

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE

ADMINISTRATIVE GUIDELINE NO.1

POSITION DESCRIPTION: PEPP CHAIR

1. General

- 1.1. The PEPP Chair acts as the Chief Executive Officer of the Interest Group and assumes this position in accordance with the Rules of Governance and Operation of the Professional Engineers in Private Practice.
- 1.2. The PEPP Chair's basic function involves the planning and evaluation of programs that are of merit to the Interest Group and represent the interests of the NSPE members in private practice. This individual must ensure that PEPP programs not only address the interests of PEPP membership but that they also support the NSPE strategic plan.

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 Interest Group..

3. Responsibilities/Duties

- 3.1. Within the Interest Group
 - 3.1.1. Serves as PEPP's Chief Executive Officer in leading all PEPP activities

by representing PEPP in interaction with NSPE.

- 3.1.2. In the areas of administration, the PEPP Chair participates in all meetings of the Executive Board scheduled and chaired by the Chair Elect. The PEPP Chair will provide direction on the meeting agenda.
- 3.1.3. Schedules and conducts the meetings of the PEPP Board of Governors
- 3.1.4. Leads and presides over the PEPP Executive Committee including scheduling meetings.
- 3.1.5. Presides or assigns others to preside at social and other PEPP programs.
- 3.1.6. With the Chair Elect, furnishes general program guidance to the Interest Group staff director who is the principal contact with the NSPE staff.
- 3.1.7. 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.
- 3.1.8. Communicate and support policies and decisions of the Executive Board to state divisions, Board of Governors, NSPE and PEPP membership.
- 3.1.9. Appoints necessary committees for the development and function of the programs for the Interest Group. 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.
- 3.1.10. Reviews the charge prepared by each committee defining its functions within appropriate limits.
- 3.1.11. Must monitor all financial affairs and is a member of the Budget 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 Interest Group.

- 3.1.12. Evaluates PEPP activities to ensure compatibility with PEPP's long-range Plan and with NSPE policy and strategic plan. Also responsible for determining the need for modification and identification of those programs which may extend beyond PEPP interests. Also takes steps to identify interested parties and/or terminate programs as appropriate.

3.2. Within NSPE

- 3.2.1. 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 Interest Group.

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

4. Term

- 4.1. The term for this office is 1 year.

5. Commitment

5.1. Time

- 5.1.1. The position requires 15 to 20 days a year away from his or her place of business.

5.2. Meeting Attendance

5.2.1. PEPP Executive Board

- 5.2.1.1. : One meeting lasting two days in association with the Budget and Planning Meeting generally held in January / February.
- 5.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.

- 5.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

- 5.2.1.4. PEPP Executive Committee Meetings held by teleconference after the Annual Meeting.

- 5.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting.

- 5.2.3 NSPE Board of Directors and/or House of Delegates: The PEPP Chair, from time to time, may be required to present PEPP business at these meetings. 1 to 2 days time required.

- 5.2.4 PEPP Annual Products Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

- 5.2.5 Committee Meetings attendance as appropriate.

5.3. Administrative

- 5.3.1. Correspondence (reading, writing, email and telephone): 3 to 4 hours per week.

- 5.3.2. PEPP Executive Board meeting preparation: 2 hours per meeting.

- 5.3.3. PEPP Board of Governors meeting preparation: 2 hours per meeting.

- 5.3.4. PEPP Products and Services and Committee meeting preparation providing input to the Chair Elect : 2 hours.

- 5.3.5. Preparation of PEPP Report for each NSPE Board of Directors meeting: 4 hours per meeting/4 meetings per year.

5.4. Expenses

- 5.4.1. PEPP will reimburse 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
PRIVATE PRACTICE**

to accommodate the needs of NSPE
and the Interest Group.

