Roles & Responsibilities for the Regional Management Committees (RMC)

March 2013

This document explains the role and responsibilities for the Regional Management Committees established under the new governance structure, including the formation, objective, responsibilities, leadership, composition, and terms of office and time commitment.

AEM REGIONAL MANAGEMENT COMMITTEE

Mission of the Regional Management Committees
- To create and develop services, information, education, and act as an advocate for member companies in a given sector to grow their success in international trade in selected regions.

Responsibilities
The RMCs have the following responsibilities:
- Determine the strategic direction of the Association for the industry sector, as it pertains to the region, including all services, activities, and programs.
- Manage the direction and issues for sector related services, as it pertains to the region, leaving the tactics to the planning committees and staff.
- Provide guidance to staff in the implementation of sector services, activities and programs as they pertain to the region.
- Identify, develop and deliver industry position statements on behalf of the Association to represent the interests of industry members and the industry sector within the region.
- Review and approve recommendations for new services and activities from members, staff and planning committees for the industry sector as they pertain to the region, submitting these recommendations to the AEM Sector Boards for approval.

Leadership
- The RMC is led by a Chair of the committee and is appointed each year by the Sector Board Chair.
- A Vice Chair is appointed by the RMC Chair and may be approved by the Sector Board.
- The Vice Chair will serve in the absence of the RMC Chair.

Composition
- The RMC consists of up to 20 members, who are approved by the Sector Board members.
- The RMC shall represent of cross-section of the sector membership in AEM either based in the region or actively participating there to insure representation with experience and knowledge specific to the region.
- Only full-time employees of members can serve on the RMC.

Nomination Process
- Representatives from member companies who meet the criteria established for the volunteer leadership positions are encouraged to become candidates for these positions.
- Both AEM staff and the committee members are responsible for identifying qualified candidates to be considered for election.
AEM seeks top or high-level executives from member companies to serve.

**Terms of Office**
- The term of service on the RMC begins at the time of approval of the slate in November each year.
- RMC representatives will be elected to 1-year terms of service.
- The process will begin to elect 10 representatives to two-year terms, while the remaining 10 positions will be elected to one-year terms.
- The committee positions elected to one-year terms may then be elected to serve two-year terms in future years.
- Volunteer leaders may be elected by the committee members to fill vacancies to complete unexpired terms of RMC representatives.
- There is no limit to the number of terms that can be served by a company representative.

**Meetings**
- The RMC will meet in person up to three times annually and meetings may be called by the chair.
- It may also meet by conference call, as needed, to address a specific issue.

**Time Commitment**
- RMC representatives commit to attend up to three meetings per year.
- RMC meetings are typically 5-6 hour meetings.
- Participation by proxy is not allowed.
- Active participation is vital to the successful completion of the RMC’s responsibilities. Company representatives with two unexcused meeting absences in a year should consider resigning from the RMC so a replacement can participate.