

**PROFESSIONAL ENGINEERS IN  
PRIVATE PRACTICE**

**ADMINISTRATIVE GUIDELINE NO.1**

**POSITION DESCRIPTION:  
PEPP CHAIR**

**1. General**

- 1.1. The PEPP Chair maintains primary focus on the administration of the affairs of the practice division and is elected in accordance with the Rules of Governance and Operation of the Professional Engineers in Private Practice. This individual is the chief executive officer of PEPP and has full responsibility for the leadership, administration, and financial affairs of the division.
- 1.2. The PEPP Chair's basic function involves the planning, execution, and evaluation of programs that are of merit to the practice division and represent the interests of the NSPE members in private practice. This individual must ensure that PEPP programs not only address the interests of the membership of the practice division but that they also serve NSPE-designated priority objectives.
- 1.3. During the year the PEPP Chair also serves as a Vice President of NSPE representing the private practice segment of the engineering profession and the Society through their individual judgment, discussions, and personal understanding of the issues.

**2. Qualifications**

- 2.1. The PEPP Chair must possess reasonable knowledge of national engineering interests, must be an active and competent consulting professional engineer, and must be a PEPP member.
- 2.2. Successful experience in local, state, and national society activities as well as in the private practice of engineering is essential.
- 2.3. Reasonable ability as a public speaker.

- 2.4. Ability to conduct large and small business meetings.
- 2.5. Enjoy the support of their employer, partners, colleagues, and family in undertaking the duties of the PEPP Chair.
- 2.6. Willingness to travel extensively and adjust personal and business schedules to accommodate the needs of NSPE and the practice division.
- 2.7. The Chair will possess those qualifications as the Chair-Elect since the Chair-Elect automatically assumes the position of Chair.

**3. Responsibilities/Duties**

- 3.1. Within the Practice Division
  - 3.1.1. In the areas of administration, the PEPP Chair schedules and presides over all meetings of the PEPP Executive Board. The Chair shall oversee preparation of all meeting agendas by the staff director. Make recommendations for Topical Sessions and topics for discussion at Regional Caucuses in advance of Board of Governors meetings.
  - 3.1.2. Schedules and conducts the meetings of the PEPP Board of Governors. The Chair shall oversee preparation of all meeting agendas by the staff director.
  - 3.1.3. Presides, or assigns others to preside at social and other PEPP programs associated with the NSPE meetings.
  - 3.1.4. Furnishes general program guidance to the practice division staff director who is the principal contact with the NSPE staff at the PEPP headquarters.
  - 3.1.5. Appoints necessary committees for the development and function of the programs for the division. Appointments are made prior to the time the PEPP Chair assumes this position. This is done to allow committees to be fully staffed upon

the beginning of the Chair's term in office.

- 3.1.6. Reviews the charge prepared by each committee defining its functions within appropriate limits.
- 3.1.7. Maintains budgetary control over the affairs of the division, ensuring that the programs and activities stay within the budget subject to line item movements of money. The PEPP Chair must monitor all financial affairs and is a member of the Finance and Planning Committee to ensure that PEPP is operated within its overall budgetary allotment drawn from NSPE allocations and other sources of income that may be available to the practice division.
- 3.1.8. Evaluates PEPP activities to ensure compatibility with PEPP's long-range Plan and with NSPE policy. Also responsible for determining the need for modification and identification of those programs which may extend beyond PEPP interests. Also takes steps to identify an interested party and/or terminate a program.

### 3.2. Within NSPE

- 3.2.1. The Chair, as an NSPE Vice President, may serve on the NSPE Executive Committee upon election by the Practice Division Vice Presidents and will participate in all Executive Committee functions. The Chair will also act as an NSPE Vice President and the PEPP representative on the Board of Directors at the NSPE Annual Meetings.
- 3.2.2. The PEPP Chair is responsible for supporting and implementing NSPE programs and policies and representing the interests of PEPP. The Chair will report the activities of the practice division

and present items of business from the division that require the Executive Committee recommendation to the Board of Directors for consideration and action that will ensure that PEPP programs are in accordance with NSPE policies and priorities.

- 3.2.3. In matters pertaining to the PEPP practice division, the PEPP Chair must be the advocate of the practice division in presenting and explaining PEPP programs and actions, as well as positions of the division as expressed through the PEPP Executive Board and/or Board of Governors.

## 4. Commitment

### 4.1. Time

- 4.1.1. The position requires 25 to 30 days a year away from his or her place of business.

### 4.2. Meeting Attendance

- 4.2.1. PEPP Executive Board: One meeting lasting two days in association with the Winter Meeting. Also, a one-day meetings prior to PEPP Board of Governors meetings and one 1/2 day meeting after the PEPP board of Governors meeting in association with the Summer Meeting, plus travel time.
- 4.2.2. Finance and Planning Committee: Prior to the PEPP Executive Board meetings.
- 4.2.3. PEPP Board of Governors: One meeting in association with the Summer Meeting, plus travel time.
- 4.2.4. NSPE Executive Committee One four-day meeting, plus travel time.
- 4.2.5. NSPE Board of Directors: one three-day meeting, plus travel time.