ADMINISTRATIVE GUIDELINE NO.2

**POSITION DESCRIPTION:
PEPP CHAIR-ELECT**

1. General

- 1.1. The PEPP Chair-elect acts as the Chief Operating Officer of the Interest Group and is elected to this position in accordance with the Rules of Governance and Operation of the Professional Engineers in Private Practice.
- 1.2. The PEPP Chair-elect's basic function involves the execution and administration of programs that are of merit to the Interest Group and represent the interests of the NSPE members in private practice. This individual must ensure that PEPP programs not only address the interests of PEPP membership but that they also support the NSPE strategic plan.

2. Qualifications

- 2.1. The PEPP Chair-elect 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-elect.
- 2.6. Willingness to travel extensively and adjust personal and business schedules

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. At least two years service on PEPP Executive Board or three years as either a PEPP Governor, a state PEPP Chair, a PEPP Committee Chair or any combination of these offices.
- 3.4. Past NSPE officer, Committee Chair, or member of the House of Delegates.

4. Responsibilities/Duties

- 4.1. Serve as the Chief Operating Officer to oversee PEPP's day-to-day operations.
- 4.2. Preside over all PEPP Executive Board meetings and attend the PEPP Board of Governors meeting.
- 4.3. Prepare for Executive Board Meetings – develop agenda, review agenda with the PEPP Chair, read backup material, formulate questions and comments, develop facts, and solicit opinions from PEPP members.
- 4.4. Maintain budgetary control over the affairs of the Interest Group, ensuring that the programs and activities stay within the budget subject to line item movements of money..
- 4.5. Serve as a member of Budget and Planning Committee.
- 4.6. 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.
- 4.7. Serve as ex-officio member of assigned committees. Make certain that the committee Chairs understand the

charges assigned to their committee, their responsibilities and authority, including guidelines for reporting and the ex-officio member's role on the committee.

- 4.8. Report to the Executive Board on committee activities, progress, needs, and items that require coordination or Executive Board action.
- 4.9. Facilitate execution of PEPP Executive Board actions with the Regional Vice-Chairs.
- 4.10. Furnishes general program guidance to the Interest Group staff director who is the principal contact with the NSPE staff.
- 4.11. Communicate and support the policies and decisions of the Executive Board to the state Interest Groups, Board of Governors and NSPE and PEPP membership.

5. Term

- 5.1. The term for this office is 1 year.

6. Commitment

6.1. Time

- 6.1.1. The position requires 15 to 20 days a year away from his or her place of business.

6.2. Meeting Attendance

6.2.1. PEPP Executive Board

- 6.2.1.1. : One meeting lasting two days in association with the Budget and Planning Meeting generally held in January / February.
- 6.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.
- 6.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting
- 6.2.1.4. PEPP Executive Committee Meetings held by

teleconference after the Annual Meeting.

- 6.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting.
- 6.2.3. NSPE Board of Directors and/or House of Delegates: The PEPP Chair, from time to time, may be required to present PEPP business at these meetings. 1 to 2 days time required.
- 6.2.4. PEPP Annual Products Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.
- 6.2.5. Committee Meetings attendance as appropriate.

6.3. Administrative

- 6.3.1. Correspondence (reading, writing, emailing and telephone): Three to four hours per week.
- 6.3.2. PEPP Executive Board meeting preparation: Four hours per meeting.
- 6.3.3. PEPP Board of Governors meeting preparation: Four hours per meeting.
- 6.3.4. PEPP Products and Services and Committee meeting preparation: 2 hours
- 6.3.5. Other meeting preparation: Four hours per meeting.

7. Expenses

- 7.1. 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
PRIVATE PRACTICE**

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 PEPP leadership of state societies

2. Qualifications

- 2.1. A PEPP Regional Vice Chair must possess reasonable knowledge of regional engineering interests, must be an active and competent consulting professional engineer, and must be a PEPP member.
- 2.2. Experience in local and state society activities as well as the private practice of engineering.
- 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 a PEPP Regional Vice Chair.
- 2.6. Willingness to travel extensively and adjust personal and business schedules to accommodate the needs of NSPE and the Interest Group.

