



Volunteer Operations Guide

Effective August 22, 2018

Table of Contents

Section I: Operating Committee and Volunteer Operating Principles

- 1.1. Operating Committee, Task Team, and Liaison Principles
- 1.2. Operating Committee, Task Team and Liaison Structure
- 1.3. Committee and Volunteer Individual Responsibilities
- 1.4. Committee and Volunteer Code of Conduct

Section II: Operating Committees

- 2.1. Academic Programs Committee
- 2.2. Certification Committee
- 2.3. Knowledge Committee
- 2.4. Specifier Editorial Advisory Board

Section III: Task Teams

- 3.1. AIA Contract Documents Review Group
- 3.2. MasterFormat Maintenance Task Team
- 3.3. UniFormat Task Team

Section IV: Liaisons

- 4.1. CSI Liaisons Role and Performance Guidelines
- 4.2. AIA Contract Documents Committee Liaison
- 4.3. ANSI ASC A108 Committee (North American Tile Council) Liaison
- 4.4. ANSI ASC A117.1 Committee (ICC Accessibility) Liaison
- 4.5. Associated Schools of Construction Liaison
- 4.6. American Council for Construction Education Liaison
- 4.7. ConsensusDocs Drafting Council Liaison
- 4.8. EJCDC Contract Documents Committee Liaison
- 4.9. National CAD Standard Steering Committee
- 4.10. NIBS Building Enclosure Technology and Environment Council Liaison
- 4.11. NIBS Consultative Council Liaison
- 4.12. NIBS Off-Site Construction Council Liaison

Appendices

- Appendix A CSI Endorsement and Recognition Policy and Procedure



Policy 1.1 Operating Committee, Task Team and Liaison Principles

Last revision: August 22, 2018

Per CSI Board Governing Policy 3.2.1.B Treatment of Staff, the CEO shall not 'Operate without providing interested members volunteer opportunities for meaningful involvement with a contribution to CSI's Ends.' Operating committees may be established to help the staff be more effective and/or efficient in its work. Operating committees are not to interfere with the Board's delegation of authority to the CEO, or the CEO's to other staff.

Accordingly:

1. Operating committees are to help the staff and organization do its job, not to help, advise or exercise authority over staff.
2. Operating committees will ordinarily undertake activities delegated to the CEO and staff and help complete the work of the organization within the Ends and management parameters
3. Operating committees will not speak for the Board or staff unless given such authority for specific and/or time-limited purposes. Expectations and authority will be carefully stated (in the *Operating Committee Structure* policy) in order not to conflict with authority delegated to the CEO/staff.
4. The composition of each committee and the number and purpose of committees is to be evaluated annually to assure continuity and relevance.
 - A. Except as otherwise provided by this Volunteer Operations Guide, committee chairs shall not serve in that capacity for more than two consecutive one-year terms.
5. This policy applies to any group formed by under the authority of the CEO, whether or not it is called a committee and regardless of whether it includes Board members.
6. Operating Committee Staff Liaisons shall ensure that an Operating Guide for use in conducting the activities of the committee (other than ad hoc committees) is maintained and updated annually.
7. Unless specifically authorized by the CEO, an Operating Committee may not make any commitment of organizational resources or funds.



Policy 1.2 Operating Committee, Task Team, and Liaison Structure

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Operating committees, task teams, and liaisons are established by the CEO and with authority delegated to the CEO by the Board of Directors. Unless otherwise specified, the CEO, or his/her staff designee, will serve as a resource for each committee, task team, or liaison. Operating committees, task teams, and liaisons are accountable to the CEO or designee for performance, and do not report to the CSI Board of Directors.

Committee Types

1. Operating Committees

Operating committees are standing groups to accomplish a specific task or to be engaged into some project. Their work continues from year to year.

2. Task Teams

Task teams are temporary groups formed to accomplish a specific task or project.

3. Liaisons

Liaisons are individuals that serve as official representatives for CSI on industry committees and taskforces. These individuals represent the interests of CSI, speak on behalf of CSI's interests and work closely with CSI staff to understand and articulate CSI's positioning. Liaisons also have a listening and reporting duty. The contact or connection maintained by Liaisons enhance communications between units of the liaised-with organization and CSI to ensure concerted action, cooperation, and mutual support.



Policy 1.3 Committee and Volunteer Individual Responsibilities

Last revision: August 22, 2018

Committee member engagement and participation is integral to the Committee's success.

Therefore, each committee member is expected to fulfill the following responsibilities:

1. **Commitment:** Prospective committee members are expected to, as part of acceptance of nomination, and then annually as committee members, sign a Letter of Commitment indicating that they have reviewed and commit to abide by CSI's Bylaws and these Governing Policies, as may be amended from time to time.
2. **Attendance:** Committee members are expected to attend committee meetings on a regular and punctual basis. Absence from more than one-third of the Committee's regularly scheduled face-to-face meetings, and/or more than one-third of regularly scheduled teleconference meetings in any year will constitute that member's resignation from the Committee.
 - A. In case of extenuating circumstances, a committee member may request a waiver to this provision.
3. **Preparation and Participation:** Committee members are expected to review agenda materials in advance of committee meetings and to participate productively in discussions.
4. **Responsiveness:** Committee members will be attentive to committee communications and respond promptly to staff and committee member requests for feedback.
5. **Members as Individuals:** The staff liaison is accountable to the committee as a whole and not to individual committee members. Therefore, the relationship between the staff liaison and individual members of the committee, including the Committee Chair, is collegial and not hierarchical.

