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SAVE INTERNATIONAL

DIRECTORS & OFFICERS

ROLES & RESPONSIBILITIES MANUAL

February 2018

Position:	PRESIDENT
Reports to:	Board of Directors and Members
Committees:	Executive Committee Appeals Committee Appoints third member of Audit Committee
Reports:	Directors & Officers Executive Director
Term:	Two (2) years, non-renewable President becomes Immediate Past-President upon completion of President's term of office or when the President leaves office
Elected By:	Roll-over from Executive Vice President to President
Qualifications:	Must be a member in good standing

Responsibilities

- Lead SAVE International® as its Chief Executive Officer within the annual budgetary constraints established by the Board of Directors
- Promote the value methodology and advocate on behalf of SAVE International®
- Represent SAVE International® to the public, government agencies, its chapters, its members, the SAVE International® Certification Board and the Miles Value Foundation
- Develop and implement policies in the best interests of SAVE International® and its members
- Delegate authority and responsibilities to Directors and Officers
- Monitor the performance of Directors and Officers and take corrective action when required
- Ensure the good governance of SAVE International®
- Identify and honor individuals and organizations that have made significant contributions to value engineering with Presidential Citations
- Act as signing authority with respect to banking and financial matters
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the President
- Attend and Chair SAVE International® Board of Directors and Executive Committee Meetings

Position: **IMMEDIATE PAST-PRESIDENT**

Reports to: Board of Directors and Members

Committees: Executive Committee
Succession Committee

Reports: N/A

Term: Two (2) years or upon the President leaving office

Elected By: Roll-over after completion of term as President

Qualifications: Completed term(s) as President

Responsibilities

- Support the transition of the Executive Vice-President into the role of President
- Undertake such special projects and assignments as the President so directs within the annual budgetary constraints established by the Board of Directors
- Promote the Value Methodology and advocate on behalf of SAVE International®
- Chair a Succession Committee comprising of the President, Executive Vice President, Vice President – Membership and up to three other individuals to identify potential candidates for election to office as Vice Presidents or Directors of SAVE International®
- Participate on the Executive Committee
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Immediate Past-President
- Attend Board of Directors Meetings

Possible Directors

- Succession Planning Recruiters (multiples)

Position:	EXECUTIVE VICE PRESIDENT
Reports to:	President and Board of Directors
Committees:	Executive Committee Audit Committee Honors & Awards Committee Conference Committee Paper of the Year
Reports:	Strategic Advisor(s) as appointed from time to time by the Board of Directors
Term:	Two (2) years, non-renewable Assumes role of President when the President's term expires or the President leaves office
Elected By:	Membership during Spring Elections or at Annual General Meeting
Qualifications:	Must be a member in good standing who has served a minimum of one term on the Board of Directors in an elected or appointed position other than Executive Vice President

Responsibilities

- Undertake such special projects and assignments as the President directs within the annual budgetary constraints established by the Board of Directors
- Represent SAVE International® to other associations and professional societies
- Manage inter-society agreements, other than those managed by Vice President – Global Affairs
- Prepare to assume the role of President
- Perform the duties of President when the President is absent or in the event of an inability or refusal to act
- Promote the value methodology and advocate on behalf of SAVE International®
- Chair the Honors & Awards Committee to identify individuals and organizations deserving of awards and recognition by SAVE
- Participate on the Executive Committee
- Participate on the Audit Committee
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Executive Vice President
- Attend Board of Directors meetings

Possible Directors

- Honors & Awards Director

Position: **VICE PRESIDENT – FINANCE & ADMINISTRATION**

Reports to: President and Board of Directors

Committees: Executive Committee
Audit Committee

Reports: Business Office

Term: Two (2) years, renewable by members for up to six (6) years

Elected By: Membership during Spring Elections or at Annual General Meeting

Qualifications: Must be a member in good standing who is knowledgeable about financial and governance matters

Responsibilities

- Manage the financial affairs of SAVE International® within the annual budgetary constraints established by the Board of Directors
- Administer the agreement with the Business Office service provider
- Be the custodian of the Constitution and Bylaws of SAVE International®
- Advise the Board of Directors on governance and procedural issues
- Review and manage agreements to be executed by SAVE International®
- Act as signing authority with respect to banking and financial matters
- Participate on the Executive Committee
- Chair the Audit Committee
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Attend Board of Directors meetings

Possible Directors

- Audit Committee: 3 members, including Executive Vice President and one SAVE International past president

Position: **VICE PRESIDENT – GLOBAL AFFAIRS**

Reports to: President and Board of Directors

Committees: Executive Committee

Reports: Presidents of Affiliates, Global Chapters and international value societies
Regional Directors

Term: Two (2) years, renewable by members for up to six (6) years

Elected By: Membership during Spring Elections or at Annual General Meeting

Qualifications: Must be a member in good standing who is knowledgeable about international affairs and financial matters

Responsibilities

- Manage the global affairs of SAVE International® within the annual budgetary constraints established by the Board of Directors
- Administer agreements with Affiliates, Global Chapters and international value societies
- Represent SAVE at international conferences focused on promotion of the value methodology
- Participate on the Executive Committee
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Attend Board of Directors meetings

Possible Directors

- Regional liaisons who maintain regular contact with Affiliates

Position: **VICE PRESIDENT – CERTIFICATION**

Reports to: President, SAVE Board of Directors Chairman, Certification Board of Directors

Committees: Executive Committee
Paper of the Year Committee

Reports: Certification Board
Executive Director – Certification Board

Term: Two (2) years, renewable by Certification Board for up to six (6) years

Appointed By: Certification Board

Qualifications: Must be a member and CVS in good standing

Responsibilities

- Convey to the Board of Directors the concerns of the Certification Board regarding the implementation of education, training and certification policies
- Convey SAVE International® policies regarding education, training and certification to the Certification Board
- Participate on the Executive Committee
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Attend Certification Board Meetings
- Attend Board of Directors meetings