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. At least two years service as either PEPP Secretary, Committee Chair, PEPP Governor, State PEPP Chair or any combination of these offices.

- 3.4. Past NSPE officer, Committee Chair, or House of Delegates member.

- 3.5. Chair of Young Engineers Advisory Council.

4. Responsibilities/Duties

- 4.1. Executive Board and Board of Governors

- 4.1.1. Attend all PEPP Executive Board and Board of Governors Meetings.

- 4.1.2. Participate in PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting.

- 4.1.3. 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 societies.

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

- 4.1.5. Communicate and support policies and decisions of the Executive Board to state societies, Board of Governors, PEPP membership and NSPE regional counterparts.

- 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.

- 4.1.7. Identify a Board of Governors representative or contact person from each state in your region and provide them advance information of all PEPP Meetings, as obtained from the PEPP Chair.

- 4.1.8. At the PEPP Board of Governors Meeting obtain from regional state representatives a PEPP member to serve on the nominating committee.

4.2. Board of Governors and State Representatives Communications

- 4.2.1. Develop and maintain strong state PEPP contacts within the region. To this end, work with PEPP Governors in establishing PEPP Representation in each state.
- 4.2.2. Communicate with each state PEPP state contact at least once each quarter to secure a report on state PEPP activities, assist the state PEPP contact in program development and membership promotional efforts, and provide assistance as may be requested by the state PEPP contact..
- 4.2.3. Strongly encourage State Governors, and when possible, State PEPP contacts, 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 Society Executive Directors as needed to make them aware of PEPP activities at the national level.

4.3. NSPE Regional Meetings (where applicable)

- 4.3.1. Work with NSPE Board of Director Regional Representatives, 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 contacts and Governors and include any recommendations or resolutions to the PEPP Board.

4.4. Committee Participation

- 4.4.1. Participate in the activities of PEPP Committees as assigned by the Chair Elect.
- 4.4.2. 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.

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

4.4.4. Prepared 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.

4.5. Send welcome letters to new members in the region.

4.5.1. Complete this activity on a quarterly basis.

4.5.2. Include a description of PEPP activities

4.5.3. Invite new members to participate in State and National PEPP.

4.5.4. Include contact information for State and Local PEPP contacts.

5. **Term**

5.1. The term for this office is 2 years.

6. **Commitment**

6.1. Time

6.1.1. The position requires 10 to 15 days a year away from his or her place of business.

6.2. Meeting Attendance

6.2.1. PEPP Executive Board

6.2.1.1. One meeting lasting two days in association with the Budget and Planning Meeting

generally held in January / February.

6.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.

6.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

6.2.1.4. PEPP Executive Committee Meetings held by teleconference after the Annual Meeting.

6.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting.

6.2.3. PEPP Annual Products and Services Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

6.2.4. Committee Meetings attendance as appropriate.

6.3. Potential Additional Commitment:

6.3.1. State Interest Groups (if called upon): Generally two-day meetings plus travel time.

6.3.2. Committee Meetings attendance at the discretion of the PEPP Chair: Time commitment may vary.

6.4. Administrative

6.4.1. Correspondence (reading, writing, email and telephone): Two to four hours per week.

6.4.2. PEPP Executive Board meeting preparation: 1 hour per meeting.

6.4.3. Regional Meeting (if applicable) preparation: four hours liaison with state societies.

6.4.4. Committee Meeting participation as assigned.

7. Expenses

7.1. 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
PRIVATE PRACTICE**

ADMINISTRATIVE GUIDELINE NO.4

**POSITION DESCRIPTION:
PEPP SECRETARY**

PEPP Committee Chair or any combination of these offices.

3.4. Regional Vice Chair of PEPP

3.5. Past NSPE officer, Committee Chair, or member of the House of Delegates

1. General

1.1. The individual holding this position is responsible for recording the actions of the Executive Board and Board of Governors accurately. Interest Group 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 other meetings.

2. Qualifications

2.1. The PEPP Secretary 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. Experience in local, state, and national society activities as well as in the private practice of engineering.

