**ACE Mentor Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board of Directors Book**

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**SECTION I**

1. MISSION STATEMENT

To engage, excite and enlighten high school students to pursue careers in architecture, engineering and construction through mentoring and to support their continued advancement in the industry.

1. WHY ACE IS IMPORTANT

* The integrated design and construction industry is one of America’s top economic engines.
* The A/E/C industry employs more than 7 million people.
* The retirement of baby boomers in all parts of the industry is creating a serious workforce shortage.
* The current workforce pipeline is inadequate to meet current and future job needs.

Statistical Profile

* ACE currently operates in 74 affiliates covering 36 states, the District of Columbia and Puerto Rico.
* Over 10,000 students and about 3,500 mentors each year.
* Almost 70% of students are minorities, and one-third is young women.
* ACE has awarded more than $17 million in scholarships to students.
* ACE Mentor firms contribute more than $17 million worth of *pro bono* time per year.
* 94% of ACE graduates enroll in higher education, and two-thirds enter majors linked to the design and construction industry.

Proven Outcomes

* ACE Mentor Program participants graduate high school at a greater rate than non-ACE participants.
* ACE increases the diversity in architecture, construction and engineering program enrollment.
* Female ACE Mentor Program participants enter college engineering programs at double the national rate of their non-ACE counterparts.
* More low-income students are enrolled in the ACE Program than other afterschool programs as a whole.

1. NUTS AND BOLTS OF PROGRAM

Program Format: Students are assigned to teams led by volunteer mentors from firms representing architects, construction managers, engineers (civil, structural, mechanical, electrical and environmental), owners and trades people. Teams meet after school, usually every other week for 15-16 sessions, in the offices of mentor firms or on the school site. Each team selects a project and goes through the entire design process, learning various skills along the way. In addition to “office” meetings, teams go on field trips to actual construction sites. At the end of the school year, the teams present their projects to assembled mentors, family and friends, much as an actual design team would present to a client.

Benefits to Mentors: The ACE Mentor Program offers many benefits to mentors. In addition to giving back to the construction industry and their community, mentors enjoy great networking opportunities with affiliated professionals. Mentors also sharpen individual presentation, leadership and other professional skills. By forming positive relationships with students and helping to develop the professionals who will lead tomorrow’s building industry, mentors gain considerable psychic rewards.

Mentor Commitment: There is no financial requirement for a mentor/firm to participate in the program. However, each firm may be requested to host a meeting or two during the program and provide pizza and drinks for the team. The biggest part of a firm’s commitment is the time given by its employees. Mentors need to be available to attend the meetings and to prepare for the meetings. At their option, firms may decide to sponsor the program and contribute to an affiliate’s scholarship program.

School Commitment: No school time is used. No school funds are spent. The program is funded by generous sponsors, ACE students meet after school with dedicated mentors who guide them through engaging, hands-on projects and field trips. These activities reinforce classroom learning in math, physics, art, computer skills and other important subjects, establishing a direct link between curricular and career success.

**SECTION II**

1. AFFILIATE BOARD MEMBER RESPONSIBILITIES

Members of the Board are required to carry out the functions and responsibilities prescribed by the By-laws of the local ACE affiliate.

The Board establishes the objectives and goals for the ACE affiliate, including policies, programs and budgets, as required for the fulfillment of its trusteeship for the affiliate’s affairs and as consistent with the policies and procedures of the ACE National program. The Board is responsible for seeing that the affairs of the affiliate are conducted in a fashion conducive to achieving those objectives and goals. The Board approves the overall organization of the program and exercises oversight over the activities of the affiliate.

The responsibilities of a Board member include:

1. Familiarity with the By-laws and operation of the program
2. Leadership and oversight of the program
3. Policy and administrative decision making
4. Assessment of affiliate performance
5. Fundraising/Resource Development
   1. Attend events and solicit other guests
   2. Identify potential donors and supporters
   3. Help the affiliate plan and achieve its fundraising goals
6. Serve as an ambassador, promoting the affiliate’s mission and work at every opportunity
7. Help recruit mentors, committee members, Board members and schools
8. Recognize the Board’s need for ongoing leadership development and play an active role in the process

*Upon agreeing to serve on the Board, a member may not:*

1. Act unilaterally unless instructed by the full Board.
2. Speak for the Board or program unless sanctioned to do so by the full Board.
3. BOARD MEMBER EXPECTATIONS

Board Meeting Attendance

Board members are expected to attend and actively participate in the scheduled board meetings. Attendance may also be required or requested at various special activities throughout the year.

