

ACEC Colorado Forum Chair Responsibilities & Expectations

The ACEC Colorado forum chairs play a key leadership role in fostering an inclusive, collaborative environment that encourages meaningful dialogue while ensuring full compliance with the [ACEC Colorado Antitrust Compliance Policy](#). Forum meetings should serve as a valuable platform for member firms to connect within their area of expertise, exchange insights, share project highlights, ask questions, strengthen professional networks, and more.

The co-chair supports this initiative by helping guide the forum's work toward advancing the consulting engineering profession as a whole—prioritizing collective industry progress over individual interests. Each chair position is a one-year appointment at the leisure of the current ACEC Colorado president per the [Council's bylaws](#) (see Article IX, Section 3B).

Core Responsibilities and Expectations:

- **Adhere to all [ACEC Colorado Policies](#).**
- **Maintain a thorough understanding** of ACEC Colorado's Antitrust Compliance Policy and work with ACEC Colorado staff to ensure all forum discussions align with it.
- **Attend as many forum meetings and events** as your schedule permits (e.g., field trips, networking events) for your respective forum.
- **Communicate scheduling conflicts** promptly to an ACEC Colorado staff member and your forum's board liaison.
- **Lead all scheduled meetings**, ensuring they begin and end on time, unless rescheduled, and in coordination with your forum's board liaison. (NOTE: ACEC Colorado prohibits the use of any AI agents attending meetings or participant's recording meetings. Furthermore, ACEC Colorado does not maintain minutes from forum meetings.)
- **Do not organize or conduct unofficial meetings or events** without the presence of an ACEC Colorado staff member.
- **Assist in planning meetings**, including but not limited to suggesting strategic discussion topics, coordinating with guest speakers and supporting logistics for meetings/events.
- **Support meeting preparation** by volunteering to review relevant materials such as bills, articles or industry updates.
- **Encourage active participation** from forum members to foster an inclusive, welcoming and engaging environment.
- **Understand that this is a volunteer leadership position** and all direct communication with members comes only from ACEC Colorado staff.
- **Communicate all forum-related ideas or proposed changes** directly to an ACEC Colorado staff member for consideration by the council's Board of Directors.
- **Understand that misrepresenting oneself as having "[Apparent Authority](#)"** is strictly prohibited.
- **Understand that failure to meet these expectations** may result in being removed from the position at any time by ACEC Colorado's president.