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 Secretary.

2.6. Willingness to travel extensively and adjust personal and business schedules to accommodate the needs of NSPE and the Interest Group.

2.7. Ability to record notes and action items during meetings.

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. At least two years service on PEPP Executive Board or three years as either a PEPP Governor, a state PEPP Chair, a

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 and action items of all meetings of the Executive Board and Board of Governors.

4.3. Review the draft agenda proposed by the PEPP Chair and prepared by the Chair-elect. Offer revisions based upon a detailed review of minutes and Action List from preceding meeting(s).

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 Interest Groups, Board of Governors and NSPE and PEPP membership.

4.6. Serve as parliamentarian to PEPP Executive Board and Board of Governors meetings.

4.7. File minutes immediately 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.

4.8.2. Report to the PEPP Executive Board when serving as 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. They should be reviewed by the Board Liaison for proper form and timeliness prior to their submittal to the Board of Governors.

4.8.4. 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. Term

5.1. The term for this office is 2 years.

6. Commitment

6.1. Time

6.1.1. The position requires 10 to 15 days a year away from his or her place of business.

6.2. Meeting Attendance

6.2.1. PEPP Executive Board

6.2.1.1. : One meeting lasting two days in association with the Budget and Planning Meeting generally held in January / February.

6.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.

6.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

6.2.1.4. PEPP Executive Committee Meetings held by teleconference after the Annual Meeting.

6.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting.

6.2.3. PEPP Annual Products and Services Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

6.2.4. Committee Meetings attendance as appropriate.

6.3. Potential Additional Commitment:

6.3.1. State Interest Groups (if called upon): Generally two-day meetings plus travel time

6.3.2. Committee Meetings attendance at the discretion of the PEPP Chair: Time commitment may vary.

6.4. Administrative

6.4.1. Correspondence (reading, writing, and telephone): One to two hours per week.

6.4.2. PEPP Executive Board and/or Board of Governors meeting preparation: Two hours per meeting.

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

6.4.4. Preparation of Minutes following Executive Board and Board of Governors Meeting: One hour for Executive Board Meetings and Board of Governors meeting.

7. Expense

7.1. 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
PRIVATE PRACTICE**

Board of Governors, PEPP membership
and NSPE regional counterparts.

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.

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 PEPP Executive Board and Board of Governors Meetings.
 - 4.1.2. Participate in PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting.
 - 4.1.3. 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 societies.
 - 4.1.4. Contribute to Executive Board meetings with questions, information, opinions, and recommendations for action.
 - 4.1.5. Communicate and support policies and decisions of the Executive Board to the SSEC, state societies,

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.
- 4.2.2. Solicit information from SSEC members on behalf of PEPP for program and product development and improvement.

4.3. Committee Participation

- 4.3.1. Participate in the activities of PEPP Committees as assigned by the Chair Elect.
- 4.3.2. Serve as ex-officio member (Executive Board Liaison) of assigned committees. Make certain 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.
- 4.3.3. Report to the Executive Board (as Board Liaison) on assigned committee(s) activities, progress, needs, and items that require coordination or Executive Board action.
- 4.3.4. Prepared 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. Term

5.1. The term for this office is 1 year.

6. Commitment

- 6.1. Time
 - 6.1.1. The time commitment for the SSEC Representative fulfilling all these (and other) responsibilities will

amount to approximately one day every other month with approximately 5-7 days spent away from his or her place of business..

6.2. Meeting Attendance

6.2.1. PEPP Executive Board

6.2.1.1. : One meeting lasting two days in association with the Budget and Planning Meeting generally held in January / February.

6.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.

6.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

6.2.1.4. PEPP Executive Committee Meetings held by teleconference after the Annual Meeting.

6.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting.