Position: **VICE PRESIDENT – MEMBERSHIP**

Reports to: President and Board of Directors

Committees:

Reports: Chapter Presidents

Term: Two (2) years, renewable by members for up to six (6) years

Elected By: Membership during Spring Elections or at Annual General Meeting

Qualifications: Must be a member in good standing

Responsibilities

- Manage the Membership activities of SAVE International® within the annual budgetary constraints established by the Board of Directors
- Liaise with Chapters
- Develop programs to increase membership
- Develop programs to retain membership
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Attend Board of Directors meetings

Possible Directors

- Membership Director
- Chapter Relations & Development Director

Position: **VICE PRESIDENT – EDUCATION**

Reports to: President and Board of Directors

Committees: Education Committee
Paper of the Year Committee

Reports: Strategic Advisor(s) as appointed from time to time by the Board of Directors

Term: Two (2) years, renewable by members for up to six (6) years

Elected By: Membership during Spring Elections or at Annual General Meeting

Qualifications: Must be a member in good standing

Responsibilities

- Manage the education and training activities of SAVE International® within the annual budgetary constraints established by the Board of Directors
- Develop and maintain the Value Engineering Standard and Body of Knowledge
- Develop courses and curriculum to train candidates in the fundamentals of value engineering
- Develop courses and curriculum for the continuing education of value professionals
- Work with the Certification Board as they seek accreditation of SAVE courses, curriculum and related programs
- Build and maintain relationships with individuals and trainers offering training in value engineering
- Identify opportunities to provide training and education using advances in communications and delivery technology
- Liaise with the College of Fellows and seek input on education and training initiatives
- Appoint Directors to and chair the Education Committee
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Attend Board of Directors meetings

Possible Directors

- Innovations Director
- Standards Director

Position: **VICE PRESIDENT – CONFERENCES**

Reports to: President and Board of Directors

Committees: Conference Committee
Paper of the Year Committee

Reports: Conference Organizers

Term: Two (2) years, renewable by members for up to six (6) years

Elected By: Membership during Spring Elections or at Annual General Meeting

Qualifications: Must be a member in good standing

Responsibilities

- Manage the conference activities of SAVE International® within the annual budgetary constraints established by the Board of Directors
- Organize conference venues, facilities and activities
- Develop conference programs and arrange for speakers
- Coordinate with Vice-President Education to deliver education and training programs compatible with the conference
- Coordinate with the Vice President – Marketing & Communication to promote conference activities
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Appoint Directors to and chair the Conference Committee
- Attend Board of Directors meetings

Possible Directors

- Local Chapter Conference Director

Position: **VICE PRESIDENT – MARKETING & COMMUNICATION**

Reports to: President and Board of Directors

Committees: Honors & Awards
Paper of the Year

Reports: Public Editors
Webmaster
Strategic Advisor(s) as appointed from time to time by the Board of Directors

Term: Two (2) years, renewable by members for up to six (6) years

Elected By: Membership during Spring Elections or at Annual General Meeting

Qualifications: Must be a member in good standing

Responsibilities

- Manage the Marketing & Communications activities of SAVE International® within the annual budgetary constraints established by the Board of Directors
- Develop and maintain the SAVE Brand and style manual
- Develop marketing materials to promote the practice of the Value Methodology
- Maintain external mailing lists
- Plan and develop outreach events including to peer societies and government organizations
- Coordinate trade show participation to promote the Value Methodology
- Manage website coordination, content and maintenance
- Manage publications and newsletters targeted at members, value professionals and the public
- Prepare reports on a monthly basis or otherwise as directed by the Board of Directors to advise the Board of Directors of the activities of and issues being addressed by the Vice President
- Attend Board of Directors meetings

Possible Directors

- Government Liaison
- Industry Liaison (Public Relations)
- Sponsorships Director
- Professional Societies Liaisons (one for each formal relationship)
- *Value World*
 - Academic/Technical Papers Director
 - Member Communications Director (formerly *Interactions* editor)
- Website Director
- Social Media Director for LinkedIn, Facebook, Twitter, etc.

Position: **EXECUTIVE DIRECTOR**

Reports to: President

Committees:

Reports: Business Office

Term: One (1) year, renewable annually by the SAVE Board of Directors

Qualifications: Demonstrated experience and qualifications in association management

Responsibilities

- Manage the Business Office in accordance with the Contract and industry best practices and within the annual budgetary constraints established by the Board of Directors
- Execute agreements on behalf of SAVE International® as instructed by the Board of Directors from time to time
- Act as signing authority with respect to banking and financial matters

Position: **REGIONAL DIRECTOR (GLOBAL AFFAIRS)**

Reports to: Vice President – Global Affairs

Committees: Membership

Reports: None

Term: Two (2) years, renewable for up to six (6) years

Appointed By: VP Global Affairs, confirmed by SAVE International BOD

Qualifications: Must be a SAVE member in good standing & knowledgeable of the VM profession in their region (Europe, Asia, Central & South America, Middle East & Africa)

Responsibilities

- Represent SAVE International and its strategy (PACE) in the region
- Encourage professional activities between SAVE and other Value Societies in region (e.g., conferences, scholarly publications, educational offerings)
- Assist VP-Global Affairs in establishing Inter-Society Agreements between SAVE and other Value related societies
- Convey SAVE International policies regarding membership, education, training and certification to individuals and associations in the region
- Prepare & present an annual report of regional activities at the International Forum at SAVE Summit