize themselves with provided literature to be knowledgeable about the organization, its history, and its ambitions.
- Attendance of Jobsite Visits and/or Field Trips - Board members are encouraged to attend at least one (1) jobsite visit or field trip within the program year. This creates a good connection between the mission of the board and the student and mentor experience.
- Attendance of Sessions - Board members are required to attend at least (1) session. This will ensure board members share an understanding of the program's day-to-day operations. Board members will assist with food delivery, setting up, taking photos, and cleaning up after the session.

II. ASSOCIATE BOARD MEMBER EXPECTATIONS AND RESPONSIBILITIES

OVERALL ROLE AND EXPECTATION OF ASSOCIATE BOARD MEMBERS

Associate Board Members manage the program and oversee its weekly operations. Members are the sounding board and brain trust for the current mentors. Board members are encouraged to contribute with their gifts and services to support the overall goals and mission of the ACE Mentor Program of Austin.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

EXPECTATIONS OF ASSOCIATE BOARD MEMBERS

- Act as a liaison between the board and the mentors
- Help facilitate student participation in ACE
- Be an advocate of ACE in professional circles
- Provide insight to the board concerning students' needs, concerns, expectations, etc.
- Reports to Board of Directors, specifically those chairing their particular area of focus
- Not required to make donations, but encouraged to raise funds
- Pursue ACE related services
- Attend and assist with at least (1) one session

III. ADVISORY BOARD MEMBER EXPECTATIONS AND RESPONSIBILITIES

OVERALL ROLE AND EXPECTATION OF ADVISORY BOARD MEMBERS

Advisory Board Members provide high-level guidance to the organization. A firm executive with a desire to advance the mission of ACE nationally and Austin specifically. Members are expected to contribute to support the overall goals and mission of the ACE Mentor Program of Austin. Advisory Board members are encouraged to contribute with their gifts and services to support the overall goals and mission of the ACE Mentor Program of Austin.

EXPECTATIONS OF ADVISORY BOARD MEMBERS

- Attend a quarterly meeting with Chair, Chair Elect, and Vice-Chair.
- Utilize industry connections to familiarize the industry with ACE
- Advise and assist the Board of Directors in strategic directions
- Assist in fundraising efforts and board development strategies
- Attend and assist with at least (1) one session



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

IV. BOARD OF DIRECTORS POSITIONS AND GENERAL EXPECTATIONS

Chair – Christine Sheng, Rogers-O'Brien Construction

- The term for the Chair is one calendar year (first year exempt) and he or she must have served as a Chair Elect for one year prior to being nominated and voted as Chair.
- The Chair is responsible for the oversight and leadership of the organization and arranges regularly scheduled calls with the various chairs.
- In addition to regular board meetings, the Chair shall be present at the monthly board meeting agenda call, as well as the quarterly meeting with the Advisory Board.
- The Chair shall implement, or monitor the implementation of decisions by the Board, preside at all meetings of the Board, and serve as a voting ex officio member of all standing committees.
- The Chair spearheads grant writing efforts with support from Fundraising and Scholarship Chairs.

Chair Elect – Allison Wilson, Ayers Saint Gross Architects

- The term for Chair Elect is one calendar year (first year exempt) and he or she must have served as a Chair for one year prior to being nominated and voted as Chair Elect
- In addition to regular board meetings, the Chair Elect shall be present at the monthly board meeting agenda call, as well as the quarterly meeting with the Advisory Board.
- The Chair Elect shall have such powers and duties as may be assigned by the Board.
- In the absence of the Chair, the Chair Elect shall perform the duties of the Chair.

Vice Chair – Adrianna Hong, Gensler

- The term for the Vice Chair is one calendar year and he or she must have served as a Director for one year prior to being nominated and voted as Vice Chair.
- The Vice Chair shall have such powers and duties as may be assigned by the Board.
- In addition to regular board meetings, the Vice Chair shall be present at the monthly board meeting agenda call, as well as the quarterly meeting with the Advisory Board.
- In the absence of the Chair and Chair Elect, the Vice Chair shall perform the duties of the Chair.
- The Vice Chair shall be responsible for coordinating an annual volunteering event.

Secretary – Ingrid Gonzalez Featherston, Matt Fajkus Architecture

- The Secretary shall promote communication among Directors, Board committees, and the Board including the development of collateral such as contact lists, email distribution groups, and calendar appointments.
- The Secretary shall establish and distribute the agenda for regular board meetings with the Executive Committee.
- The Secretary shall keep and distribute the meeting minutes for all Board of Director meetings.
- The Secretary shall be the website liaison between ACE National and our local program including coordination of sponsor recognition with the Fundraising Chair and scholarship opportunities with the Sponsorship Chair.
- The Secretary shall establish a rotating schedule for board members to attend and participate in the program sessions.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Legal Chair – OPEN POSITION

- The Legal Chair shall attend all meetings of the Board and advise the Board on compliance with the law.
- The Legal Chair shall be responsible for the legal formation of the organization.
- The Legal Chair shall organize and implement an annual Board performance review.
- The Legal Chair's services are done on a voluntary basis and do not create an attorney-client relationship between the Board and the Legal Chair.