- 4.2.6. NSPE Leadership forum and State Presidents-Elect conference: one three-day meeting, plus travel time.
- 4.2.7. PEPP Annual Products Kickoff Meeting: one three-day meeting, plus travel time (three days).
- 4.3. Potential Additional Commitment
  - 4.3.1. PEPP Executive Board meetings: face to face or by teleconference (Spring and Fall).
  - 4.3.2. PEPP General Membership: one meeting lasting two or three days, plus travel time (three days).
  - 4.3.3. PEPP State Meetings: four two-day meetings, plus travel time (eight days).
  - 4.3.4. Committee Meetings: eight meetings of one or two days each, plus travel time (eight to 16 days).
  - 4.3.5. NSPE Representative as NSPE Vice President as requested by the NSPE President.
- 4.4. Administrative
  - 4.4.1. Correspondence (reading, writing, and telephone): three to four hours per week.
  - 4.4.2. PEPP Executive Board meeting preparation: eight hours per meeting.
  - 4.4.3. PEPP Board of Governors meeting preparation: eight hours per meeting.
  - 4.4.4. PEPP Products and Service meeting preparation: eight hours.
  - 4.4.5. NSPE Board of Directors meeting preparation: eight hours per meeting.
  - 4.4.6. Committee meeting preparation: four hours per meeting.
- 4.5. As required
  - 4.5.1. PEPP State meeting preparation: eight hours per meeting.
  - 4.5.2. NSPE Executive Committee meeting preparation: eight hours per meeting.
- 4.6. Expenses
  - 4.6.1. To the extent possible, PEPP will reimburse the PEPP Chair for actual out-of-pocket expenses.

**PROFESSIONAL ENGINEERS IN  
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**ADMINISTRATIVE GUIDELINE NO.2**

**POSITION DESCRIPTION:  
PEPP CHAIR-ELECT**

**1. General**

- 1.1. The Chair-Elect will assume the Chair of the practice division one-year following election as Chair-Elect. During the Chair-elect's one-year term the Chair-Elect will perform those duties by the Chair and use that year to develop all operational plans for the following year. This includes budget, committee assignments, specific committee activity assignments the Communications Plan and definition of new programs.

**2. Qualifications**

- 2.1. Member of the national and state PEPP division.
- 2.2. Willing and able to make the necessary commitments to fulfill the responsibilities associated with the position of Chair-Elect and subsequently as Chair.
- 2.3. Proven leader.

**3. Additional Recommended Qualifications**

- 3.1. Past president of a state society.
- 3.2. Member or former member of a state registration board.
- 3.3. Current or former national NSPE director.
- 3.4. At least two years service on PEPP Executive Board or three years as either a PEPP Government, a state PEPP Chair or any combination of these offices.
- 3.5. Regional Vice Chair or secretary of PEPP.
- 3.6. Past NSPE officer.

**4. Responsibilities/Duties**

- 4.1. Serve as the Chief Operating Officer to oversee PEPP's day-to-day operations.
- 4.2. Attend all PEPP Executive Board meetings and Board of Governors meeting. The PEPP Board of Governors meeting is held in association with the Summer Meeting. Executive Board meetings include a meeting in association with the Winter Meeting and two one day meetings prior to the PEPP Board of Governors' meeting and one 1/2 day meeting following the PEPP Board of Governors meeting held in association with the Summer Meeting, plus travel time.
- 4.3. Prepare for Executive Board Meetings -- review agenda, read backup material, formulate questions and comments, develop facts, and solicit opinions from PEPP members.
- 4.4. Contribute to PEPP Executive Board meetings with questions, information, opinions, and recommendations for action.
- 4.5. Communicate and support policies and decisions of the Executive Board to state divisions, Board of Governors, NSPE and PEPP membership.
- 4.6. Monitor the PEPP budget as a member of Finance and Steering Committee.
- 4.7. Serve as a member of Finance and Steering Committee. Assist in the development of a communications plan for the upcoming year as well as the financial and operational plans for year he or she serves as Chair.
- 4.8. Offer recommendations to the Executive Board for changes in the PEPP committee structure and assignments. Select PEPP members for committee and liaison appointments for the following year.
- 4.9. Generally be prepared to substitute for any one of the regional Vice Chairs at their respective functions and meetings in the event the Vice Chair is unable to fulfill the role. This would include state PEPP meetings, caucus sessions, and regional meetings.

- 4.10. Serve as ex-officio member of assigned committees. Make certain that the committee Chairs understand the charges assigned to their committee, its responsibilities, and authority guidelines for reporting and the ex-officio member's role on the committee.
- 4.11. Report to the Executive Board on committee activities, progress, needs, and items that require coordination or Executive Board action. Coordinate with the regional Vice-Chair.

## 5. Commitment

### 5.1. Time

- 5.1.1. The time commitment for the Chair-Elect fulfilling all these (and perhaps other) responsibilities will amount to approximately one day per week with approximately one-half that time away from the office.

