Subcommittee General Guidelines

Overview:
buildingSMART alliance® (bSa) subcommittees are critical to the development and review of content that provides value for bSa members and the industry at large. Each subcommittee should have a Chair, Vice Chair, and Secretary (referred to as the Leadership Team). The Chair and Vice Chair will be nominated and confirmed by the bSa Board of Direction (BOD). The Secretary will be selected by the subcommittee Chair, with approval by the bSa BOD. The Chair will continue throughout the appointment to collaborate closely with the BOD.

These guidelines are supplemental to the Development and Relationship Subcommittees defined in the bSa 2015 Strategic Plan. Details about expectations for each subcommittee are included in subcommittee-specific guidelines. These guidelines are intended to be “living documents” and collaboratively updated to incorporate input from each subcommittee.

Subcommittee Management:
- Each subcommittee will develop an annual operational plan which outlines the activities and specific projects to be pursued within the next year to include quarterly milestones with deliverables along with any resources required to achieve subcommittee goals.
- After coordinating the operational plan with the BOD, each subcommittee will track their progress toward the goals and deliverables.
- Each subcommittee will provide quarterly reports to the BOD regarding their progress (or as defined otherwise in the annual operational plan).
Subcommittee Leadership:

Leadership Team Responsibilities:

- Industry Leadership
  - Provide industry recognized subject matter expertise for the respective subcommittee topic area
  - Represent bSa as the industry leader with national and international standards organizations
  - Develop and maintain a strong network of contacts amongst industry leaders

- Management
  - Develop an annual operational plan and execute the program using the resources of the subcommittee membership
  - Schedule and facilitate weekly conference calls and other online meetings as needed to achieve subcommittee goals and objectives. Develop agenda, meeting minutes, and action items with resources of subcommittee members.
  - Maintain a schedule and assignments of subcommittee efforts
  - For specific projects, funded or not, manage the resources, people and schedule to complete efforts producing high quality deliverables within stated schedules

- Communications
  - Proactively communicate with other bSa subcommittees and groups, maintain awareness of their activities, and coordinate efforts
  - Present status updates to bSa BOD during the bi-weekly BOD calls
  - Provide content for bSa communications related to activities of the subcommittee
  - Facilitate a subcommittee meeting at the annual conference
  - Continually recruit new members

Leadership Team Qualifications:

- Leadership
  - Strong leadership and communication skills
  - Strong project management skills using BIM and other information technologies
  - Established identity as a leading proponent and industry voice consistent with the mission and vision of bSa and the subcommittee mission

- Management
  - Ability to manage scope, schedule, quality, and budget (for funded efforts) for teams responsible for executing the plan
  - Ability to plan and facilitate meetings

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• Ability to achieve results through volunteer efforts
• Communications
  • Effective group discussion facilitator; allows others opportunities to be the thought leaders and to facilitate productive group collaboration
  • Facilitates finding connections to other knowledge sources and subject matter experts
• Leaders of the subcommittee must be a member in good standing of NIBS and bSa

**Leadership Time Commitment:**
• Leadership assignments are for a one year term
• Leaders of the subcommittee should plan on committing a minimum of four hours per week for planning, coordination, and meetings. More time may be required as the products of the subcommittee reach critical points in their development.

**Other:**
• All subcommittee leaders and members must adhere to the bSa Charter
• bSa staffing support may be provided for guidance and coordination as appropriate with other subcommittees and NIBS committees and councils
• This is a volunteer position - no compensation is provided
• Project specific expenses, if approved in advance, will be paid by bSa

**Diversity:**
Each subcommittee should establish diversity and foster a wide-range of viewpoints by soliciting participation from different industry sectors, age, race, and gender groups.

**Transition Planning:**
The subcommittee Chair will work with the bSa BOD to identify leadership candidates for the coming term. Early identification is important to facilitate potential development and training opportunities. Transition of responsibilities should overlap for two months.
Communications Subcommittee

The bSa Communications Subcommittee is one of three Relationship Subcommittees defined in the bSa 2015 Strategic Plan. These guidelines serve as a supplement to the Strategic Plan and the Subcommittee General Guidelines, and are intended to serve as a living document for further refinement.

Activities:
The Communications Subcommittee is responsible for effective communication with the bSa community and industry at large. The subcommittee will ensure information available on the bSa related websites is accurate and relevant, and provides a modern, effective platform for dynamic communication and collaboration. The subcommittee will focus on activities to:

- Review and maintain the bSa website information and content;
- Develop proposed communication content for newsletters, conference announcements, and other news highlights; and
- Explore and implement appropriate new communication mechanisms for bSa, such as blogs, social media, or other media venues.

Membership:
This subcommittee consists of a focused group of members with an interest and experience in developing communication content for members and the broader stakeholder groups. Skills that will provide value to the subcommittee include:

- Experience with the development of press releases, website content or other communication materials;
- Experience with social media; and
- Interest in learning more about the activities across the different subcommittees within bSa.