**CASE COMMITTEE CHARTER**

**NAME / TITLE: CASE Toolkit Committee**

CHAIR: Brent White/ARW Engineers

MEMBERSHIP COMPOSITION:

Members of the committee are volunteers from current / active CASE member firms including.

Brent White/ARW Engineers– Chair

Stacy Bartoletti/Degenkolb Engineers

John Aniol/Thornton Tomasetti

Doug Ashcraft/Smith Engineering

Mark Erdman/Stuctura

Corey Matsuoka/SSFM International

Pedro Sifre/SGH

CASE COMMITTEE PURPOSE (ROLE):

To develop and distribute tools built around the 10 Foundations of Risk Management for the purpose of reducing risk in member firms.

STRATEGIC ALIGNMENT:

In alignment with CASE’s strategic plan, the CASE Toolkit Committee will be responsible for:

**GOAL 1: Outreach to Outside Organizations**

The coalition will actively participate and cooperate with both the National Council on Structural Engineering Associations (NCSEA) and the Structural Engineering Institute (SEI). The coalition will also seek to educate architects on what the coalition does and could provide.

* This is not a primary activity for the Toolkit Committee.

**GOAL 2: Build Sustainable Participation**

The coalition will not only have energized committees, regularly producing new publications, education sessions with ACEC staff, but an engaged membership that holds its leadership accountable.

* The Toolkit committee meets 2 to 4 times per year and holds monthly conference calls. We are open to non committee members joining our discussions and providing valued input.

**GOAL 3: Healthy Relationship with ACEC**

All ACEC member firms will recognize the benefit of coalition membership and become active in coalition activities. Broad membership by discipline and geographic location will make overall membership thrive.

* This is an outcome of other goals for the Toolkit Committee.

**GOAL 4: Valued by Membership**

The coalition will bring value to its membership through recognition by the insurance industry. This recognition can be used by the insurance industry to decrease professional liability insurance costs, but would reduce the overall number of insurance claims and the severity of those claims filed. Developing a culture for reducing risk will be the banner function of the coalition.

* Production of risk management tools is in support of this goal and is primarily captured under Goal 5 for the Toolkit Committee.

**GOAL 5: Produce Valuable Products and Meetings**

The coalition will be a vibrant organization producing documents, education materials, training seminars for its membership.

* A primary responsibility of the Toolkit Committee is to produce tools and documents in support of risk management, develop appropriate tutorials for the tools, and deliver these products to the membership on a regular basis. We also lead seminars at the CASE Convocations in support of the tools developed.

**GOAL 6: Recognized, Respected Leader in Business Practices and Risk Management**

The coalition will be on the cutting edge of structural engineering business practices. The organization will be considered as the “go to” source for firm practice information while developing a reputation as the leading industry authority tools to reduce a firm’s risk.

* See Goal 5. In addition, many of the products produced by the Toolkit Committee are available and used by other coalitions.

 **GOAL 7: Financially Robust**

The coalition will have a consistent source of funding/revenue and develop a self- sustaining budget.

* The Toolkit Committee produces tools that have value and are sold on the ACEC Contracts Central and bookstore. In addition, the Toolkit documents are provided to members and help support the value proposition for new member recruiting.

CASE COMMITTEE YEARLY OBJECTIVES:

Objective 1: Produce a minimum of 5 tools during the ACEC Committee Year. Tools planned include the following:

Tool 2-4 – Risk Management Plan: The plan is a document prepared by the project manager to implement a process that will identify risks, estimate the likelihood and impact of those risks, and combine those factors to determine an integrated risk ranking.

Tool 4-5 – Coordination List (Action Items List) and Communication Management Matrix: It is the intent of The Project Communication Matrix and Coordination Log tool to make it easier to maintain consistent project communication standards and to document and communicate project coordination decisions. This Excel-based tool, which is easily adaptable for each individual firm’s needs provides an easy to use and efficient way to (1) establish and maintain project-specific communication standards and (2) document key project-specific deadlines and program/coordination decisions that can be communicated to a client or team member for verification.

Tool 5-4 – Negotiation talking points: This tool provides an outline of items to consider during fee negotiations for private sector and for public sector projects.  The tool offers suggestions of what to do and what not to do in different sets of circumstances and provides reminders of ethical and professional obligations that must be kept in mind during these negotiations.

Tool 6-2 – Scope of work for engaging sub-consultants: Structural engineers often hire certain sub-consultants or are asked to work with their prime client to develop an appropriate scope of work for certain sub-consultants. This tool provides a standard scope of work that can be modified to specific circumstances for geotechnical engineering, vibration consulting, wind tunnel consulting, and blast mitigation consulting.

Tool 7-2 – Fee development methods and key considerations: This tool is intended to be an overview of considerations and methodologies when developing fees for structural consulting engineering services.

Objective 2: Initiate the review of existing tools and assign a committee member to lead updates as appropriate.

Objective 3: Develop a minimum of one article and one presentation for the CASE Convocation in the ACEC Committee Year.

ACCOUNTABILITY:

The committee is accountable to the CASE Executive Committee, CASE Executive Director, and the active CASE Members.

EFFECTIVE DATE:

ACEC Committee Year 2012 to 2013

DURATION:

Until amended. Annual review of committee Charter performed by the CASE Chair and Chair-Elect.