Policy 1.4 Committee and Volunteer Code of Conduct

Last revision: August 22, 2018

CSI expects of itself and its committee members and volunteers ethical, professional and lawful conduct, including proper use of authority and appropriate decorum when acting as volunteers. Accordingly:

1. **Conflict of Interest Avoidance:** Committee members and CSI volunteers must avoid any conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any committee member or volunteer and the Institute except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - B. When the committee member or volunteer has an actual or potential conflict of interest, that member shall disclose the conflict to the Committee Chair or staff liaison and recuse herself or himself without comment from not only the vote, but also from the deliberation.
 - i. A conflicting interest exists when a Committee members or CSI volunteer and a related party have a beneficial financial interest in the transaction of sufficient significance that it would reasonably be expected to exert an influence on another's judgment if he or she were called upon to vote on the matter. Related parties include the committee member's or volunteer's spouse, significant other, parents, children, siblings, siblings of the parent or spouse, and all other persons or entities in which the committee member or volunteer has an interest, partner, agent, or employee, or exerts control or influence, either directly or indirectly.
 - ii. Committee members or CSI volunteers will annually sign a written statement affirming they have received, reviewed and understand this *Conflict of Interest* policy, and disclosing their involvements and interests that could give rise to a conflict of interest including, but not limited to their involvement or those of family members, as directors or officers of other organizations with vendors or other affiliations with other entities that might reasonably be perceived as a conflict. Committee members or CSI volunteers will promptly update their disclosures if, during the year, a material change in circumstances should occur.
 - iii. Committee members or CSI volunteers must not exert undue influence to obtain staff employment for themselves, family members or other individuals. Should a committee member or volunteer apply for staff employment, he or she must first resign from any volunteer responsibilities.
2. **Lack of Authority as Individuals:** Committee members or volunteers must not attempt to exercise individual authority over the organization.
 - A. Committee member or volunteer interactions with the CEO or with staff must recognize the lack of authority vested in individuals except when explicitly stipulated by the Board or the CEO.
 - B. Committee member or volunteer interaction with the media, public or other entities must recognize that they are not to speak for the association, except to repeat explicitly stated association decisions.
 - C. Committee members or volunteers will not publicly express individual judgments of the performance of the CEO or of other employees.



Policy 1.4 Committee and Volunteer Code of Conduct *(continued)*

Last revision: August 22, 2018

3. **General Conduct:** Committee members and volunteers must respect the confidentiality appropriate to issues of a sensitive nature.
4. **Obligation to Address Concerns:** A Committee member or volunteer aware of credible information that suggests that this policy has been violated, by a committee, a committee member, staff liaison, or the CEO, has an affirmative obligation to bring the concern to the CEO. If the CEO is the subject of the concern, it should be brought to the Board Chair.
5. **Process to Address Concerns re: Committee Member or Volunteer Actions:** If a Committee member or volunteer is alleged to have violated this Code of Conduct:
 - A. The CEO will have an informal discussion with the individual whose action(s) are questioned. If this is not successful in resolving the concern, then:
 - B. The CEO will discuss the issue with the Board Chair, who may put the issue on the agenda for closed session.
 - C. A committee member or volunteer found by the Board (by majority vote) to have violated this Code of Conduct may be subject to subsequent Board action, as long as consistent with the Bylaws.
6. **Written Acknowledgement:** All Committee members and volunteers are required to sign an acknowledgement of this policy annually.

Policy 2.1 Academic Programs Committee

Last revision: August 22, 2018

The CSI Academic Programs Committee's purpose is to facilitate and support CSI engagement with academic institutions.

Deliverable #1: Support creation and maintenance of current, comprehensive package of resources for use by educators who present the CDT (or Project Delivery Education Program) program to students at higher education institutions.

- i. Review and Update Existing Tool Boxes

Deliverable #2: The CSI Academic Programs Committee helps facilitate and support CSI engagement with academic institutions.

Deliverable #3: Communication – Develop tools to empower local CSI chapter members to provide credible assistance to colleges and universities.

Deliverable #4: Utilize the CSI Connect community and other resources to highlight and encourage member participation in CSI's Academic Programs.

- A. **Composition:** The Committee is chaired by member, plus up to 8 additional members, selected by September of each year.
- B. **Term:** The committee member's term is 1 year, beginning October 1st of each year.
- C. **Time Commitment:** Committee members are expected to attend up to 12 conference calls during a 1-year period, and 2-3 additional hours of work each month reaching out to universities and academic institutions. Additional travel to 1 or 2 academic conferences are optional.
- D. **Competencies:** Professionals with an academic background, experience teaching CDT courses or who have interest in reaching out to students or current educators are encouraged to apply.
- E. **Staff Liaison:** Catherine Lux Fry

Policy 2.2 Certification Committee

Last revision: August 22, 2018

The CSI Certification Committee creates and maintains the content, the body of knowledge domains and the item bank for four exams: Construction Documents Technologist (CDT); Certified Construction Contract Administrator (CCCA); Certified Construction Specifier (CCS) and Certified Construction Product Representative (CCPR).

Deliverable #1: Evaluate, update and maintain the Item Bank of test questions for all certification exams. As specified by psychometric best practices, write new items, review existing items and maintain sufficient quality and quantity of items banking for examination updates. Remove questions deemed invalid. Add new questions to replace removed questions to maintain an appropriate number of available items.

Deliverable #2: Consider items in accordance with the most recent Body of Knowledge Assessment (BoKA) and recommended item percentage from each domain (area of practice).

Deliverable #3 – Recommend content and items for each certification exam based on subject matter expertise and professional best practices.