Treasurer – Catherine Cash, Gensler

- The Treasurer may sign checks and execute expenditures. This authority may be shared with one or more Directors and the Chair.
- The Treasurer shall serve as the liaison between the Accountant and the Board of Directors.
- The Treasurer shall be responsible for the custody and investment of all funds of ACE Austin.
- The Treasurer shall see that the Board receives financial statements at each meeting.
- The Treasurer shall assist the Chair and/or Scholarship Chair in providing financial reporting for any grant applications and reporting.
- The Treasurer shall coordinate expenditures with ACE National for required affiliate payments.
- The Treasurer shall coordinate end of year tax filing with Accountant.

Scholarship Chair – Martha Gonzalez, Gensler

- The Scholarship Chair shall oversee the Scholarship Committee.
- The Scholarship Chair shall craft and review scholarship applications, recommend scholarship recipients, and assist in scholarship fundraising efforts.
- The Scholarship Chair shall coordinate with the Fundraising Chair for Named Scholarships and act as a liaison to companies providing Named Scholarships.
- The Scholarship Chair shall coordinate with the Secretary to keep the affiliate website updated with other scholarship opportunities and communicate such opportunities to both current and past students.
- The Scholarship Chair shall coordinate the procurement and assembly of the Topping Out Awards provided to Freshmen and Sophomores at the End of Year Program.

Fundraising Chair – Tyler McElroy, Architectural Engineers Collaborative

- The Fundraising Chair shall oversee the Fundraising Committee
- The Fundraising Chair will be responsible for and lead the fundraising efforts.
- The Fundraising Chair shall work with the accountant to establish a budget for all fundraising events.
- The Fundraising Chair will lead the vision and coordinate all fundraising events.
- The Fundraising Chair shall maintain donor and sponsor lists in conjunction with the Treasurer.
- The Fundraising Chair shall coordinate with the Scholarship Chair to award Named Scholarships.
- The Fundraising Chair shall coordinate with the Secretary to keep the affiliate website updated with donor recognition as appropriate to funds received.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Program Coordinator Chair – Karima Baqdounes, Turner Construction

- The Program Coordinator Chair shall oversee the Program Coordination Committee and will be responsible for the general operations of the Program.
- The Program Coordinator shall work with the Chairs to facilitate and coordinate the needs of students, mentors, and Directors in scheduling and planning events. The Program Coordinator is responsible for coordinating the delivery of food and drinks for each session with their Associate Board Member(s).
- The Program Coordinator Chair shall assist the Curriculum Chair in finding guest speakers for ACE's weekly sessions, and coordinate with the Curriculum Chair to provide speakers with necessary information.
- The Program Coordinator Chair shall work with the Executive Committee to expand ACE's partnership with institutions of higher education including UT Austin, ACC, Huston-Tillotson, and Texas State.

Communications Chair – OPEN POSITION

- The Communications Chair shall oversee the Communications Committee and will be responsible for the Program's internal and external communications.
- The Communications Chair shall create and maintain the Program's social media presence.
- The Communications Chair shall coordinate with news outlets for the promotion and coverage of the Program and Program events.
- The Communications Chair shall be responsible for media, marketing materials, and branding of the ACE Mentor Program of Austin.
- The Communications Chair shall coordinate communications with Fundraising, Curriculum, Student Recruitment, and Mentor Recruitment Chairs as necessary.

Curriculum Chair – Andrea LaCour, Contour Collective

- The Curriculum Chair shall oversee the Curriculum Committee and will lead the efforts in creating and maintaining the curriculum handbook with input from the Board.
- The Curriculum Chair shall be responsible for preparing curriculum activity sheets.
- The Curriculum Chair shall work with the Program Coordinator Chair to provide guest speakers with information necessary for their presentation.
- The Curriculum Chair shall gather the final project presentation deliverables for the final presentation event.
- The Curriculum Chair will coordinate with Communications Chair as necessary.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Mentor Recruitment Chair – Elizabeth Depwe, DCI Engineers

- The Mentor Recruitment Chair shall oversee the Mentor Recruitment Committee and will be responsible for the recruitment and orientation of new mentors.
- The Mentor Recruitment Chair shall be the primary point of contact to answer mentor questions and assist them in fulfilling their roles.
- The Mentor Recruitment Chair is responsible for overall mentor satisfaction and retention.
- The Mentor Recruitment chair shall create and maintain up-to-date contact information for all mentors and shall be responsible for communicating with mentors.
- The Mentor Recruitment Chair shall coordinate Mentor of the Year nominations and selection as well as a post-program Mentor Recognition event.
- The Mentor Recruitment Chair shall obtain the actual Mentor of the Year Award given at the End of Year Program.
- The Mentor Recruitment Chair will coordinate with Communications Chair as necessary.