### 5.2. Meeting Attendance

- 5.2.1. PEPP Executive Board: One meeting lasting two days at the Winter Meeting. Also, a one-day meeting prior to PEPP Board of Governors meetings and one 1/2 day meeting after the PEPP board of Governors meeting held in association with the Summer Meeting, plus travel time.
- 5.2.2. Finance and Planning Committee: Prior to the PEPP Executive Board meetings.
- 5.1.1. PEPP Board of Governors: One three-day meeting, plus travel time.
- 5.1.2. PEPP Products and Services Meeting: One three-day meeting, plus travel time (three days).
- 5.1.3. NSPE Executive Committee: One two-day meeting, plus travel time (two days).
- 5.1.4. NSPE Leadership Forum and State President-elects

Conference: One three-day meeting, plus travel time.

### 5.2. Potential Additional Commitment:

- 5.2.1. State Divisions (if called upon): two two-day meetings plus travel time.
- 5.2.2. Two PEPP Executive Board meetings held face to face or by teleconference in the Spring and Fall.

### 5.3. Administrative

- 5.3.1. Correspondence (reading, writing, and telephone): Three to four hours per week.
- 5.3.2. PEPP Executive Board meeting preparation: Eight hours per meeting.
- 5.3.3. PEPP Board of Governors meeting preparation: Eight hours per meeting.
- 5.3.4. Other meeting preparation: Four hours per meeting.

## 6. Expenses

- 6.1. PEPP will reimburse the Chair-Elect for travel expenses in accordance with current NSPE policy. However, the individual should not expect that such reimbursement would cover all out-of-pocket expenses incurred to fulfill the responsibilities of the position.

**PROFESSIONAL ENGINEERS IN  
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**ADMINISTRATIVE GUIDELINE NO.3**

**POSITION DESCRIPTION:  
PEPP REGIONAL VICE CHAIR**

**1. General**

1.1. The PEPP Regional Vice Chair is one of the vital communication links between the Executive Board (and the activities of the national PEPP and NSPE leadership) and the state PEPP divisions in the appropriate region. The Vice Chair is responsible to the PEPP Chair and to the state PEPP Chairs in the states within the region they serve.

**2. Qualifications**

- 2.1. Member of national and state PEPP division.
- 2.2. Willing and able to make the necessary commitment to fulfill the vice Chairs' responsibility.

**3. Additional Recommended Qualifications**

- 3.1. Member or former member of a state registration board.
- 3.2. Served at least three years (concurrently or in combination) as a former national PEPP (or NSPE) officer or director, a national PEPP or NSPE committee chair a state society or state PEPP officer or in any of similar positions with other major engineering societies.
- 3.3. Past Chair of a state PEPP division and represented their state and participated in at least two national PEPP Board of Governors meetings.

**4. Responsibilities/Duties**

**4.1. Executive Board**

- 4.1.1. Attend all Executive Board meetings and Board of Governors meetings. Executive Board in association with the Winter meeting. A second Executive Board meeting precedes the Board of Governors meeting and a one-half day meeting following a Board of Governors meeting held in

association with the Summer Meeting.

4.1.2. In the preparation for the Executive Board and Board of Governors meetings, the Vice Chair shall offer suggestions and review the agenda read backup material, formulate questions and comments, develop facts, and obtain opinions from affected state Chairs.

4.1.3. Contribute to Executive Board meetings with questions, information, opinions, and recommendations for action.

4.1.4. Communicate and support policies and decisions of the Executive Board to state divisions, Board of Governors, PEPP membership and NSPE.

4.1.5. Participate in the activities of the PEPP planning subcommittee.

4.1.6. Each Vice Chair shall appoint an Assistant Vice Chair who may serve as a voting member of the Executive Board and Board of Governors in the absence of the Regional Vice Chair.

**4.2. Board of Governors and State Representatives Communications**

4.2.1. Develop stronger state PEPP divisions within the region. To this end, work with PEPP Governors in establishing a PEPP Chapter or Regional Representative system in each state.

4.2.2. Contact each state Chair at least once each quarter to secure a report on state PEPP activities, assist the state PEPP Chair in program development and membership promotional efforts, and provide specialized assistance as may be requested by the state PEPP Chair.

4.2.3. Strongly encourage State Governors, and when possible, State PEPP Chairs, to attend the meetings of the Board of Governors.

