



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of South Carolina*

**American Council of Engineering Companies of South Carolina (ACEC-SC)**

**Emerging Leaders Board Nomination Form**

Nomination for Service: Term 2023 - 2025

Application Deadline: December 16, 2022

**Emerging Leaders Board Mission Statement**

ACEC-SC Emerging Leaders Board creates a path to executive leadership for industry professionals who are committed to providing fresh perspectives, continued learning, and professional development through social, educational, and volunteer opportunities.

**Emerging Leaders Board Responsibilities**

- Emerging Leaders Board (ELB) Members will help the ACEC-SC Executive Board of Directors execute ACEC-SC's strategic plans and mission.
- ELB Members will:
  - Grow diversity within ACEC-SC and actively strive for inclusion of all member firms and persons.
  - Promote the industry among higher education and K-12 students to increase awareness and to communicate opportunities related to the industry and ACEC-SC.
  - Select an initiative each year in line with the strategic plan, define that initiative, and work toward it in conjunction with the ACEC-SC Executive Board of Directors.
  - Attend all called meetings to discuss engagement, improvements, and new ideas for ACEC-SC.
  - Participate in ACEC-SC committees, events, and volunteer engagements.
  - Represent ACEC-SC as Board Members conduct their daily business and encourage membership and participation to business associates in the industry.

**The Six Main Priorities of the Emerging Leaders Board**

- 1) Input & New Perspectives
- 2) Professional Development and Growth



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of South Carolina*

- 3) Political Advocacy
- 4) Raising Brand Awareness
- 5) Socializing and Networking
- 6) Volunteering

**Emerging Leaders Board Opportunities:**

ELB Members will be provided the opportunity to:

- Grow their professional networks through participation in Emerging Leaders Board meetings, committees, events, volunteer engagements, etc.
- Influence the direction of ACEC-SC through feedback to the ACEC-SC Executive Board of Directors and Emerging Leaders Board initiatives.
- Gain greater knowledge of the industry through interaction with the day-to-day activities of ACEC-SC.
- Expand leadership capabilities by developing and implementing Emerging Leaders Board goals and programming.

**Structure of the Emerging Leaders Board**

Monthly meetings will be held, and all Emerging Leaders Board (ELB) Members are expected to attend and actively participate. There will be a minimum of six meetings per year. Additional meetings may be called by the ELB President. ELB Members may not miss more than three consecutive meetings or removal from the Emerging Leaders Board may be instituted upon approval from the ACEC-SC Executive Board of Directors.

There are nine voting Emerging Leaders Board positions and one non-voting position:

- President
- Vice President
- Secretary/Treasurer
- PAC Chair



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*of South Carolina*

- Communications Chair
- Legislative Chair
- Director 1
- Director 2
- Director 3

*\*The ACEC-SC Emerging Leaders Board Executive Director is Sarah Waldrop (non-voting).*

- Each member must be from a different firm; there will be no two people from the same firm.
- Only South Carolina residents from current ACEC-SC member firms will be allowed to serve on the Emerging Leaders Board.
- Applicants for the Emerging Leaders Board will be evaluated and selected by the presiding Emerging Leaders Board. Final appointments will be made by the ACEC-SC Executive Board of Directors.
- A member or past member of the ACEC-SC Executive Board of Directors cannot serve on the Emerging Leaders Board.
- The Emerging Leaders Board President will serve as the ex-officio liaison to the ACEC-SC Executive Board of Directors and will be expected to provide current feedback of events, initiatives, and news to the Executive Board of Directors.

**A. Required Qualifications**

- Must be an employee of an ACEC-SC member firm.
- Must have signed agreement from firm management acknowledging the requirements and expectations of nominee applying for the Emerging Leaders Board (see page 8).

**B. Preferred Experience**

- Graduation from the ACEC-SC Future Leaders Program.
- Career experience between 5-20 years (no age limit).



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of South Carolina*

**C. Term Limits**

All Emerging Leaders Board positions will serve a three-year term.

Monthly meetings will be held, and all Emerging Leaders Board (ELB) Members are expected to attend and actively participate. There will be a minimum of six meetings per year. Additional meetings may be called by the ELB President.

**D. Resignation and Termination**

Any Emerging Leaders Board Member may resign by submitting a notice of resignation to the ACEC-SC Executive Board of Directors. An Emerging Leaders Board Member may be asked to forfeit their position if they fail to meet the expectations listed in this agreement.

ELB Members may not miss more than three consecutive meetings or removal from the Emerging Leaders Board may be instituted upon approval from the ACEC-SC Executive Board of Directors.

**Emerging Leaders Board Bylaws**

The official bylaws of the ACEC-SC Executive Board of Directors are applied to and observed by the ACEC-SC Emerging Leaders Board. To view the bylaws, [click here](#) or visit <https://acecsc.org/about-acecsc/acec-sc-bylaws/>.