Student Recruitment Chair – Olivia Pitt- Perez, Norris Design

- The Student Recruitment Chair shall oversee the Student Recruitment Committee and will be responsible for the recruitment and orientation of new students.
- The Student Recruitment Chair shall be the primary point of contact to answer student and parent questions.
- The Student Recruitment Chair is responsible for overall student satisfaction and retention efforts.
- The Student Recruitment Chair will create and maintain up-to-date contact information for all students and in-school contacts or “School Champions” and shall be responsible for communicating with the same.
- The Student Recruitment Chair will develop an alumni network to connect ACE Austin alumni students and mentees. The long-term vision for this network is to ultimately encourage alumni students to rejoin the organization as mentors, donors, board members, etc.
- The Student Recruitment Chair shall maintain communication with students and parents and provide up-to-date information leading up to the Program and throughout the Program.
- The Student Recruitment Chair will coordinate with Communications Chair as necessary.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

V. ADVISORY BOARD MEMBER POSITIONS

Advisory Board, Past Chair - Gerardo Gandy, Gensler

- The Past Chair must have served as a Chair or board member for two years prior to this position
- The Past Chair serves as a communication liaison between the board of directors and the advisory board. He/She shall attend biannual board meetings and other events/functions (as requested).
- The Past Chair should serve as an organizational ambassador to build relationships with industry leaders and possible advisors.
- The Past Chair will be responsible for coordinating with the Executive Committee to create the agenda for the quarterly advisory board luncheons.
- The Past Chair should provide support and advice to program(s), assist in the development of new programs, and identify best practice standards.
- Assist in the identification of external funding resources to support the students and program (e.g. scholarships, program material, other resources).
- Assist in the identification and recruitment of new board members - not a voting member.

Advisory Board Member – Wayne Crew, National Academy of Construction

Advisory Board Member – Dr. Kasey Faust, University of Texas – School of Engineering

Advisory Board Member – Gregory Brooks, University of Texas – School of Engineering

Advisory Board Member – Julie Lachtam, The University of Texas – School of Architecture

Advisory Board Member – Phil Thoden, Association of General Contractors, Austin Chapter

Advisory Board Member – Marvin Ragsdale, Iron Workers District of Texas and the Mid-West States

Advisory Board Member – Peter Pfeiffer, Barley|Pfeiffer

VI. ASSOCIATE BOARD MEMBER POSITIONS AND GENERAL EXPECTATIONS

Accountant, Associate Board Member - OPEN POSITION (1)

- The Accountant shall file required annual tax returns, if any, and shall advise the Board on registration as a tax-exempt organization and compliance accounting rules for tax-exempt organizations.
- The Accountant shall maintain the books and post transactions of the organization.
- The Accountant shall work closely with the Treasurer to ensure full financial accountability.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Communications, Associate Board Member – OPEN POSITION (2)

- The Communications Associate Board Member shall participate in the Communications Committee and will be responsible to the Communications Chair.
- The Communications Associate Board Member shall act as a liaison between ACE and other industry organizations.

Scholarship, Associate Board Member – Lilly Mannas, Rogers-O'Brien Construction

- The Scholarship Associate Board Member(s) shall participate in the Scholarship Committee and will be responsible to the Scholarship Chair.
- The Scholarships Associate Board Member(s) shall assist the Scholarship Chair in reviewing scholarship applications and recommending scholarship recipients.
- The Scholarship Associate Board Member(s) shall relay scholarship opportunities outside of ACE to the Scholarship Chair and Secretary for posting to the website.
- The Scholarship Associate Board Member(s) shall assist in input of information in the ACE Alumni Database.
- The Scholarship Associate Board Member(s) shall assist the treasurer with scholarship fund distribution.

Fundraising, Associate Board Member – Jenny Janis, Campell Landscape Architecture and OPEN POSITION (1)

- Fundraising Associate Board Member(s) shall participate in the Fundraising Committee and will be responsible to the Fundraising Chair.
- Fundraising Associate Board Member(s) shall assist in sponsorship outreach to companies and firms.
- Fundraising Associate Board Member(s) shall assist in event planning for fundraisers.