- 4.2.4. Attend state meetings in the region when possible.
- 4.2.5. Communicate with State Executive Directors as needed to make them aware of PEPP activities at the national level.
- 4.3. NSPE Regional Meetings
  - 4.3.1. Work with NSPE Regional Vice President, when appropriate, to plan and participate in regional PEPP meetings.
  - 4.3.2. Prepare and submit a regional meeting report after soliciting input from state Chairs and Governors and include any recommendations or resolutions to the Executive Board.
- 4.4. Committee and Board of Governors Participation
  - 4.4.1. Identify a Board of Governors representative from each state in your region and provide them advance information for regional caucus participation, as obtained from the PEPP Chair.
  - 4.4.2. Prepare and preside over regional caucus and report positions, recommendations and comments to the Board of Governors. Provide the Secretary with a final copy of the caucus report for entry in the minutes.
- 4.5. Reporting
  - 4.5.1. Serve as ex-officio member (Executive Board Liaison) of assigned committees. Make certain each committee Chair understands the charge given to the committee, its responsibilities and authority, guidelines for reporting and the ex-officio member's role on the committee.
  - 4.5.2. Serve as ex-officio member (Executive Board Liaison) of assigned committees. Make certain each committee Chair understands the charge given to

the committee, its responsibilities and authority, guidelines for reporting and the ex-officio member's role on the committee.

- 4.5.3. Report to the Executive Board (as Board Liaison) on assigned committee(s) activities, progress, needs, and items that require coordination or Executive Board action.
- 4.5.4. Prepare formal written reports to the Board of Governors are the responsibility of the respective committee Chairs. They should be reviewed by the Board Liaison for proper form and timeliness prior to their submittal to the Board of Governors.

## 5. Commitment

### 5.1. Time

- 5.1.1. The time commitment for the Vice Chair fulfilling all these (and other) responsibilities will amount to approximately one day every other week with approximately one-half of that time away from the office.

### 5.2. Meeting Attendance

- 5.2.1. PEPP Executive Board: two meetings held in association with the Winter and Annual Meetings.
- 5.2.2. PEPP Products and Services Meeting.
- 5.2.3. PEPP Board of Governors: one meeting held in association with the Summer Meeting.
- 5.2.4. Regional Meeting: one two-day meeting, plus travel time.

### 5.3. Potential Additional commitments

- 5.3.1. PEPP State Divisions: three to five two-day meetings, plus travel time.
- 5.3.2. PEPP Executive Board: two meetings, face to face or teleconference, in the Fall and Spring.

5.3.3. Committee Meetings: two to three one-day meetings, plus travel time. One of these meetings may be scheduled during PEPP Products and Services Meeting.

5.3.4. A Vice Chair or other national officer will strive to attend each state meeting. Each Vice-Chair will be responsible for a national PEPP office visit in each state in region. The Vice-Chair will strive to personally visit at least one-half of states in region over the two-year term of office.

#### 5.4. Administrative

5.4.1. Correspondence (reading, writing, and telephone): Three to four hours per week.

5.4.2. PEPP Executive Board meeting preparation: eight hours per meeting.

5.4.3. Regional Meeting preparation: four hours liaison with state divisions.

### 6. Expenses

6.1. PEPP will reimburse Vice Chairs for travel expenses in accordance with current NSPE Policy. However, such reimbursement will not include out-of-pocket expense incurred in fulfilling their responsibilities. Reimbursement for attendance at state meetings will be arranged with the individual states with the understanding that NSPE/PEPP may reimburse travel costs and the state may provide reimbursement for lodging.

**PROFESSIONAL ENGINEERS IN  
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**ADMINISTRATIVE GUIDELINE NO.4**

**POSITION DESCRIPTION:  
PEPP SECRETARY**

**1. General**

- 1.1. The individual holding this position is responsible for recording the actions of the Executive Board and Board of Governors accurately. Division actions are based on the decisions made by the two official bodies. The secretary may also be called upon to represent PEPP at state or regional meetings.

**2. Qualifications**

- 2.1. Member of National and State PEPP division.
- 2.2. Willing and able to make the commitment necessary to fulfill the secretary's responsibilities.

**3. Additional Recommended Qualifications**

- 3.1. Member or former member of a state registration board.
- 3.2. Current or former national NSPE director.
- 3.3. Current or former state PEPP officer.
- 3.4. Past president of a state society.
- 3.5. Attendance and participation in at least three PEPP Board of Governors meetings.
- 3.6. Ability to record notes using a word processor during meetings and working knowledge of the Internet.

**4. Responsibilities/Duties**

- 4.1. Participate in the policy and decision-making process of the PEPP Executive Board and Board of Governors.
- 4.2. Attend all PEPP Executive Board and Board of Governors meetings. Record minutes of all meetings of the Executive Board and Board of Governors.

- 4.3. Review the draft agenda prepared by the PEPP Chair and offer revisions based upon a detailed review of minutes of preceding meeting(s), read backup material, formulate questions and comments, develop facts and obtain opinions from other PEPP members in preparation for the PEPP Executive Board meetings.

- 4.4. Contribute to Executive Board and Board of Governors meetings with questions, information, opinions, and recommendations for action.

- 4.5. Communicate and support the policies and decisions of the Executive Board to the state divisions, Board of Governors and NSPE and PEPP membership.

- 4.6. Serve as parliamentarian to PEPP Executive Board meetings.

- 4.7. File minutes 30 days after each meeting with the staff for reproduction and distribution.

- 4.8. Act as a liaison (as required) between Executive Board and assigned committees.

- 4.8.1. Serve as an ex-officio member on assigned committees as directed by the Chair. The secretary shall make certain that the committee Chair understands the charges given to the committee, their responsibilities and authority, guidelines for reporting, and the ex-officio member's role on the committees.