- i. Review previous year exam results and psychometric exam item analysis report provided by outside contractor that evaluated item performance.
 - ii. Review and revise items as recommended.
 - iii. Source all items to reference materials:
 - a. CDT-Project Delivery Practice Guide
 - b. CCCA-Construction Contract Administration Practice Guide
 - c. CCS-Construction Specifications Practice Guide
 - d. CCPR-Construction Product Representative Practice Guide
 - e. Recommend and add other source reference content and material as needed
- A. **Composition:** The Committee is composed of 13 CSI members. One serving as Chair and 12 additional members divided into four sub-groups focusing on each of the certifications.
- B. **Term:** The committee members are appointment to a 2-year term, beginning November 1 annually with a possibility to serve an additional 1-year term for a total of 3 years. Committee sub-groups will have at least one member maintained each year for consistency. Annual renewal of 4-6 members will be based on rotation of term and needs of each sub-group.
- C. **Time Commitment:** Committee members are expected to attend one in-person meeting and to attend monthly committee and/or sub-committee conference calls annually. The estimated volunteer work contribution is 1-2 hours of additional work each month for item creation and exam composition.
- D. **Competencies:** Committee members must hold an active professional CSI membership. All should have and maintain their CDT certification/credential. To serve on specialty sub-groups, a

Policy 2.2 Certification Committee *(continued)*

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CCCA, CCPR or CCS certification is required. CCPR sub-group members are permitted to participate as an industry subject matter expert. Certification Committee members may not hold other roles on content development/writing, Board service nor exam preparation training at a national/chapter level during service term.

E. **Staff Liaison:** Tracy Petrillo

Policy 2.3 Knowledge Committee

Last revision: August 22, 2018

The CSI Knowledge Committee identifies relevant industry trends that affect all construction professionals. The committee recommends, analyzes, develops, and evaluates possible CSI learning resources that support professional development to all members of the construction project team.

Deliverable #1: Identify trends that affect the professional practice areas of CSI members, including but not limited to specifying, design, general and sub-contracting, product representation, contract administration, technology innovations, and collaboration between professional areas of practice.

Deliverable #2: Assist in assessing and identifying knowledge gaps that may lead to development of new products, programs, and services designed to meet learning needs of members and industry partners. Knowledge resources may include:

- i. In-person educational event
- ii. Professional practice webinars and online learning curriculum
- iii. Sponsored online learning through web tools
- iv. Practice Sessions and member-driven knowledge sharing
- v. Speaker and educator identification and training
- vi. Educational programs for use by CSI chapters and licensed training partners
- vii. Research papers and articles for distribution

Deliverable #3: Identify subject matter experts for webinars, white papers and other means of documenting CSI knowledge and thought leadership.

- A. **Composition:** The Committee of up to 10 individuals is chaired by one member. The committee members will have various backgrounds from emerging professionals to senior levels. Industry delegates may also contribute as subject matter experts (as CSI members or represent related organizations/industries).
- B. **Term:** The committee term is 1 year, beginning January 1 of each year. One additional consecutive term is permitted to a maximum of 2 terms.
- C. **Time Commitment:** Committee members are expected to attend up to 6 conference calls annually and up to one virtual or in-person strategy meeting annually with 3 additional hours of work monthly.
- D. **Competencies:** Professionals with a deep knowledge of CSI's existing standard, formats, publications, and educational programs is ideal, but not required. Professionals with a background in academia (teaching and publishing) and/or those practicing at an experienced level within a professional practice area of CSI is paramount.
- E. **Staff Liaison:** Tracy Petrillo

Policy 2.4 Specifier Editorial Advisory Board

Last revision: August 22, 2018

The CSI Editorial Advisory Committee offers subject matter expertise to the editors of *The Construction Specifier* magazine to maintain the professional standards of the publication and ensure it upholds the principles of CSI.

Deliverable #1: Review and correct manuscripts provided by the editors of *The Construction Specifier*.

Deliverable #2: Provide input as needed in development of editorial topics and sourcing of authors for *The Construction Specifier* magazine.

Deliverable #3: Review and judge articles nominated for CSI's Article of the Year award.

- A. **Composition:** The Committee is chaired by the editor of *The Construction Specifier* magazine, plus between 9 and 14 CSI members of suitable experience and knowledge.
- B. **Term:** Committee members serve a 2 year term, beginning November 1st of each year, with the exception of the chair.
- C. **Time Commitment:** Committee members are expected to read and review 1-2 manuscripts per month, and to review award nominees once per year. Monthly reviews are expected to require 2-4 hours per month; review of awards nominees is expected to be 6-8 hours once per year. Note: Committee members work independently and generally communicate only with the chair. There are no group meetings or conference calls.
- D. **Competencies:** Professionals with knowledge of specification writing, possessing CCCA or CCS credentials, and 10+ years of experience in the design/construction industry, in two or more areas of specialization. Critical thinkers with excellent command of English are needed. Committee members should be familiar with building systems, sustainability issues, and materials performance. Preference for volunteers who are published authors of technical/academic articles. Architects, specifiers, contractors, construction managers, or professional engineers are encouraged to apply.
- E. **Staff Liaison:** Catherine Lux Fry

3.1 AIA Contract Documents Review Group

Last revision: August 22, 2018

The AIA Contract Document Committee is an AIA committee that drafts updates to and new contract documents for AIA's contract documents collection. The CSI volunteer opportunity is membership on a CSI review group as described below. This group works together to review draft AIA contract documents and provide commentary to the AIA Contract Documents Committee.

AIA requires one point of contact for CSI commentary, so the CSI liaison to the AIA Contract Documents Committee will be the chair of the CSI review group. This single liaison will provide commentary on AIA Contract Document Committee draft agreements and supporting documents to AIA. Commentary submitted by the liaison to AIA will be generated through discussion and agreement by the CSI review group. Commentary will support CSI Guiding Technical Principles.

Deliverable #1: Discuss CSI commentary on draft documents developed by the AIA Contract Documents Committee. Document the results of those discussions, create commentary to be submitted, and rationale for the commentary.