6.2.3. PEPP Annual Products and Services Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

6.2.4. Committee Meetings attendance as appropriate.

6.3. Potential Additional Commitment:

6.3.1. State Interest Groups (if called upon): Generally two-day meetings plus travel time.

6.3.2. Committee Meetings attendance at the discretion of the PEPP Chair

6.4. Administrative

6.4.1. Correspondence (reading, writing, email and telephone): Two to four hours per week.

6.4.2. PEPP Executive Board meeting preparation: 1 hour per meeting.

6.4.3. Regional Meeting (if applicable) preparation: four hours liaison with state societies.

5.4.4. Committee Meeting participation as assigned.

7. Expenses

7.1. 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
PRIVATE PRACTICE**

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.

2. Qualifications

- 2.1. NSPE PEPP member meeting the NSPE criteria for a Young Engineer.
- 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 PEPP Executive Board and Board of Governors Meetings.
- 4.1.2. Participate in PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting.
- 4.1.3. 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.
- 4.1.4. Contribute to Executive Board meetings with questions, information, opinions, and recommendations for action.

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

- 4.1.6. Make recommendations to the PEPP Chair Elect for future Young Engineer representative candidates.

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.

4.3. Young Engineer Representative Communications

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

- 4.3.2. Solicit information from YEAC on behalf of PEPP for program development and improvement.

- 4.3.3. Coordinate with the NSPE Young Engineers Advisory Council on PEPP YEAC activities.

- 4.3.4. Communicate and support policies and decisions of the Executive Board to the NSPE YEAC, PEPP YEAC, state societies, Board of Governors, PEPP membership and NSPE regional counterparts.

4.4. Committee Participation

- 4.4.1. Participate in the activities of PEPP Committees as assigned by the Chair Elect.

- 4.4.2. 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.

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

4.4.4. Prepared 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. Term

5.1. The term for this office is 1 year.

6. Commitment

6.1 Time

6.1.1. The time commitment for the Young Engineer Representative fulfilling all these (and other) responsibilities will amount to approximately one day every other month with approximately 5-7 days spent away from his or her place of business

6.2. Meeting Attendance

6.2.1. PEPP Executive Board

6.2.1.1. One meeting lasting two days in association with the Budget and Planning Meeting generally held in January / February.

6.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.

6.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

6.2.2. PEPP Board of Governors: One meeting

held during the Annual Meeting.

6.2.3. PEPP Annual Products and Services Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

6.2.4. Committee Meetings attendance as appropriate.

6.3. Potential Additional commitment

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

6.3.2. Monthly YEAC meetings held by teleconference after the Annual Meeting. One hour every month.

6.4. Administrative

6.4.1. Correspondence (reading, writing, telephone and email): one to two hours per week.

6.4.2. PEPP Executive Board and Board of Governors meeting preparation: eight hours per meeting.

7. Expenses

7.1. PEPP will reimburse the Young Engineer 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
PRIVATE PRACTICE**

**ADMINISTRATIVE GUIDELINE NO.7
POSITION DESCRIPTION:
PEPP GOVERNOR**

1. General

- 1.1. The PEPP Board of Governors (BOG), the Interest Group's policy-making organization includes the PEPP Executive Board members and a Governor identified for each state interest group.

2. Qualifications

- 2.1. To serve as a Governor, the representative of a state interest group 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 through the Regional Vice Chairs, and the state interest group;
- 3.4. Develop a stronger PEPP interest group 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. Attend the annual PEPP BOG meetings held in association with the Annual NSPE Meeting.

- 3.6.1. Ensure that any resolution requiring consideration by the Board and proposed by their state interest group is forwarded to PEPP

headquarters and the Regional Vice Chair no later than 30 calendar days prior to the annual board meeting.

- 3.6.2. Review the meeting agenda prior to the meetings and communicate its contents, if possible, to their state's executive committee and/or membership.

- 3.6.3. Receive appropriate instructions from the state PEPP interest group on decision-making matters to come before the meeting. Present new developments within each state that affect membership.

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

- 3.6.5. At the Annual Meeting, be prepared to recommend an appointee from each region to the PEPP Nominating Committee.

