The Utility Expo 2021 Management Committee
Role & Responsibilities

This document provides the necessary information for a volunteer leader to understand the responsibilities, composition and time commitment for The Utility Expo Management Committee members.

Objective

To provide strategic oversight and leadership of an event bringing the industry forward with advocacy, technology and thought leadership on a biennial basis. This includes show goals, priority focus, budget and other topics as defined.

Responsibilities & Authority

- Contribute to the collective industry voice while representing all divisions and product lines of your member company.
- Oversee the direction of the exhibition in relation to being the platform and model for an industry-run exhibition.
- Provide guidance to staff in the implementation of all high-level strategies to achieve show objectives.
- Review and approve recommendations of the Event Services Committee, show planning committees and staff, within the parameters of the show budget approved by the AEM Board of Directors.
- Provide feedback on potential opportunities for collaboration with groups to positively impact show value proposition.
- Provide input to strategic focus of market segmentations based on the show business plan findings.
- Support the exhibition as the platform for industries working collectively to continue the success of this exhibition.
- Provide recommendations and approval of programs to elevate the event as the voice of the construction and utility industries through enhanced public awareness and advocacy support.

Committee Information

Committee information means all non-public information provided by AEM to committee members. Committee information is considered confidential and is to be used by committee members to accomplish your committee’s purpose and goals, and for no other purpose.

Leadership

The committee leadership consists of a Chair and Vice Chair. The Chair is appointed by the AEM Chairman. Chairs serve a one-show cycle.
Composition

- Only employees of AEM members can serve on the Management Committee.
- Attendees may also serve on the Management Committee to provide a voice of the customer.
- Only one member is allowed from each member company, including all divisions, except in the situation where dual company representation may take place on a limited-term taskforce.
- The committee consists of 15-21 members representing a cross-section of The Utility Expo products and services or attendee groups.

Terms of Office

- Members are selected to one show cycle, which begins after the conclusion of the previous The Utility Expo show.
- Volunteer leaders may be elected to fill vacancies to complete unexpired terms of members that resign from the Committee.
- The number of terms a member may serve are at the discretion of staff however, members are rotated off in the effort to keep the committees perspective evolving while continuing to get input from different aspects of the industry.

Meetings & Time Commitment

- Attend 2-3 in-person and 3-4 conference call meetings per show cycle. Face-to-face Committee meetings are typically full day meetings. Participation by proxy is discouraged.
- Active participation is vital to the successful completion of the Committee’s responsibilities. Members with two unexcused Committee meeting absences in a year should consider resigning from the Committee so a replacement can participate.

Staff Liaison

John Rozum, The Utility Expo Show Director