

Sector Leadership Committee Charter (Revision 2, approved 11/28/17)

1. Purpose

The purpose of the Sector Leadership Committee is to provide oversight, communications, and coordination across the individual industry sectors to ensure their activities – particularly research selection and usage is: rationalized, prioritized, and resourced appropriately for fully developed and finished (“fully formed”) deliverables.

The Sector Leadership Committee will maintain high standards of research selection and use that assures research has innovative and valuable impact consistent with CII’s Governance Plan.

The Sector Leadership Committee is sponsored by CII’s Executive Committee from whom it receives guidance and oversight on compliance with this charter.

2. Scope

- The Sector Leadership Committee (SLC) serves the Board of Advisors through the Executive Committee.
- The SLC is the senior governing body to the individual Sectors.
- The SLC’s primary scope is the prioritization of research use and allocation of resources to individual sectors to achieve its stated purpose.
 - In this effort, the SLC works with the Executive Committee (finance committee), CII Director and Associate Director for Sector Leadership (AD-SL) to recommend and allocate the distribution of funds.
- The SLC provides communication and coordination among the sectors so that their activities are known and shared across sectors.

3. Membership

Membership will consist of prior leaders from each Sector Committee, the CII Director, the AD-SL, an Academic Advisor, and as needed – additional at-large members from the Board of Advisors. Participation in the Sector Leadership Committee is limited to the following:

- CII members that have demonstrated leadership in various areas of CII, and
- Leading academics

SLC membership is intended to be a three-year term. On an annual basis, Sector Committee chairs will rotate onto the SLC after their term expires. CII’s Nominating Committee will present the SLC slate at the Fall Board of Advisors meeting for approval.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Participate in at least one SLC focus area (e.g. research, membership, knowledge management, etc.)
- Obtain a logon for SLC collaboration site access
- Conformance to CII Meeting Guidelines

4. **Key Roles and Responsibilities**

Leadership positions with specific responsibilities are as follows:

- **Sector Leadership Committee Chair** – The SLC Chair is initially appointed by CII, and shall develop the agenda and preside over meetings and conference calls. The term of the Chair shall be a minimum of one year. Following this term, the Vice Chair will become the Chair. The Chair and Vice Chair will report periodically to the Executive Committee on SLC progress and activities.
- **Sector Leadership Committee Vice Chair** – The SLC Vice Chair is initially appointed by CII, and shall assist the Chair in the development of the agenda for meetings and conference calls, assume leadership duties in the absence of the Chair, and will become the next Chair. The Vice Chair is selected from the SLC members. If the Chair is an owner member representative, the Vice Chair shall be a service provider member representative, and vice versa.
- **Sector Leadership Committee Academic Advisor** – The SLC Academic Advisor is appointed by CII and is responsible for:
 - Advising the SLC on the research process and vetting research topics
 - Maintaining the SLC SharePoint site to allow ease of access to collected documents, including:
 - Determining the quality and appropriateness of documents to be posted on the site.
 - Obtaining permission from authors whose copyrighted documents or intellectual property are posted on the site.
 - Developing and posting SLC meeting notes.
 - Onboarding new SLC members and maintaining the roster.CII will designate a staff person to assist with the above.
- **Liaisons** – SLC Liaisons may be assigned as needed to interact with the sector committees and support sector needs. Liaison attendance at sector meetings helps the SLC understand, appreciate, and support the sectors on individual and common issues and initiatives. The Liaison is not intended to have a direct role in the sector, such as filling in for the Chair or Vice Chair, leading meetings, or reporting to the SLC. Liaisons should rotate among the sector meetings to promote cross communication and achieve SLC-sector alignment.
- **Sector Leadership Subcommittees** – on an as-needed basis, members may be asked to serve for a specified duration on subcommittees to address specific topics or issues.

5. Communications Format

- Periodic face-to-face meetings will normally be held alongside other CII events. Initially, this will include Board of Advisor meetings, Annual Conference and the leadership meeting.
- Conference calls and web meetings will be sponsored by a SLC member or by CII and held in-between face-to-face meetings as needed to conduct SLC business.
- Email and SharePoint communications will be an ongoing mechanism of communication that will take place between scheduled meetings.
- Meeting notes, presentations, and any other SLC deliverables will be summarized and posted on the SharePoint site.

6. Committee Responsibilities and Deliverables

The Sector Leadership Committee will:

- Provide guidance and emphasis to sectors regarding research use and selection:
 - Work with other standing committees to facilitate the desired outcomes for research development, use and finish for implementation.
 - Assist the Funded Studies Committee in vetting sector-related research topics.
- Support the execution of CII's Governance Plan:
 - Coordinate with standing and sector committees to facilitate the desired plan outcomes.
 - Recommend and allocate budgets for sector-specific deliverables.
 - Develop metrics (scorecard) to establish annual targets and determine sector committee effectiveness.
- Ensure that membership and communications strategies are implemented within the sectors in support of CII's Strategic Plan:
 - Recruit and retain members within the sector committees to expand overall membership.
 - Nominate membership representative(s) within the SLC and sector committees.
 - Work with the AD Membership and Communications to ensure coordination and effectiveness.
- Ensure that knowledge management processes are developed and implemented within the sectors to support CII's reinvented Knowledge Base:
 - Assign Knowledge Areas and conduct periodic reviews to keep CII's Knowledge Base updated and relevant.
 - Develop a review process to accomplish the above.
- Maintain an updated SharePoint site that documents SLC activities.
- Report periodically to the Executive Committee on sector research, membership, activities, and other deliverables.
- Publicize the activities of the sectors and the SLC to the CII membership.

7. Key Interfaces

- Sector Committees
- Executive Committee
- Strategic Planning Committee

- CII standing committees as needed to deliver “fully formed” research
- CII Staff

8. Critical Success Factors

- Active owner, service provider, and academic participation.
- Sector Committee and SLC deliverables are viewed by its members as a valuable contribution to their businesses and the construction industry.
- Activities are supported by the Executive Committee and align with CII’s Governance Plan.