Participate in at least one Board Committee

Each board member will be asked to participate in at least one committee. All board members are considered members of the fundraising committee.

Complete Database Registration

Board members need to go to www.acementor.org and sign up under the mentor registration. There is a drop-down selection in registration for board member.

Board Member Education

Board members are expected to educate themselves through exploration of both the National and Local Affiliate website, interaction with other board members and mentors and become familiar with provided literature to be knowledgeable about the organization, its history and ambitions.

Attendance of Student Sessions

Board members are encouraged to attend at least one (1) student work session within the school year to observe and/or participate in the session. This creates good connection between the mission of the board and the student and mentor experience.

1. OFFICERS

Chair – Powers and Duties. The Chairman shall affect, or monitor implementation of, decisions by the Board, preside at all meetings of the Board and the Executive Committee and serve as a voting *ex officio* member of all standing committees.

Vice Chair – Powers and Duties. The Vice Chair shall have such powers and duties as may be assigned by the Board. In the absence of the Chairman, the Vice Chair shall perform the duties of the Chair.  The Vice Chair normally succeeds the Chair in leadership of the affiliate.

Secretary – Powers and Duties. The Secretary shall promote communication among Board committees and the Board via contact with committee chairpersons prior to each Board meeting and perform other actions deemed appropriate to support the full and active function of Board committees. The Secretary prepares and distributes meeting minutes and records attendance. In addition, the Secretary insures completion of end-of-year reports and other reporting to the National office.

Treasurer – Powers and Duties. The Treasurer chairs the Finance Committee, or at the Treasurer’s option may designate a Chair of that committee and shall be responsible for the custody and investment of all funds of the Corporation. The Treasurer may sign checks and execute and deliver instruments relating to the investments of the Corporation, which authority may be shared with one or

more other Directors and the President of the Corporation. The Treasurer shall keep full and accurate accounts of receipts and disbursements of the Corporation and shall see that the Board receives financial statements at each meeting. The Treasurer also insures the timely filing of reports to the IRS and other government agencies as required by law.

Committee Chairperson. The Chairperson oversees each committee and is responsible for making sure that each committee is working to meet the objectives of the organizations. The chair will deliver progress reports on the committee’s progress to the Board of Directors.

1. BOARD OF DIRECTORS COMMITTEES

Standing Committees

Executive Committee

* Shall be composed of the Chair, Vice Chair, Secretary, Treasurer and chairs of standing committees
* Shall have the full authority of the Board of Directors except to alter or repeal by-laws, to elect or appoint any Director, to remove any Officer or Director, or to amend or repeal any resolution previously adopted by the Board of Directors

Governance and Nominating Committee

* Shall be composed of three members elected by the Board of Directors
* Chair shall by designated by the Board Chair
* Shall seek to secure persons for election to the Board who meet outstanding needs

Financial Committee

* Shall be composed of Treasurer and other members as elected by the Board of Directors
* Oversee the financial stability of affiliate
* Prepare affiliate’s annual budget
* Work with outside firm for tax filings and audits
* Oversee accounts payable and accounts receivables as well as balance sheets and financial documents

Fundraising Committee

* Develop a fundraising plan
* Organize fundraising events

Other Committees

Program/Education Committee (Also can be called Curriculum, Student Committee)

* Inform and advise the Board about student admission policy, program policy and ongoing programs
* Plan and execute “Kick off Night” for students
* Plan and execute “presentation night” event for scholarship awards and student presentations
* Help recruit and enroll students into program and onto teams
* Work with Team Leaders to guarantee consistent practices
* Select project(s) for teams to work on for presentation
* Develop program for teams and team project

Mentor/Alumni Committee

* Recruit mentoring firms to support the goal of expanding ACE
* Plan and execute mentor recruitment events
* Maintain contact with ACE alumni, keep them apprised of and involved in affiliate activities, and identify those who might serve as mentors
* Organize mentor training sessions, in collaboration with the Education Committee

Scholarship Committee

* Shall be composed of a Chair and all team leaders
* Oversee scholarship application process
* Evaluate scholarship applications and working as a committee assigns scholarship awards
* Selection of scholarship winners
* Oversee the timely distribution scholarships to new winners and to scholarship recipients eligible to have their scholarships renewed

Public Relations Committee

* Develop and execute a public relations plan
* Prepare and issue press releases and work directly with the press to raise the visibility of the affiliate

Advisory/Junior Board Committee

* Work with the Advisory/Junior Board and act as liaison to Board of Directors