- 4.8.2. Report to the PEPP Executive Board, (Board Liaison) on committee activities, progress, needs, and items that require coordination or Executive Board action.

- 4.8.3. Preparation of annual formal written reports to the Board of Governors are the responsibility of the respective committee Chairs.

4.8.4. They should be reviewed by the Board Liaison for proper form and timeliness prior to their submittal to the Board of Governors.

4.8.5. Be prepared to substitute for any one of the regional Vice Chairs at the respective functions and meetings if the Vice Chair is unable to attend. This includes state PEPP meetings, caucus sessions, and regional meetings.

## 5. Commitment

### 5.1. Time

5.1.1. To fulfill the role of secretary, a time commitment of approximately one day every two weeks, approximately 13 days total, with about one-third of that time away from the office is required.

### 5.2. Meeting Attendance

5.2.1. PEPP Executive Board: Two meetings held in association with the Winter and Annual Meetings.

5.2.2. PEPP Board of Governors: One meeting held in association with the Summer Meeting.

5.2.3. NSPE Leadership forum and state identis-Elect Conference: One three-day meeting, plus travel time.

### 5.3. Potential Additional Commitments

5.3.1. Regional Meeting (if called upon): One two-day meeting, plus travel time (two days).

5.3.2. Two PEPP Executive Board meetings held face to face or by teleconference in the Fall and Spring.

5.3.3. State Divisions (if called upon): One two-day meeting, plus travel time (two days).

5.3.4. Committee Meetings (if called upon): Two one-day meetings plus travel time. One of these meetings may be scheduled during PEPP Products and Services Meeting.

### 5.4. Administrative

5.4.1. Correspondence (reading, writing, and telephone): Three to four hours per week.

5.4.2. PEPP Executive Board meeting preparation: Eight hours per meeting.

5.4.3. PEPP Board of Governors meeting preparation: Eight hours per meeting.

5.4.4. Regional State Meeting preparation (if appropriate): Four hours per meeting.

5.4.5. Preparation of Minutes following Executive Board and Board of Governors Meeting: Twenty hours for Executive Board Meetings and forty hours for Board of Governors meeting.

## 6. Expense

6.1. PEPP will reimburse the secretary for travel expenses in accordance with current NSPE Policy. However, the individual should not expect that the reimbursement will cover all out-of-pocket expenses incurred in fulfilling the responsibilities of the position.

**PROFESSIONAL ENGINEERS IN  
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**ADMINISTRATIVE GUIDELINE NO.5**

**POSITION DESCRIPTION:  
PEPP STATE SOCIETY EXECUTIVE  
REPRESENTATIVE**

**1. General**

1.1. The PEPP State Society Executive Council Representative is a vital communication link between the Executive Board (and the activities of the national PEPP leadership) and the State Society Executive Council. The SSEC Representative is responsible to the PEPP Chair and to the NSPE state society executives.

**2. Qualifications**

- 2.1. NSPE SSEC member.
- 2.2. Willing and able to make the necessary commitment to fulfill the SSEC Representative responsibilities.

**3. Additional Recommended Qualifications**

3.1. Member or former member of a state registration board.

**4. Responsibilities/Duties**

**4.1. Executive Board**

- 4.1.1. Attend all Executive Board meetings and Board of Governors meetings. Executive Board in association with the Winter meeting. A second Executive Board meeting precedes the Board of Governors meeting and a one-half day meeting following a Board of Governors meeting held in association with the Summer Meeting.
- 4.1.2. In the preparation for the Executive Board and Board of Governors meetings, the SSEC Representative shall offer suggestions and review the agenda read backup material, formulate questions and comments, develop facts, and obtain opinions from affected state Chairs.

4.1.3. Contribute to Executive Board meetings with questions, information, opinions, and recommendations for action.

4.1.4. Communicate and support policies and decisions of the Executive Board to the SSEC, Board of Governors, PEPP membership and NSPE.

**4.2. SSEC Representatives Communications**

4.2.1. Communicate with SSEC members as needed to make them aware of PEPP activities at the national level.

**4.3. Reporting**

4.3.1. Serve as ex-officio member (Executive Board Liaison) of assigned committees. Make certain each committee Chair understands the charge given to the committee, its responsibilities and authority, guidelines for reporting and the ex-officio member's role on the committee.

4.3.2. Report to the Executive Board (as Board Liaison) on assigned committee(s) activities, progress, needs, and items that require coordination or Executive Board action.

4.3.3. Prepare formal written reports to the Board of Governors are the responsibility of the respective committee Chairs. They should be reviewed by the Board Liaison for proper form and timeliness prior to their submittal to the Board of Governors.

**5. Commitment**

**5.1. Time**

5.1.1. The time commitment for the SSEC Representative fulfilling all these (and other) responsibilities will amount to approximately one day every month with approximately one-half of that time away from the office.