- A. **Composition:** The CSI review group chaired by a CSI member who will also serve as the official liaison to the AIA Contract Documents Committee, plus up to 4 additional CSI members that meet the competencies described below.
- B. **Term:** Each review group member's term is 3 years. Members may be reappointed once.
- C. **Time Commitment:** Time commitment will depend on the AIA Contract Documents Committee output. Review Group members are expected to attend up to 12 conference calls during a 1-year period, and 2-3 additional hours of work each month reviewing drafts and providing commentary to other review group members. The review group chair will act with the support of CSI staff as the sole direct link to the AIA Contract Documents Committee and will submit CSI commentary on behalf of the CSI review group.
- D. **Competencies:** Professionals with experience as signatories to AIA Contract Documents, performing work under AIA Contract Documents, or administering contractual relationships governed by AIA Contract Documents are encouraged to apply. Legal training not essential but will be preferred. CSI certification holders will be preferred.
- E. **Staff Contact:** Greg Ceton

3.2 MasterFormat Maintenance Task Team

Last revision: August 22, 2018

The CSI MasterFormat Maintenance Task Team recommends revisions to MasterFormat in response to user proposals based on use and best practices.

Deliverable #1: Support MasterFormat by applying specialized knowledge of construction processes and equipment installations to the scheduled review and revision updates of MasterFormat classification information.

- A. **Composition:** The Task Team is composed of appointed volunteers to include industry stakeholders and CSI members in practice.
- B. **Term:** The term is assigned at the time of appointment for 1 year based on the needs of the MasterFormat revision cycle.
- C. **Time Commitment:** Task Team members are expected to attend one in-person meeting and any follow-up conference calls that are scheduled to complete Task Team work.
- D. **Competencies:** Professionals with experience working on large scale commercial construction projects, experience with the contents and use of MasterFormat, experience writing specifications, and are designated by a corresponding organization. Holders of the CCS certification will be given preference.
- E. **Staff Liaison:** Greg Ceton

Policy 3.3 UniFormat Task Team

Last revision: August 22, 2018

The CSI UniFormat Task Team's purpose is to create new additions of UniFormat in response to user commentary and assist CSI staff in responding to user inquiries on use of UniFormat.

Deliverable #1: Author new UniFormat content by applying specialized knowledge of construction processes and systems installations to the existing UniFormat content.

Deliverable #2: Make decisions about development of UniFormat drafts in response to user commentary.

Deliverable #3: At the request of CSI staff, respond to user inquiries and provide guidance to UniFormat users.

- A. **Composition:** The Task Team is composed of a Chair, and 6 additional members
- B. **Term:** The Task Team members are appointed for a one-year term beginning in November. Task Team members may be reappointed until a new version of UniFormat is released.
- C. **Time Commitment:** Task Team members are expected to attend 12 monthly hour-long conference calls. Additional work may be assigned to author or refine portions of UniFormat content in development, both in response to user commentary and Task Team decisions. This additional work may take up to an additional 20 hours per month if assigned to write a section.
- D. **Competencies:** Professionals with experience supervising and managing large scale commercial construction projects, infrastructure or other heavy civil projects, or industrial construction are encouraged to apply. Familiarity with UniFormat content is required. CSI certification holders will be preferred.
- E. **Staff Liaison:** Greg Ceton

Policy 4.1 CSI Liaisons Role and Performance Guidelines

Last revision: August 22, 2018

1. Liaison Selection

- A. Descriptions of all current liaison positions are listed in this section of the Volunteer Operations Guide and contain information on the qualifications needed, any requirements established by the outside organization, and the likely time, travel, or other commitments that will be expected.
- B. Candidates will be asked to complete a short application and share a) their and their employers' awareness of the position and its potential time cost, b) how well they know the outside organization's committee, c) any appropriate experience, and d) a general declaration of interest.
- C. Based on these responses, an appropriate candidate will be selected.

2. Liaison Performance and Guidance

A. Reporting

- i. Liaisons will be expected to submit brief reports quarterly and after any significant developments or meetings. Additionally, liaisons will report annually on the status of the liaison relationship.
- ii. The reports will outline outcomes, concerns, expected results for CSI, and anything that the liaison thinks requires additional support or approval by CSI leadership.

B. Attendance

- i. Liaisons will be expected to attend all meetings scheduled by the assigned group.
- ii. If a liaison is unable to attend a majority of the meetings, or is having issues with successfully representing CSI, the liaison should touch base with CSI staff to obtain assistance.

C. Role on Outside Committee

- i. Liaisons are selected for their subject matter expertise related to the group's work. Liaisons are expected to express opinions that correlate with CSI Guiding Technical Principles. If the discussion or decision is in an area that the CSI Guiding Technical Principles are silent on, then the liaison is should act in good faith to express an opinion supported by their subject matter expertise.
- ii. **Representation of contrary opinions or positions** – Liaisons are expected to reach out to other CSI members through the CSI community designated for such discussion and gain opinions on questions that are expected to come before the group liaised-with. If those opinions differ from the liaison's conclusion, the liaison may retain his or her initial professional conclusion but should also make a good faith effort to represent that countervailing opinion and the arguments supporting it in discussions held by the committee liaised-with.
- iii. **Limited Agency** – CSI Liaisons are not official representatives of the policies or positions of CSI as a whole. As a result, no suggestion should be made that the

opinions or positions expressed by the liaison are positions held by CSI. Liaisons may be requested to endorse or otherwise publicly support the outcomes or positions of the committee liaised with or its parent organization. Doing so may imply that the position is held by CSI as a whole, is explicitly outside the authority of any liaison, and should not be suggested or agreed to. If a liaison thinks that endorsement of the products of the committee liaised-with is in the best interests of CSI, see the CSI Endorsement and Recognition Policy and Procedure in this guide.

D. Liaison Charges and Guidance

- i. Liaisons will receive a set of charges and resources when appointed to help them perform successfully including:
 - a. A set of charges specific to the liaison appointment
 - b. The final report from the departing liaison
 - c. CSI's Technical Guiding Principles to assist in determining where pain points may arise between CSI interests and documents in development.
 - d. Guidelines on reporting, attendance, procedure to authorize travel, and other requirements.
 - e. Contact information for CSI staff and the committee contact.

