

ACEC MINNESOTA BOARD OF DIRECTORS

Roles & Responsibilities for Fiscal Year 2026-27

GOVERNANCE | FIDUCIARY OVERSIGHT | VOLUNTEER SUPPORT | STRATEGIC DIRECTION

GENERAL OVERVIEW

Serving on the ACEC Minnesota Board of Directors is a volunteer governance role in service to the consulting engineering community of Minnesota. Directors are selected from member and affiliate member firms to serve the benefit of the Council as a whole. Board members are expected to exercise sound judgment, prepare for meetings, uphold high ethical standards, and devote the time necessary to fulfill their responsibilities. Directors do not manage day-to-day operations or direct staff.

ETHICS, CONFLICTS, AND CONFIDENTIALITY

Board members have a legal duty to subordinate personal interests to the welfare of ACEC Minnesota and those it serves. Directors must disclose actual or potential conflicts of interest and abstain from voting when appropriate. Directors may not use their influence or access to information in a way that disadvantages the Council or improperly benefits themselves. All board members are required to complete the conflict of interest statement and comply with the Council's conflict policy.

ENGAGEMENT EXPECTATION

Board members are expected to attend monthly meetings (usually the third Thursday from 2-4 pm) and participate consistently. The bylaws permit removal for repeated unexcused absences. Board members are also expected to maintain a visible leadership presence at ACEC Minnesota activities during the year, including:

- Strategic planning sessions (TBD)
- Leadership development launch (Sep) and graduation (May)
- Engineering Excellence Awards Gala (Feb 18)
- Transportation Conference & Expo (Mar 17-19)
- Annual Meeting (May)

For more information, contact
Megan Dayton at mdayton@acecmn.org

RESPONSIBILITIES

As a body, the Board is responsible for approving the annual budget, guiding strategic direction, and filling Board vacancies.

DIRECTOR EXPECTATIONS

- Attend and actively participate in regular Board meetings
- Review agendas and materials in advance and come prepared for discussion and decision-making
- Exercise fiduciary care and independent judgment
- Protect confidential information
- Act in the best interests of ACEC Minnesota rather than any one firm or constituency
- Contribute to strategic discussions regarding advocacy, membership value, workforce, finance, and governance
- Support ACEC Minnesota by engaging visibly at major organizational events
- Serve as an ambassador for the organization with members, public agencies, partners, and the profession

OFFICER ROLES

- Chair - Presides at Board meetings
- Chair Elect - Assists the Chair
- Treasurer - Oversees financial affairs
- Secretary - Documents official meetings
- National Director - Votes on ACEC National matters

TERM LENGTH

Director terms are two years. The Young Professional serves a one-year term. Officers' terms are one year in each of five positions, beginning as Secretary. No firm may have more than one representative on the Board at one time.

COMMITTEE INVOLVEMENT

Directors may be asked to serve as Board liaisons to committees or task forces. When assigned, the purpose of that role is to support alignment between committee work and Board-approved priorities and elevate issues that require Board attention. It is not to manage committee operations or direct staff work.