**Candidate Information**

Name \_\_\_\_\_

Firm/Title \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Education \_\_\_\_\_



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*of South Carolina*

Years of Experience \_\_\_\_\_

Area of Practice \_\_\_\_\_

Future Leaders Class Year (if applicable) \_\_\_\_\_

1) Briefly describe why you are interested in joining the Emerging Leaders Board.

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2) List your previous leadership experience (affiliations or organizations to which you belong, role, and date served).

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3) If you fall outside of the qualifications listed above, briefly describe why you are applying for candidacy and why you believe you would be a good fit for the Emerging Leaders Board.

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*of South Carolina*

4) Which of the following committees do you have an interest in joining? (Check all that apply).

- Membership Committee
  - Entails: membership outreach, membership growth, stimulating member firm activity, recruiting younger members to attend events, etc.
- Communications Committee:
  - Entails: social media campaigns for events and news, special event physical mailing pieces/emails, newsletter article updates from Emerging Leaders Board, etc.
- Events & Philanthropy Committee:
  - Entails: community STEM outreach, community volunteer opportunities, social events, continuing education classes, possible PDH opportunities, networking opportunities, etc.
- PAC (Political Action Committee):
  - Entails: hosting the Wooden Car Derby, political action fundraising, etc.

5) What do you believe are the two most significant issues facing the ACEC-SC? What approach or solution would you recommend to provide relief to those issues?

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*of South Carolina*

6) What position are you most interested in applying for on the Emerging Leaders Board? (Your selection will be taken into consideration, but this does not guarantee you will be selected for your desired position).

President

- Expectations: The President will be the official liaison between the ACEC-SC Executive Board of Directors (BOD) and the Emerging Leaders Board. The President is expected to attend all ACEC-SC BOD monthly meetings to provide updates to the Executive Board.

Vice President

- Expectations: The Vice President will be responsible for stepping in as acting President when the President is unable to fulfill the duties listed above.

Secretary/Treasurer

- Expectations: The Secretary/Treasurer will be responsible for taking official meeting minutes at every Emerging Leaders Board meeting. Also, the Secretary/Treasurer will be responsible for keeping track of budgetary income and expenses to be reported on at every Emerging Leaders Board meeting in addition to requesting funds from the ACEC-SC Executive Board of Directors when needed.

PAC Chair

- Expectations: The PAC Chair will be in charge of planning, hosting, and attending the Wooden Car Derby fundraising event. The PAC Chair will additionally lead fundraising efforts and head the Political Action Committee (PAC).

Communications Chair

- Expectations: The Communications Chair will head the Communications Committee in which the Chairperson will oversee social media campaigns for events and news, special event physical mailing pieces/emails, newsletter article updates from Emerging Leaders Board, etc.

Legislative Chair

- Expectations: The Legislative Chair will work in partnership with ACEC-SC Lobbyist Adam B. Jones in keeping up to date with industry legislative issues and topics. The Legislative Chair will also keep the Emerging Leaders Board updated on the aforementioned issues and topics.



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of South Carolina*

Director

- Expectations: There are three Director positions. The expectations of these positions change based on what is uniquely needed every year on the Emerging Leaders Board.

I have no preference, and I am willing and able to serve in any capacity assigned to me.

**Submitted By:**

Name \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Have you previously served on the Emerging Leaders Board?

\_\_\_ Yes \_\_\_ No

If “yes” to the above question, did you complete the full term?

\_\_\_ Yes \_\_\_ No

If “no” to the previous question, briefly describe why the term was not completed.

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AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of South Carolina*

**Nominee Acknowledgment of Terms and Service**

*I understand and accept the stated expectations and requirements of service on the Emerging Leaders Board. I understand failure to meet the stated expectations and requirements of service on the Emerging Leaders Board may result in my permanent dismissal from the Emerging Leaders Board. I understand resignation from the Emerging Leaders Board will result in a special case review by the ACEC-SC Executive Board of Directors should I choose to reapply for the Emerging Leaders Board for another term. By signing this document, I also recognize this form submission does not guarantee me a position on the Emerging Leaders Board and, if not selected to*

*serve during the term explicitly stated on the top of this form, I must submit a new application for any future terms during which I may wish to serve.*

Nominee Name \_\_\_\_\_

Nominee Signature \_\_\_\_\_

**Principal/Management Approval**

*I understand and support the above nominee on their service to the Emerging Leaders Board, including time commitments, expectations, and requirements.*

Principal/Manager Name \_\_\_\_\_

Principal/Manager Signature \_\_\_\_\_

Principal/Manager E-mail \_\_\_\_\_

Principal/Manager Phone Number \_\_\_\_\_

**Submit Nominations to:**

Sarah Waldrop

Email [sarah@jma-associations.com](mailto:sarah@jma-associations.com) or mail to 826 Assembly Street, Columbia, SC 29201.