3.7. Communications

- 3.7.1. Advise their state's Executive Committee and membership of the actions taken and policies established by the Board within 30 days after the meeting.

- 3.7.2. Transmit any communications received from the Executive Board or Regional Vice Chair to the State Executive Committee.

- 3.7.3. 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.

- 3.7.4. Communicate on a regular basis with each Chapter or Regional PEPP representative in their state.
- 3.7.5. Submit articles of interest to engineers in Private Practice to state newsletter editors.
- 3.7.6. Attend and provide reports of PEPP activities at their 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.
- 3.7.7. Prepare a written report covering committee activities and submit the report to the PEPP staff prior to Annual Meeting.
- 3.8. Facilitate stronger state PEPP interest groups by:
 - 3.8.1. Attending state PEPP interest group meetings.
 - 3.8.2. Assist in meeting state membership goals for the year.
- 3.9. Committees
 - 3.9.1. Participate in the activities of PEPP Committees as assigned by the Chair Elect.
 - 3.9.2. If requested by the Vice Chair to 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.
 - 3.9.3. Report to the Executive Board (as Board Liaison) on assigned committee(s) activities, progress, needs, and items that require

coordination or Executive Board action.

- 3.9.4. Prepared 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.

3.10. Regional Activities

- 3.10.1. Attend and participate in regional meetings.
- 3.10.2. Assist in promoting meetings through the state society, Interest Group, and other publications.

4. Commitment

4.1 Time

- 4.1.1 The position requires 1 to 3 days a year away from his or her place of business

4.2 Meeting Attendance

- 4.2.1 PEPP Board of Governors: One meeting held in association with the Annual Meeting, plus travel time (not to exceed two 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 teleconference.
- 4.2.4 To the extent possible, attend and participate in state interest group meetings.

4.3 Administrative

- 4.3.1 Correspondence (reading, writing, email and telephone): Three to four hours per month.
- 4.3.2 PEPP Board of Governors meeting preparation: Four hours per meeting.

4.3.3 Regional Meeting preparation (if state is selected): 12 hours.

5. Term

5.1. The term for this office is set by individual state member organizations, either 1 or 2 years.

6. Expenses

6.1. The state PEPP interest group 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. Decisions on supplemental funding by PEPP will be made on an annual basis.

**PROFESSIONAL ENGINEERS IN
PRIVATE PRACTICE**

ADMINISTRATIVE GUIDELINE NO. 8

**POSITION DESCRIPTION:
PEPP HOUSE OF DELEGATE (HOD)**

1. General

- 1.1. The PEPP Representative is one of the vital communication links between the Executive Board (and the activities of the national PEPP leadership) and NSPE leadership.

2. Qualifications

- 2.1. A HOD Representative must possess reasonable knowledge of regional engineering interests, must be an active and competent consulting professional engineer, and must be a PEPP member.
- 2.2. Experience in local and state society activities as well as the private practice of engineering.
- 2.3. Reasonable ability as a public speaker.
- 2.4. Enjoy the support of their employer, partners, colleagues, and family in undertaking the duties of a PEPP HOD Representative.
- 2.5. Willingness to travel extensively and adjust personal and business schedules to accommodate the needs of NSPE and the Interest Group.

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. At least two years service as either PEPP Executive Board member, Committee Chair, PEPP Governor, State PEPP Chair or any combination of these offices.
- 3.4. Past NSPE officer, Committee Chair, or House of Delegates member.

- 3.5. Chair of Young Engineers Advisory Council.

4. Responsibilities/Duties

- 4.1. Executive Board and Board of Governors

- 4.1.1. Attend all PEPP Executive Board and Board of Governors Meetings.

- 4.1.2. Participate in PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting.

- 4.1.3. In the preparation for the Executive Board and Board of Governors meetings, the HOD Representative shall offer suggestions and review the agenda read backup material, formulate questions and comments, develop facts, and obtain opinions from affected state societies.

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

- 4.1.5. Communicate and support policies and decisions of the Executive Board to NSPE leadership.