3. Transition

- A. Liaisons should give no fewer than thirty days' notice of their inability to continue as a CSI liaison.
- B. The departing liaison will be asked to write a brief report outlining their work to date, any remaining work product, any points for further discussion or resolution, and any additional information that will let the new liaison get up to speed as quickly and effortlessly as possible.

4. Outcomes

- A. Annually, liaisons will be asked to write a brief report (1 page) that outlines the gains to CSI from maintaining this relationship. Those gains may be:
 - i. Raising awareness of CSI and its industry leadership
 - ii. Financial gain for CSI, whether direct or indirect
 - iii. Participation in an initiative that is important to or has an effect upon CSI members' business or professional interests
- B. This report should also include a list of any publications, advancements, or other outcomes that have resulted in the last year. How those outcomes benefitted CSI should also be addressed.

4.2 AIA Contract Document Committee Liaison

Last revision: August 22, 2018

The AIA Contract Document Committee is an AIA committee that drafts updates to and new contract documents for AIA's contract documents collection. The CSI liaison to the AIA Contract Document Committee serves as the chair of the CSI AIA Contract Document review group and provides the review group's commentary to the AIA Contract Documents Committee.

The liaison will provide commentary on AIA Contract Document Committee draft agreements and supporting documents to AIA. Commentary submitted by the liaison to AIA will be generated through discussion and agreement by the CSI review group. Commentary will support CSI Guiding Technical Principles.

Deliverable #1: Meet with CSI review group members and discuss CSI commentary on draft documents developed by the AIA Contract Documents Committee. Document the results of those discussions, commentary to be submitted, and rationale for those decisions and that commentary.

Deliverable #2: Serve as the liaison to the AIA Contract Documents Committee, work with staff to submit commentary to AIA Contract Documents Committee and respond to any inquiries or other communications from AIA Contract Documents Committee. Seek input from staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

Deliverable #3: Where appropriate, recommend AIA Contract Documents that have been approved by the AIA Contract Documents Committee for recognition or endorsement by CSI, per the CSI Endorsement and Recognition Guidelines (*see Volunteer Policy Manual Policy Appendix A*).

- A. **Composition:** There will be a single AIA Contract Document Committee liaison who will also serve as the Chair of the CSI review group.
- B. **Term:** The liaison has a term is 3 years and may be reappointed once.
- C. **Time Commitment:** Time commitment will depend on the AIA Contract Documents Committee output. The liaison is expected to attend up to 12 CSI review group conference calls during a 1 year period, and 2-3 additional hours of work each month reviewing drafts and providing commentary to other review group members. Travel to AIA Contract Documents Committee meetings for the chair may be required as directed and supported by the AIA Contract Documents Committee. The liaison will act with the support of CSI staff as the sole direct link to the AIA Contract Documents Committee and will submit CSI commentary on behalf of the CSI review group.
- D. **Competencies:** Professionals with experience as signatories to AIA Contract Documents, performing work under AIA Contract Documents, or administering contractual relationships governed by AIA Contract Documents are encouraged to apply. Legal training not essential but will be preferred. CSI certification holders will be preferred.
- E. **Staff Contact:** Greg Ceton

4.3 ANSI ASC A108 Committee (Tile Council of North America) Liaison

Last revision: August 22, 2018

The CSI ANSI ASC A108 liaison participates in meetings of the ANSI ASC A108 (TCNA) committee and discussions of the standards promulgated by that committee, and supports CSI engagement with that committee and the interests of CSI members that may be affected by those standards.

Deliverable #1: Submit commentary to ANSI ASC A108 (TCNA) committee and respond to any inquiries or other communications from the ANSI ASC A108 (TCNA) committee. Seek input from staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

- A. **Composition:** There will be a single ANSI ASC A108 Liaison who is a CSI member.
- B. **Term:** The liaison serves a 3 year term and may be reappointed once.
- C. **Time Commitment:** The ANSI ASC A108 typically has one to two face-to-face meetings per year. One always takes place in concert with the Coverings conference in the spring. If there is significant work in a given year, a second meeting held in conjunction with the Total Solutions Plus conference will take place in the fall. Preparation for these meetings will typically an average of 8 additional hours each.
- D. **Competencies:** Professionals from all areas relating to the manufacture, installation, sustainability, and general use of ceramic, glass, stone, and other hard surface tiles and panels. Familiarity with the standards that govern their use is not required but will be preferred. CSI certification holders will be preferred. Membership in ANSI committees is governed by the ANSI Technical Advisory Group (TAG) administering them. In the interest of consensus balance, the TAG may restrict membership to only some professional roles.
- E. **Staff Contact:** Greg Ceton

4.4 ANSI ASC A117.1 Committee (ICC Accessibility) Liaison

Last revision: August 22, 2018

The CSI ANSI ASC A117.1 (International Code Council) Committee on Accessibility (hereafter ANSI ASC A117.1 Accessibility Committee) liaison participates in meetings of the ANSI ASC A117.1 Accessibility Committee and discussions of the standards promulgated by that committee and supports CSI engagement with that committee and the interests of CSI members that may be affected by those standards. The A117.1 Accessibility Committee meets as a whole and in task groups.

Deliverable #1: Attend meetings of the ANSI ASC A117.1 Accessibility Committee and its task groups in person or by teleconference as available and participate in review and development of drafts authored by that committee.

Deliverable #2: Submit commentary to ANSI ASC A117.1 Accessibility Committee and participate in development of draft standards by that committee and its task groups. Seek input from staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

Deliverable #3: Report to CSI in accordance with the CSI Liaisons Role and Performance Guidelines.

- A. **Composition:** There will be a single ANSI ASC A117.1 liaison who is a CSI member.
- B. **Term:** The liaison's term is 3 years. liaisons may be reappointed once.
- C. **Time Commitment:** When the Full Committee is reviewing changes to the ANSI ASC 117.1 standard, it meets twice a year for up to 5 days (each meeting). These are face-to-face meetings usually held in the Washington DC area; remote participation is possible. In addition, there may be shorter conference calls (half day to a few hours). When needed, committee meetings typically occur in the January/February time frame and the August/September time frame.

