The IAC Executive Committee is responsible for governing the activities of the Industry Advisory Council in an effective, efficient and ethical manner consistent with the organization’s mission, policies and Code of Conduct. Specific activities of the Executive Committee include advising the ACT Board of Directors, overseeing the operation and management of IAC activities, developing such policies and procedures as needed, protecting the financial integrity of the organization and working in partnership with the Executive Director.

The IAC Executive Committee is a governance board – one that addresses strategic issues and exercises appropriate oversight of the organization’s activities. With the exception of those positions identified in the bylaws – the chair, executive vice chair and vice chair for finance – it is intended that the remaining members of the Executive Committee will be elected as At-Large members. Once the Executive Committee is assembled each Executive Committee member will be asked to assume responsibility for a portfolio of activities. These portfolios will be based on the evolving needs of the organization and the interests and strengths of individual members. The Executive Committee meets approximately every other month and also holds an off-site strategic planning meeting in June or July. On average the time commitment expected of Executive Committee members is between 10 and 20 hours each month.

Nominees for the IAC Executive Committee should:

- Be a full time employee of an IAC member company in good standing.
- Occupy an executive position within his or her organization (for example, CEO or Federal division leader or their direct reports).
- Be committed to the ACT-IAC mission of a more effective government and understand and support the unique role of ACT-IAC.
- Have been engaged in ACT-IAC and understand the diversity of activities on the organization's agenda
- Be able to contribute the time needed to carry out their Executive Committee responsibilities
- Be able and willing to attend other ACT-IAC events throughout the year
- Be able to operate successfully in a collaborative environment and put the good of the entire organization and its mission to improve government above individual interests, both personal and corporate.
- Be able and willing to cultivate new IAC members, solicit financial support for the organization’s activities, and cultivate and recruit volunteers.
- Have the highest ethical standards and be willing to assist in ensuring compliance with those standards by all who participate in the organization.

- The responsibilities of every Executive Committee member include the following:
  - Attend all Executive Committee meetings. Review agenda and supporting materials prior to Executive Committee and other meetings. Implement such assignments as are requested.
  - Be informed about the organization’s mission, services, policies, and programs.
  - Demonstrate the duty of care, duty of loyalty and duty of obedience.
  - Ensure that their company appropriately supports IAC through participation and financial contributions.
  - Communicate the mission and value of IAC to others and support the continued growth of ACT-IAC through word and deed.
  - Comply with all ACT-IAC policies, especially those pertaining to conflict of interest and confidentiality.
  - Work in partnership with the Executive Director and professional staff.

**DUTIES AND QUALIFICATIONS**

In addition to the above duties and qualifications, each IAC Executive Committee position has some specific requirements. These are outlined below.

**IAC Executive Vice Chair (1 vacancy)**

The individual elected as Executive Vice Chair will automatically become IAC chair after one year. Individuals nominated for Executive Vice Chair should be able to fulfill the Chair’s duties and responsibilities.

The duties of the Chair include chairing meetings of the Executive Committee, meeting frequently with members, chairing membership meetings and playing a visible role in IAC conferences. The Chair plays a vital role in setting the organization’s strategic direction and ensuring that IAC is fulfilling its mission. The Chair must mediate member conflicts and address issues raised by and about member companies with regard to their participation in IAC. The Chair is responsible for the smooth & harmonious functioning of the overall IAC organization, including the staff, Executive Committee and general membership. Specific responsibilities of the Chair include the following:

- Work in partnership with the ACT President and ACT-IAC Executive Director to provide leadership and guidance of ACT-IAC activities.
- Ensure that the organization has a strategic direction and clear goals and objectives. Monitor progress towards those goals and objectives.
• Provide leadership to the Executive Committee and ensure that it is contributing to the effective and successful achievement of the organization’s mission.
• Appoint, in consultation with the Executive Committee, individuals to serve in leadership positions and as the chairpersons of committees
• In cooperation with the ACT President, oversee the Executive Director and formally evaluate the performance of the Executive Director.
• Serve as the IAC representative to the ACT Board of Directors.

During the year as Executive Vice Chair, this individual acts in the absence of the Chair. This includes presiding at any membership or Executive Committee meeting that the Chair cannot attend. The Executive Vice Chair manages the annual election process for new IAC Executive Committee members. The Executive Vice Chair shall take on such assignments as may be requested by the Chair. Such assignments may include oversight of the organization’s strategic planning process as well as the identification and development of new leadership.

In addition to the qualifications listed above for all members of the Executive Committee, the IAC Executive Vice Chair should be an individual who has:

• Executive presence and a strategic vision.
• A reputation as a respected leader within the community and as a peer with the most senior levels of government and industry
• Ability to manage effectively in a collaborative and consensus-based environment (experience as a leader in a non-profit organization is desirable)
• Familiarity with other non-profit organizations in the same space
• A decision maker within his/her organization who can (and preferable has) approved the allocation of resources to support ACT-IAC
• Government experience is desirable but not mandatory
• Someone who is committed to the ACT-IAC vision of a trusted and objective public-private partnership

Vice Chair at Large (7 vacancies)

Vice-Chairs at Large will be responsible for duties as assigned by the Chair. Each Vice Chair at Large is usually assigned a portfolio of activities by the IAC Chair. While the specific portfolio is determined by the Chair’s agenda and organizational needs, typical areas include sponsorships, membership, events, programs, professional development and shared interest groups. The designated Vice Chair at Large is responsible for overseeing the assigned activities and ensuring that they are carried out in an efficient and effective manner consistent with the organization’s mission, policies and procedures.

Qualifications: VCs at Large should have all the characteristics of a member of the Executive Committee and should also possess the following characteristics:
• Insight into the evolving relationship between government and industry and the major issues affecting the government’s use of IT as a strategic asset.
• Ability to identify and engage exceptional volunteers in ACT-IAC activities and leadership positions.
• Experience in running a business in a competitive environment.
• An understanding of how government works and best practices for government-industry engagement.