- 4.2. NSPE Meetings

- 4.2.1. HOD Meetings

- 4.2.1.1. Attend the Annual NSPE HOD meeting.

- 4.2.1.2. Report the activities of the Interest Group and present items of business that require HOD consideration and action that will ensure PEPP programs are in accordance with NSPE policies and strategic plan..

- 4.2.2. NSPE Board of Director Meetings

- 4.2.2.1. In accordance with the agreed upon rotation among the NSPE Interest Groups,

attend all NSPE BOD meetings in those years that the PEPP HOD Representative is slated to sit as a member of the NSPE BOD.

4.2.2.2. Report the activities of the NSPE Interest Groups and present items of business that require BOD consideration and action that will ensure NSPE Interest Group programs are in accordance with NSPE policies and strategic plans..

4.2.3. NSPE Executive Board Meetings

4.2.3.1. During the term when the PEPP HOD Representative is a member of the NSPE BOD, they may run for the "at large" position on the NSPE Executive Board. If elected, attend all NSPE Executive Board meetings and monthly teleconferences.

4.3. Committee Participation

4.3.1. Participate in the activities of PEPP Committees as assigned by the Chair Elect.

4.3.2. 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.

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

4.3.4. Prepared 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. Term

5.1. The term for this office is 2 years.

6. Commitment

6.1. Time

6.1.1. The position requires 15 to 20 days a year away from his or her place of business.

6.2. Meeting Attendance

6.2.1. PEPP Executive Board

6.2.1.1. One meeting lasting two days in association with the Budget and Planning Meeting generally held in January/February.

6.2.1.2. Also 2 to 3 days for meetings in association with the Annual Meeting, plus travel time.

6.2.1.3. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

6.2.1.4. PEPP Executive Committee Meetings held by teleconference after the Annual Meeting.

6.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting.

6.2.3. PEPP Annual Products and Services Kickoff Meeting: 1 to 2 day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

6.2.4. Committee Meetings attendance as appropriate.

6.2.5. NSPE House of Delegates
Meeting: 1 day meeting held in association with the Annual Meeting.

6.3. Potential Additional Commitment:

6.3.1. NSPE BOD meetings (if required due to NSPE Interest Group rotation): Four 2-3 day meetings, one held in association with the Annual Meeting, plus travel time.

6.3.2. NSPE Executive Committee meetings (if elected during the term as an NSPE BOD Member): Generally four ½ day meetings held in association with the NSPE BOD meetings plus monthly one hour conference calls.

6.4. Administrative

6.4.1. Correspondence (reading, writing, email and telephone): Two to four hours per week.

6.4.2. PEPP Executive Board meeting preparation: 1 hour per meeting.

6.4.3. NSPE HOD and BOD Meetings (if applicable) preparation: four hours per meeting.

6.4.4. Committee Meeting participation as assigned.

7. Expenses

7.1. PEPP will reimburse HOD Representatives for travel expenses in accordance with current NSPE Policy for PEPP activities. However, such reimbursement will not include out-of-pocket expense incurred in fulfilling their responsibilities. Reimbursement for attendance at NSPE HOD and BOD meetings will be reimbursed by NSPE in accordance with current NSPE Policy.

**PROFESSIONAL ENGINEERS IN
PRIVATE PRACTICE**

ADMINISTRATIVE GUIDELINE NO.9

**POSITION DESCRIPTION:
PEPP PAST-CHAIR**

1. General

- 1.1. The PEPP Past-Chair maintains primary focus on the Budget and Planning affairs of the Interest Group.
- 1.2. The PEPP Past-Chair's basic function involves the budgeting of programs that are of merit to the Interest Group and represent the interests of the NSPE members in private practice.

2. Qualifications

- 2.1. The PEPP Past-Chair is the immediate Past-Chair.