The liaison will also be asked to participate in the committee's task groups. They may meet by conference call as often as twice a month for 2 hours each time. Preparation time for these meetings will vary but can be as much as 8 hours per meeting.

- D. **Competencies:** Professionals from all disciplines with knowledge and experience relating to accessibility and ADA compliance. Familiarity with the standards and regulations that govern this subject is not required but will be preferred. CSI Certification holders will be preferred. Membership in ANSI committees is governed by the ANSI Technical Advisory Group (TAG) administering them. In the interest of consensus balance, the TAG may restrict membership to only some professional roles.
- E. **Staff Contact:** Greg Ceton

4.5 Associated Schools of Construction Liaison

Last revision: August 22, 2018

The Associated Schools of Construction (ASC) is the professional association of construction educators and industry practitioners working together for the development and advancement of construction education. It promotes the sharing of ideas and knowledge and inspires, guides and promotes excellence in curricula, teaching, research and service. ASC works with Construction management programs across the US and Canada.

CSI currently liaises with ASC through the Academic Programs Committee (APC) and has a booth at the ASC Region 6&7 student design competition each year.

Deliverable #1: Support CSI's presence at ASC student competition events, highlighting opportunities for construction management students to engage with the BE Prep program and learn about CSI and the CDT Certification.

- A. **Composition:** The liaison will be one or more members of the APC.
- B. **Term:** The liaison's term is 1 year, rotating with the APC calendar of work.
- C. **Time Commitment:** Up to 20 hours working with ASC to set up the CSI booth and organize the CSI volunteer/Academic Programs committee presence at the student competition.
- D. **Competencies:** Professionals with an academic background, experience teaching CDT courses or who have interest in reaching out to students or current educators.
- E. **Staff Contact:** Catherine Lux Fry

4.6 American Council for Construction Education Liaison

Last revision: August 22, 2018

The American Council for Construction Education (ACCE) goal is the promotion and continued improvement of postsecondary construction education: specifically, ACCE accredits construction education programs in colleges and universities.

CSI currently liaises with ASC through the Academic Programs Committee (APC) and works to encouraging CSI members to serve on ACCE accreditation teams as well as helps inform ACCE members about the CDT and BE Prep program and other ways that CSI can support construction management students in their education.

Deliverable #1: Support CSI's presence at ACCE conferences, highlighting opportunities for Construction management students to engage with the BE Prep program and learn about CSI and the CDT Certification.

- A. **Composition:** The liaison(s) will be one or more members of the APC.
- B. **Term:** The liaison's term is 1 year, rotating with the APC calendar of work.
- C. **Time Commitment:** Up to 20 hours working with ACCE to set up the CSI booth and organize the CSI volunteer/Academic Programs committee presence at the ACCE conference.
- D. **Competencies:** Professionals with an academic background, experience teaching CDT courses or who have interest in reaching out to students or current educators.
- E. **Staff Contact:** Catherine Lux Fry

4.7 ConsensusDocs Drafting Council Liaison

Last revision: August 22, 2018

The CSI ConsensusDocs Drafting Council liaison provide commentary on ConsensusDocs Drafting Council discussions, draft agreements and supporting documents. Commentary submitted should support CSI Guiding Technical Principles.

Deliverable #1: Submit commentary to ConsensusDocs Drafting Council and respond to any inquiries or other communications from the ConsensusDocs Drafting Council. Seek input from staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

Deliverable #2: Where appropriate, recommend ConsensusDocs Contract Documents that have been approved by the ConsensusDocs Drafting Council for recognition or endorsement by CSI, per the CSI Endorsement and Recognition Guidelines (*see Volunteer Policy Manual Policy Appendix A*).

- A. **Composition:** There will be a single ConsensusDocs Drafting Council liaison who is a CSI member.
- B. **Term:** The liaison's term is 3 years. Liaisons may be reappointed once.
- C. **Time Commitment:** The ConsensusDocs Drafting Council typically has two conference calls and two face-to-face meetings per year. Conference calls are approximately 90 minutes in length, face-to-face meetings are typically one day to a day and a half in length. Remote participation in face-to-face meetings may be available, at ConsensusDocs' discretion. Preparation for these calls or meetings will typically require up to 8 additional hours each.
- D. **Competencies:** Professionals with experience using standard contract documents from any source in projects. Acting as a signatory to a standard contract document, legal training, or familiarity with ConsensusDocs content is not required, but will be preferred. CSI certification holders will be preferred.
- E. **Staff Contact:** Greg Ceton

4.8 EJCDC Contract Documents Committee Liaison

Last revision: August 22, 2018

The CSI Engineers Joint Contract Documents Committee (EJCDC) Drafting Committee liaison provides commentary on EJCDC Drafting Committee discussions, draft agreements and supporting documents. Commentary submitted should support CSI Guiding Technical Principles.

Deliverable #1: Submit commentary to EJCDC Drafting Committee and respond to any inquiries or other communications from the EJCDC Drafting Committee. Seek input from staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

Deliverable #2: Where appropriate, recommend EJCDC Contract Documents that have been approved by the EJCDC Drafting Committee for recognition or endorsement by CSI, per the CSI Endorsement and Recognition Guidelines (*see Volunteer Policy Manual Appendix A*).