## 5.2. Meeting Attendance

- 5.2.1. PEPP Executive Board: two meetings held in association with the Winter and Annual Meetings.
- 5.2.2. PEPP Products and Services Meeting.
- 5.2.3. PEPP Board of Governors: one meeting held in association with the Summer Meeting.

## 5.3. Potential Additional commitment

- 5.3.1. Committee Meetings: two to three one-day meetings plus travel time. One of these meetings may be scheduled during PEPP Products and Services Meeting.

## 5.4. Administrative

- 5.4.1. Correspondence (reading, writing, telephone and email): one to two hours per week.
- 5.4.2. PEPP Executive Board and Board of Governors meeting preparation: eight hours per meeting.

## 6. Expenses

- 6.1. PEPP will reimburse the SSEC Representative for travel expenses in accordance with current NSPE Policy. However, such reimbursement will not include out-of-pocket expense incurred in fulfilling their responsibilities.

**PROFESSIONAL ENGINEERS IN  
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**ADMINISTRATIVE GUIDELINE NO.6**

**POSITION DESCRIPTION:  
PEPP YOUNG ENGINEER REPRESENTATIVE**

**1. General**

- 1.1. The PEPP Young Engineer Representative is a vital communication link between the Executive Board (and the activities of the national PEPP leadership) and the Young Engineers in Private Practice. The Young Engineer Representative is responsible to the PEPP Chair and to the Young Engineers in Private Practice.

**2. Qualifications**

- 2.1. NSPE PEPP member.
- 2.2. Willing and able to make the necessary commitment to fulfill the Young Engineer Representative responsibilities.

**3. Additional Recommended Qualifications**

- 3.1. Prior service in National, State or local chapter leadership position(s).

**4. Responsibilities/Duties**

- 4.1. Executive Board
- 4.1.1. Attend all Executive Board meetings and Board of Governors meetings. Executive Board in association with the Winter Meeting. A second Executive Board meeting precedes the Board of Governors meeting and a one-half day meeting following a Board of Governors meeting held in association with the Summer Meeting.
- 4.1.2. In the preparation for the Executive Board and Board of Governors meetings, the Young Engineer Representative shall offer suggestions and review the agenda read backup material, formulate questions and comments, develop facts, and obtain opinions from affected Young Engineers.

- 4.1.3. Contribute to Executive Board meetings with questions, information, opinions, and recommendations for action.

- 4.1.4. Communicate and support policies and decisions of the Executive Board to the Young Engineer Advisory Council, Board of Governors, PEPP membership and NSPE.

- 4.2. Act as Chair of the PEPP Young Engineer Advisory Council.

- 4.2.1. Duties related to this Council will include filling Council positions, establishing Council goals, lead Council deliberations and activities and report all activity to the PEPP Chair.

- 4.3. Young Engineer Representative Communications

- 4.3.1. Communicate with Young Engineer members as needed to make them aware of PEPP activities at the national level.

- 4.4. Reporting

- 4.4.1. If assigned by the PEPP Chair, serve as ex-officio member (Executive Board Liaison) of assigned committees. Make certain each committee Chair understands the charge given to the committee, its responsibilities and authority, guidelines for reporting and the ex-officio member's role on the committee.

- 4.4.2. Report to the Executive Board (as Board Liaison) on assigned committee(s) activities, progress, needs and items that require coordination or Executive Board action.

- 4.4.3. Formal written reports to the Board of Governors are the responsibility of the respective committee Chairs. They should be reviewed by the Board Liaison for proper form and timeliness prior to their submittal to the Board of Governors.

include out-of-pocket expense incurred in fulfilling their responsibilities.

## **5. Commitment**

### 5.1. Time

- 5.1.1. The time commitment for the Young Engineer Representative fulfilling all these (and other) responsibilities will amount to approximately one day every month with approximately one-half of that time away from the office.

### 5.2. Meeting Attendance

- 5.2.1. PEPP Executive Board: two meetings held in association with the Winter and Annual Meetings.
- 5.2.2. PEPP Products and Services Meeting.
- 5.2.3. PEPP Board of Governors: one meeting held in association with the Summer Meeting.

### 5.3. Potential Additional commitment

- 5.3.1. Committee Meetings: two to three one-day meetings plus travel time for Young Engineer Council or Committee Liaison work, as assigned. One of these meetings may be scheduled during PEPP Products and Services Meeting.

### 5.4. Administrative

- 5.4.1. Correspondence (reading, writing, telephone and email): one to two hours per week.
- 5.4.2. PEPP Executive Board and Board of Governors meeting preparation: eight hours per meeting.

## **6. Expenses**

- 6.1. PEPP will reimburse the Young Engineer Representative for travel expenses in accordance with current NSPE Policy. However, such reimbursement will not

**PROFESSIONAL ENGINEERS IN  
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**ADMINISTRATIVE GUIDELINE NO.7  
POSITION DESCRIPTION:  
PEPP GOVERNOR**

**1. General**

1.1. The PEPP Board of Governors, the practice division's policy-making organization includes the PEPP Executive Board members and a Governor named by each state practice division.