Program Coordinator(s), Associate Board Member – Joe Williams, Norris Design and Jessica Martinez, DCI Engineers

- The Program Coordinator Associate Board Member(s) shall participate in the Program Coordination Committee and will be responsible to the Program Coordinator Chair.
- The Program Coordinator Associate Board Member(s) shall support their Chair in reaching out to guest speakers for sessions and jurors for final presentation night.
- The Program Coordinator Associate Board Member(s) shall help expand ACE's partnership with institutions of higher education such as UT Austin, ACC, Huston-Tillotson, and Texas State.
- The Program Coordinator Associate Board Member(s) shall attend and assist in setting up for at least half of the Program's sessions.
- The Program Coordinator Associate Board Member(s) shall assist in coordination the delivery of food and drinks for each session. This requires the Associate Board Member(s) arrive(s) at least 30 minutes before the sessions for setup.

Curriculum Coordinator, Associate Board Member – OPEN POSITIONS (2)

- The Curriculum Coordinator shall participate in the Curriculum Committee and will be responsible to the Curriculum Chair.
- The Curriculum Coordinator shall assist the Curriculum committee with updates to the years' activities and team project.
- The Curriculum Coordinator shall assist in acquiring speakers for the sessions.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Student Recruitment, Associate Board Member – Darlene Cross, C Street Investments, Anna Petersen, Walter P. Moore and John Branch, Hensel Phelps

- The Student Recruitment Associate Board Member(s) shall participate in the Recruitment Committee and will be responsible to the Student Recruitment Chair.
- The Student Recruitment Associate Board Member(s) shall participate in student recruitment presentations at high schools, manage student sign-ins, and help with communication/registration efforts.
- The Student Recruitment Associate Board Member(s) shall assist in developing School Champions at various high schools in the Austin area and maintaining these relationships.
- The Student Recruitment Associate Board Member(s) shall assist in developing an Alumni Chapter, gathering alumni contact info, whereabouts, and maintaining a relationship with them.
- The Student Recruitment Associate Board Member(s) shall support the Student Recruitment Chair with such tasks as may be assigned by the Chair in alignment with their responsibilities outlined above.
- *Please note this position has one returning Associate Board Member as noted, but the ACE Mentor Program of Austin is seeking additional Associate Board Members in this area.*

Mentor Recruitment, Associate Board Member – Justin Brodnax, HOAR and Kyle Dunning, Walter P. Moore

- The Mentor Recruitment Associate Board Member(s) shall participate in the Mentor Recruitment Committee and will be responsible to the Mentor Recruitment Chair.
- The Mentor Recruitment Associate Board Member(s) shall assist in outreach to firms to recruit mentors.
- The Mentor Recruitment Associate Board Member(s) shall assist in organization of recruitment and mentor training events.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

VII. BOARD OF DIRECTORS AND ASSOCIATE BOARD APPLICATION FORM

GENERAL INFORMATION

Name of Applicant

Employer and Position

Address

Email

Phone

APPLYING FOR

Board of Directors Associate Board

Position



ACE MENTOR PROGRAM
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What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas:	Very experienced	Some experience	Little or no experience
Board development (recruitment, training, evaluation)			
Communication, Marketing, Public and Media Relations			
Computers/ Technology			
Financial management and control (budgeting, accounting, auditing, investments)			
Fundraising (annual giving, donor development, campaigns)			
Government/ Public Sector Relations			
Graphic Design, Marketing			
Human Resources/ Personnel			
Insurance/ Risk Management			
Law/ Legal			
Organizational Development/ Strategic Planning			
Participation in interagency committees			
Program Planning and evaluation			
Public Policy/ Advocacy			
Real Estate			
Small Business/ Entrepreneur			
Special Events (planning and implementing)			
Website management, social media			
Writing Journalism			
Other/ Please Specify:			

Please summarize your skills and experience in the matrix below



ACE MENTOR PROGRAM
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QUESTIONNAIRE

1. How did you hear about ACE?

2. Please describe your interest in ACE and how you feel you can contribute to the organization. Also, please specify which position (BOD or Associate Board) are you interested in and can be most effective in aiding in the mission of ACE Austin.

3. How much time can you commit to the organization?

4. Board members are expected to contribute a minimum of \$100 to ACE annually. Donations can be made personally or from your firm or company. Please indicate below any special considerations, accommodations, or difficulties you may encounter that we should consider in requiring this monetary donation from you. Please describe sources of funding this commitment.



ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

5. Please list any boards, organizations or committees that you currently serve on, or have served on in the past (business, civic, community, fraternal, professional, recreational, religious, and social).

6. Please describe your experience in the field of Architecture, Construction and Engineering.

7. Can you commit to attend the Board meetings held every month? Please note Associate Board members do not attend board meetings.

8. Do you desire to be on a specific committee or achieve a leadership role on the Board of Directors?

Signature and Date



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PLEASE RETURN TO

Rogers-O'Brien Construction c/o Christine Sheng, christines@r-o.com or csheng@r-o.com

Ayers Saint Gross Architects c/o Allison Wilson, awilson@asg-architects.com