- A. **Composition:** There will be a single EJCDC Drafting Committee liaison who is a CSI member.
- B. **Term:** The liaison's term is 3 years. Liaisons may be reappointed once.
- C. **Time Commitment:** The EJCDC Drafting Committee typically has three face-to-face meetings per year in February, June, and October. Face-to-face meetings are typically three days in length, consisting of one day for the full committee meeting, during which liaison reports are orally presented, and two additional days of subcommittee meetings where attendees work on drafting and updating documents. Remote participation in face-to-face meetings may be available, at EJCDC discretion. Preparation for these meetings will typically require up to 8 additional hours each.
- D. **Competencies:** Professionals with experience using standard contract documents from any source in engineering projects. Preference will be given to engineers, or other professional discipline members with experience in engineer-led projects, particularly infrastructure, are also encouraged to apply. Legal training, CSI certification, engineering training, professional registration (PE), or familiarity with EJCDC content are not required, but will be preferred.
- E. **Staff Contact:** Greg Ceton

4.9 National CAD Standard Steering Committee Liaison

Last revision: August 22, 2018

The purpose of the U.S. National CAD Standard for Architecture, Engineering and Construction (NCS) is to advance the art and science of design, construction, management, operation and maintenance of the vertical and horizontal built environment by providing a means of organizing and classifying electronic design data and thereby fostering streamlined communication among owners, designers, material suppliers, constructors, and facility managers. The NCS is jointly published by NIBS, the American Institute of Architects, and CSI.

Development of the National CAD Standard is managed by the Steering Committee which serves as the governing body of the National CAD Standard.

Deliverable #1: Serve as a member of the National CAD Standard Steering Committee working on the format of application forms, ballot submittal forms, and ballots; committee communication, collaboration, and balloting; committee timelines, schedules, and revision cycles.

Deliverable #2: Submit commentary to the National CAD Standard Steering Committee and participate in development of drafts by that group. Seek input from CSI staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

- A. **Composition:** There will be a single National CAD Standard Steering Committee liaison who is a CSI member.
- B. **Term:** The liaison's term is 3 years. Liaisons may be reappointed once.
- C. **Time Commitment:** The Committee meets via conference call up to 8 times a year. The liaison is expected to do between 3-5 hours of review between conference calls.
- D. **Competencies:** Professionals from all disciplines with a strong background in CAD and classifying electronic data design.
- E. **Staff Contact:** Rob Holton

4.10 NIBS Building Enclosure Technology and Environment Council Liaison

Last revision: August 22, 2018

The CSI NIBS Building Enclosure Technology and Environment Council (BETEC) Liaison participates in meetings of the BETEC and discussions of the publications or standards promulgated by that council. The liaison ensures CSI engagement with the council and looks out for the interests of CSI members that may be affected by those publications or standards.

Deliverable #1: Participate in review and development of drafts authored by the BETEC committee.

Deliverable #2: Submit commentary to BETEC and participate in development of drafts by that council. Seek input from CSI staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

- F. **Composition:** There will be a single BETEC liaison who is a CSI member.
- G. **Term:** The liaison's serves a 3 year term and may be reappointed once.
- H. **Time Commitment:** The full BETEC Council meets twice yearly, once in January at the NIBS annual conference in Washington, and a second time in the spring/early summer. Preparation time for these meetings will vary but can be as much as 8 hours per meeting.
- I. **Competencies:** Professionals from all disciplines with knowledge and experience relating to solving major energy-related regulatory and technical issues, focused on the building envelope. Familiarity with the codes and standards that govern building envelopes and energy efficiency is not required but will be preferred. CSI certification holders will be preferred.
- J. **Staff Contact:** Greg Ceton

4.11 NIBS Consultative Council Liaison

Last revision: August 22, 2018

The CSI NIBS Consultative Council liaison participates in meetings of the NIBS Consultative Council and in discussions of the issues raised and reports developed by the Consultative Council.

Deliverable #1: Participate in discussion, review, and development of reports authored by the committee.

Deliverable #2: Submit commentary to Consultative Council and participate in development of drafts by that council.

- A. **Composition:** There will be a single Consultative Council liaison who is a CSI member.
- B. **Term:** The liaison's serves a 3 year term and may be reappointed once.
- C. **Time Commitment:** The full Consultative Council meets in person 4 times a year (March, May, September and January). The January meeting is held at the NIBS conference in Washington DC, all other meetings are held at the NIBS offices in Washington DC. Preparation time for these meetings will vary but can be as much as 8 hours per meeting.
- D. **Competencies:** Professionals from all disciplines with knowledge and experience relating to construction industry policies, the effect those policies may have upon CSI members, with an ability to present to and interact with other key decision makers in a manner unbiased by personal or professional interests. CSI certification holders will be preferred.
- E. **Staff Contact:** Mark Dorsey

4.12 NIBS Off-Site Construction Council Liaison

Last revision: August 22, 2018

The CSI NIBS Off-Site Construction Council (OSCC) liaison participates in meetings of the OSCC and discussions of the publications or standards promulgated by the council.

Deliverable #1: Participate in review and development of drafts authored by the OSCC committee.

Deliverable #2: Submit commentary to OSCC and participate in development of drafts by that council. Seek input from CSI staff on any issues where there is no clear guidance provided by CSI Guiding Technical Principles or prior professional experience.

- A. **Composition:** There will be a single OSCC liaison who is a CSI member.
- B. **Term:** The liaison's serves a 3 year term and may be reappointed once.
- C. **Time Commitment:** The full OSCC Council meets in person 2 or 3 times a year: at the NIBS conference in Washington DC (January), during World of Modular (March), and on occasion during the Off-Site Construction Expo (September/October). Preparation time for these meetings will vary but can be as much as 8 hours per meeting.
- D. **Competencies:** Professionals from all disciplines with knowledge and experience relating to off-site or modular construction regulatory and technical issues. Participation in off-site constructed projects will be preferred. Familiarity with the codes and standards that govern use of off-site construction is not required but will be preferred. CSI certification holders will be preferred.
- E. **Staff Contact:** Greg Ceton