**2. Qualifications**

2.1. To serve as a Governor, the representative of a state practice division must maintain PEPP membership. The Governor may also serve as the state PEPP Chair.

**3. Responsibilities/Duties**

3.1. Represent the state in all issues brought before the Board.

3.2. Report all matters affecting the private practice of engineering in the state to the Board.

3.3. Encourage communication between the Board, the PEPP Executive Board, and the state practice division;

3.4. Develop a stronger PEPP division in the state including a membership promotion program. To this end, work with the Chapter Presidents in establishing a PEPP chapter or regional representative system in the state.

3.5. Contribute to and serve on national PEPP committees to which appointed.

3.6. Participation in and promotion of regional PEPP activities.

3.7. Communicate to and serve on national PEPP committees to which appointed.

3.8. Attend the annual PEPP BOG meetings held in association with the Annual NSPE Meeting.

3.8.1. Ensure that any resolution requiring consideration by the Board and proposed by their state practice division is forwarded to PEPP headquarters and the regional Vice Chair no later than 30 calendar days prior to the annual board meeting.

3.8.2. Review the meeting agenda book prior to the meetings and communicate its contents, if possible, to the state executive committee and/or membership.

3.8.3. Receive appropriate instructions from the state practice division on decision-making matters to come before the meeting.

3.8.4. Be prepared to discuss issues, ask questions, present information and opinions, and to vote on resolutions that require action.

3.9. PEPP Regional caucuses are held during the Annual Meeting held in the Summer.

3.9.1. At the Summer meeting, be prepared to recommend an appointee from each region to the PEPP Nominating Committee.

3.9.2. Present new developments within each state that effect membership.

3.9.3. Read and be prepared to discuss material at the meeting.

**3.10. Communications**

3.10.1. Advise the state Executive Committee and membership of the actions taken and policies established by the Board within 30 days after the meeting.

3.10.2. Transmit any communications received from the Executive Board or regional Vice Chair to the State Executive Committee.

3.10.3. Maintain communications and cooperate with the regional Vice

- 3.10.4. Chair. Keep the regional Vice Chair informed and invite the Vice Chair to state meetings. Make sure the Regional Vice Chair receives copies of all state newsletters.
- 3.10.5. Communicate on a regular basis with each Chapter or Regional PEPP representative in the state.
- 3.10.6. Submit articles of interest to engineers in Private Practice to state newsletter editors.
- 3.10.7. Attend and provide reports of PEPP activities at state society Board of Directors or Executive Committee meetings where the state society constitution provides that the PEPP Chair and/or Governor is a member of the Board of Directors or Executive Committee.
- 3.11. Facilitate stronger state practice divisions by
  - 3.11.1. Attending state practice division meetings.
  - 3.11.2. Assist in meeting state membership goals for the year.
- 3.12. Committees
  - 3.12.1. Attend committee meetings or participate in telephone conference calls and report the results of such projects.
  - 3.12.2. Communicate regularly with committee Chair, PEPP Chair and staff to ensure proper execution of assigned responsibilities.
  - 3.12.3. If appointed to serve as committee Chair, the volunteer must also:

- 3.12.3.1. Understand the charge to and responsibility of the committee;
- 3.12.3.2. Coordinate activities with the Executive Board ex-officio member; or (Board Liaison) and;
- 3.12.3.3. Prepare a written report covering committee activities and submit the report to the PEPP staff no later than 45-days prior to Summer Meeting for publication in the book of reports for members of the Board of Governors.

### 3.13. Regional Activities

- 3.13.1. Attend and participate in regional meetings.
- 3.13.2. Assist in promoting meetings through the state society, practice division, and other publications.

## 4. Commitment

### 4.1. Time

- 4.1.1. The time commitment for a Governor fulfilling his or her responsibilities will amount to approximately three days per month with approximately one-half of that time away from office.

### 4.2. Meeting Attendance

- 4.2.1. PEPP Board of Governors: One meeting held in association with the Summer Meeting, plus travel time (not to exceed six days).
- 4.2.2. Regional Activities: One two-day meeting, plus travel time (two days).
- 4.2.3. PEPP Committee (if assigned): as called by the Committee Chair, generally by telecon.

- 4.2.4. To the extent possible, attend and participate in State Practice Division meetings.

#### 4.3. Administrative

- 4.3.1. Correspondence (reading, writing, and telephone): Three to four hours per month.
- 4.3.2. PEPP Board of Governors meeting preparation: Eight hours per meeting.
- 4.3.3. Regional Meeting preparation (if state is selected): 12 hours.

### 5. Expenses

- 5.1. The state practice division is encouraged to provide supplemental expense funds for a Governor. However, a Governor should expect that such reimbursement will not include out-of-pocket expenses incurred in fulfilling the responsibilities of the position. PEPP does not pay the expenses of a Governor.