3. Responsibilities/Duties

- 3.1. Within the Interest Group
 - 3.1.1. Serves as PEPP's Budget Officer. Must monitor all financial affairs and is the Chairman 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 Interest Group. If necessary, attend the NSPE Budget Meeting.
 - 3.1.2. In the areas of administration, the PEPP Past-Chair participates in all meetings of the Executive Board scheduled and chaired by the Chair Elect. The PEPP Past-Chair will provide input on the meeting agenda.
 - 3.1.3. Schedules and conducts the Budget and Planning meetings
 - 3.1.4. Participates in all PEPP Executive Committee meetings.

- 3.1.5. With the Chair and Chair Elect, furnishes general program guidance to the Interest Group staff director who is the principal contact with the NSPE staff.

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

3.2. Within NSPE

- 3.2.1. In matters pertaining to the PEPP Interest Group budget, the PEPP Past-Chair must be the advocate of the Interest Group in presenting and explaining PEPP programs and actions, as well as the financial positions of the Interest Group as expressed through the PEPP Executive Board and/or Board of Governors.

4. Commitment

4.1. Time

- 4.1.1. The position requires 5 to 10 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 Finance and Planning Meeting generally held in January / February. Also 2 to 5 days for meetings in association with the Annual Meeting, plus travel time.
- 4.2.2. PEPP Board of Governors: One meeting held during the Annual Meeting, plus travel time.
- 4.2.3. NSPE Budget Meeting: the PEPP Past Chair, from time to time, may be required to present the PEPP Budget at the NSPE Annual Meetings, one to two days time required.

4.2.4. PEPP Annual Products Kickoff Meeting: one to two day meeting held in association with the Budget & Planning Meeting in January / February or prior to the Annual Meeting.

4.3. Potential Additional Commitment

4.3.1. PEPP Executive Board / Committee Chair meetings held by teleconference after the Annual Meeting

4.3.2. PEPP Executive Committee Meetings held by teleconference after the Annual Meeting.

4.3.3. Committee Meetings attendance at the discretion of the PEPP Chair

4.4. Administrative

4.4.1. Correspondence (reading, writing, email and telephone): 1 hour per week.

4.4.2. PEPP Executive Board meeting preparation: 1 hour per meeting.

4.4.3. PEPP Board of Governors meeting preparation: 1 hour per meeting.

4.4.4. PEPP Products and Services and Committee meeting preparation providing input to the Chair Elect : 2 hours.

4.4.5. Preparation of PEPP Budget for NSPE Budget Committee Meeting: 8 hours.

4.5. **Term**

4.5.1. The term for this office is 1 year.

4.6. Expenses

4.6.1. PEPP will reimburse 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
PRIVATE PRACTICE**

ADMINISTRATIVE GUIDELINE NO.10

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-Elect. 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. 11

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. Awards

2.1. Chair's Award

- 2.1.1. Given at the discretion of the PEPP Chair, 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.

2.2. PEPP Award

- 2.2.1. The PEPP Award is available annually to be given 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.

2.3. Merit Awards

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

2.4. Outstanding Service Award

- 2.4.1. Given to PEPP members in recognition of their service on the Executive Board, Board of Governors, in committees, and/or completing assignments. The Awards Committee, with the concurrence of the PEPP Chair, may name as many Outstanding Service Award recipients as it feels are deserving of the honor.

2.5. QBS Award

- 2.5.1. 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.

2.6. Professional Development Award

- 2.6.1. The Professional Development Award is available annually to employers in private practice. Recipients 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.

3. Qualifications/Method of Selection

- 3.1. Nominations may be originated by local chapters or Interest Groups, but must be submitted to NSPE by state societies on the official forms provided by PEPP.
- 3.2. Nominations for the PEPP Award, Merit Awards, Professional Development Awards, and QBS Awards 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 prior to their annual review meeting. The Awards Committee, with the concurrence of the PEPP Executive Board, selects the winner.
- 3.3. The Awards Committee may not select a National winner if they do not find any nominees of sufficiently high quality to justify a National award.

4. Presentation

- 4.1. The awards are presented each year at the PEPP Annual Meeting to representatives of the recipients.

5. Nomination Format

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