Appendix A: CSI Endorsement and Recognition Policy and Procedure

Last revision: August 22, 2018

1. **Definitions of CSI Endorsement and Recognition** – endorsement and recognition are two levels of acknowledgment afforded by CSI to resources, publications, standards, or initiatives (programs) produced by other organizations. These acknowledgments are typically only afforded to nonprofit association programs because of concern over the possible perception of product endorsement, but exceptions can be made following the procedures below.
 - A. **CSI Endorsement** – a positive CSI organizational acknowledgment that signifies the correct application of CSI technical principles, a collaborative relationship that benefits CSI and the endorsee organization, and/or support for a strategic aim that CSI and the endorsee organization both seek to achieve
 - B. **CSI Recognition** – a more neutral acknowledgment than endorsement that signifies general CSI organizational approval of or agreement with the aims or content of the program in question, stopping short of full CSI endorsement
 - C. **No acknowledgment for organizations** – CSI acknowledgment is reserved for programs as defined above. There will be no general acknowledgment of companies or associations, except as provided for under an agreement of some kind specific to that organization
2. **Procedure for Obtaining CSI Endorsement or Recognition** - there are two methods for gaining CSI acknowledgment.
 - A. **Recommendation by CSI Liaison** – the most common method for gaining CSI acknowledgment is by a CSI liaison appointed to work with another organization on a program. In these cases, the CSI liaison will submit a recommendation for CSI endorsement or recognition to his or her staff liaison. At a minimum, the recommendation will address the evaluation points below.
 - B. **Recommendation by other individual** – CSI staff, CSI members, staff members of other organizations, or any other interested third party can recommend a program for CSI acknowledgment. In addition to the submittals required below, detail about the program will need to be provided, as well as information about the relationship with and involvement of the individual with respect to the program.
3. **Evaluation of Programs for CSI Endorsement or Recognition** – to gain CSI acknowledgment, the sponsor of that acknowledgment must demonstrate the following in his or her recommendation:
 - A. **Recognition** – the following information must be provided in a recommendation for CSI recognition.
 - i. **Value to CSI** – the recommendation must show how acknowledgment will benefit CSI. The benefit may include any of the following (not exhaustive): revenue, demonstrating CSI thought leadership, enhancing CSI market presence, strengthening an existing CSI relationship, or providing benefits to CSI members.
 - ii. **Value to program** – the recommendation must show that CSI acknowledgment is desired by sponsors of the program.
 - iii. **Application of CSI technical principles** – the recommendation must show how the program does not conflict with CSI standards, formats, and principles, and if it does, to what degree and plans the organization has for correcting that conflict.
 - iv. **Costs** – if the acknowledgment will result in any costs to CSI, either direct (monetary) or indirect (volunteer or staff resources), those must be identified in the recommendation.

- v. **Threats** – the recommendation must identify any possible threats to CSI because of this acknowledgment, including undesirable implied relationships with other associations, companies, or individuals who have endorsed or supported the program, or possible negative reactions of CSI members, other associations, or others in the marketplace.
- B. **Endorsement** – all the above information as well as the following additional information must be provided in a recommendation for CSI endorsement.
 - i. **Participation** – as a policy, CSI endorsement requires CSI involvement in the development of the program in question, ideally through direct participation in the creation or update of the program, but submission of detailed commentary is an acceptable alternative level of participation.
 - ii. **Application of CSI technical principles** – the requirements for endorsement are higher than recognition; the recommendation must show how the program *correctly applies* CSI standards, formats, and principles. If the program does not, the recommendation must describe the ways in which it does not and plans the organization has for correcting any conflict.
- C. **For-profit Company Acknowledgments** – for any CSI acknowledgment recommendation for a program owned or controlled by a for-profit company, the following additional information must be provided.
 - i. **Degree of commercial benefit** – information must be submitted about the nature and degree of commercial benefit (monetary or other) that a for-profit company enjoys for a program it owns, has sponsored, or participates in.
 - ii. **Competition with CSI resources** – information about any shared areas of interest between the for-profit company’s program and a CSI resource must be provided. Additional agreements about those shared interests may be required before any CSI acknowledgment can be put in place.
 - iii. **Not a building product** – because of the large number of CSI members who are associated with building products and the unavoidable opportunities for conflict of interest, no CSI acknowledgments will be afforded to any building product.
- 4. **Demonstrating CSI Acknowledgment Publicly** (language and use of signifiers) – those receiving a form of CSI acknowledgment will be required to enter into an agreement with term and enforcement mechanisms governing that acknowledgment. The paragraphs below are provided as model language in granting acknowledgement of a program and can be used as the basis for the language that will be included in the agreement. If the recipient organization is a for-profit company, then language based on the for-profit addendum below should be included in the agreement to be appended to acknowledgment language.
 - A. **Endorsement Language (do not include all caps “OR”):** In acknowledgment of <organization>’s <correct application of CSI technical principles>OR<the close collaborative relationship between CSI and <organization>OR<<organization>’s success in pursuit of <strategic aim>, a goal shared by CSI>, and the resulting high quality of <program>, CSI lends its organizational endorsement of <program> to <organization>.

Example: *In acknowledgment of AIA’s correct application of CSI technical principles, the close collaborative relationship between CSI and AIA, and the resulting high quality of AIA contract documents A201 (2017), CSI lends its organizational endorsement of AIA A201 (2017) to AIA.*
 - B. **Recognition Language:** CSI offers its organizational recognition of <organization>’s work in developing and promoting <program>, which has served to improve the construction industry by <1-3 ways in which it has improved the industry>.

Example: *CSI offers its organizational recognition of AGC's work in developing and promoting the Level of Development Specification, which has served to improve the construction industry by standardizing the expected information deliverables in a building information model and providing a commonly understood method of referencing the model's information development level.*

- C. **For-profit Addendum:** This CSI <form of acknowledgment> exclusively <form of acknowledgment> <program> and should not be read or interpreted as a CSI recognition or endorsement of any other program or product produced by <for-profit company>.

Example: *This CSI recognition exclusively recognizes the ABC Paint Company Standard Paint Specification and should not be read or interpreted as a CSI recognition or endorsement of any other program or product produced by ABC Paint Company.*