**PROFESSIONAL ENGINEERS IN  
PRIVATE PRACTICE**

**ADMINISTRATIVE GUIDELINE NO.8**

**TRAVEL REIMBURSEMENT**

1. For attendance at authorized meetings of committees/groups, members are reimbursed in accordance with current NSPE Policy.
2. For attendance at other authorized committee-related functions, such as subcommittee meetings, representing the committee and PEPP at joint society activities, or meeting with federal agency representatives, committee members will be reimbursed in accordance with current NSPE Policy.
3. Authorization for all committee meetings and committee/group-related activities shall be obtained by the committee/group Chair from the PEPP Chair. Securing authorization is the responsibility of the committee/group Chair.
4. The per diem will be allocated on the basis of the number of nights lodging required members to complete PEPP responsibilities as designated by PEPP committee/ Chairs.

**PROFESSIONAL ENGINEERS IN  
PRIVATE PRACTICE**

**ADMINISTRATIVE GUIDELINE NO.9**

**MEETINGS SCHEDULE**

**1. Executive Board**

1.1. Summer and Winter in conjunction with NSPE meetings, two additional meetings, face to face or by teleconference, in Fall and Spring, and possibly a Products and Services Meeting in August.

**2. Board Of Governors**

2.1. Annual NSPE Meeting.

**3. Committees**

3.1. Possibly meet at the Products and Services Meeting in August. Committees/groups will meet or hold a teleconference as needed with the approval of the PEPP Chair and subject to budgetary considerations.

**4. State Meetings**

4.1. PEPP membership meeting should be held in conjunction with the state society convention(s) with at least one such meeting per year. Other PEPP meetings during the year, as well as telephone conference calls, are encouraged.

**PROFESSIONAL ENGINEERS IN  
PRIVATE PRACTICE**

**ADMINISTRATIVE GUIDELINE NO.10**

**AWARDS**

**1. General**

1.1. PEPP presents several awards each year to recognize noteworthy contributions to the consulting engineering field. Members may nominate individuals and organizations for the following PEPP honors

**2. Chair's Award**

2.1. Given at the discretion of the PEPP Chair, this award is presented during the PEPP Annual Professional Meeting to a person or organization that has contributed to the engineering profession, the practice of consulting professional engineers, and the public understanding of the role that the professional engineer in private practice plays in advancing the quality of life. Past recipients have included attorneys, accountants, PEPP members, NSPE staff members, and a National magazine.

**3. Merit Awards**

3.1. The PEPP Merit Award is presented to committee Chairs or members, PEPP members serving in liaison functions or on joint activities, or to any other member who has made significant contributions to the Practice Division. In addition, the employer of a PEPP Merit Award recipient is recognized for the support the consulting engineering firm has given to the profession through the activities of the PEPP Merit Award recipient. The Awards Committee, with the concurrence of the PEPP Chair, may name as many PEPP Merit Award recipients as it feels are deserving of the honor.

**4. PEPP Award**

4.1. The PEPP Award is given annually to an individual who has made an outstanding contribution to the advancement or

recognition of the role of private practice in serving the public interest. Any individual, except those serving as current officers of PEPP or members of the PEPP Awards Committee, is eligible.

4.2. Nominations for the award must be made on a form available from PEPP Regional Vice Chairs, State Chairs, or National staff. The nominations must be submitted to the Awards Committee by February 1 of the year in which the award is to be made. The Awards Committee, with the concurrence of the PEPP Executive Board, selects the winner. The presentation occurs at the Annual Meeting of the PEPP Board of Governors.

**5. Professional Development Award**

5.1. The Professional Development Awards are presented annually to employers in each of three employment categories: construction, industry, and private practice. Recipients in each category are those judged to have the most outstanding record on the advancement and improvement of the engineering profession through development and use of forward-looking engineering employment practices in accord with highest professional standards. In addition, employers whose activities are substantially inclusive of more than one practice area may be considered for recognition as a multi-practice engineering employer.

**6. Qualifications/Method of Selection**

6.1. Nominations may be originated by local chapters or practice divisions, but must be submitted to NSPE by state societies on the official forms provided by NSPE. State societies and the practice divisions may submit only one nomination per year in each employment category. In addition, a multi-practice nomination may also be submitted.

6.2. The Professional Development Awards selections are made by each practice division. The criteria for each practice area varies, but unusual and quality

employment practices are highly regarded.

- 6.3. The practice divisions may select regional or honorable mention recipients as it believes appropriate. They need not select a National winner in their employment categories if they do not find any nominees of sufficiently high quality to justify a National award.

## **7. Presentation**

- 7.1. The awards are presented each year at the practice divisions Annual Meetings to representatives of the recipients in the three employment categories. (Travel expense reimbursement is not available through NSPE.)

## **8. Nomination Format**

- 8.1. Nominations must be submitted on the proscribed form in accordance with current NSPE Policy.

## **9. QBS Award**

- 9.1. The Qualifications-Based Selection (QBS) award honors those public and private sector entities that voluntarily use QBS methods to procure the professional services of consulting engineering firms at the state and local levels. are selected in accordance with criteria established by the PEPP Government Relations Committee. This is a joint award with the American Consulting Engineers Council. Presentation site alternates between the two groups' conventions.