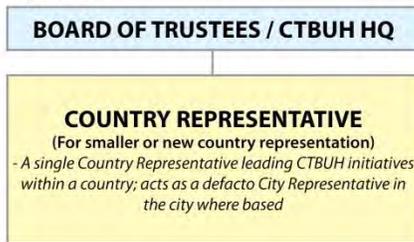


CTBUH Regional Representatives – Roles & Responsibilities

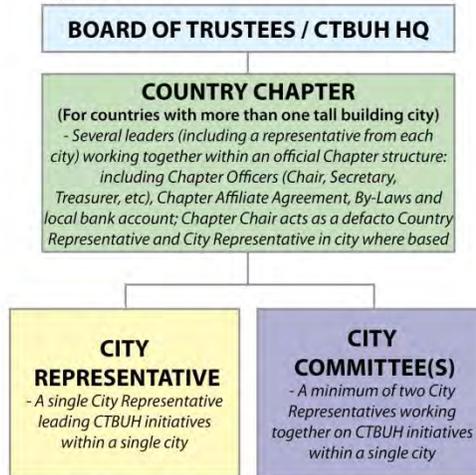
CTBUH Regional Representatives are CTBUH members appointed to lead CTBUH initiatives locally and provide direct contact to professionals in their respective countries. CTBUH Representatives are recognized as either Country Representatives, City Representatives and/or Chapter Officers, based on the representative structure in their respective region (see below). CTBUH Representatives are expected to remain engaged in the on-going operations of the Council and to continually promote the Council’s mission, aims and objectives. Regional Representatives serve two-year terms, subject to review of activities after the first year, with an opportunity for a follow-on term(s).

CTBUH Regional Representatives may operate in one of the following scenarios:

Option 1

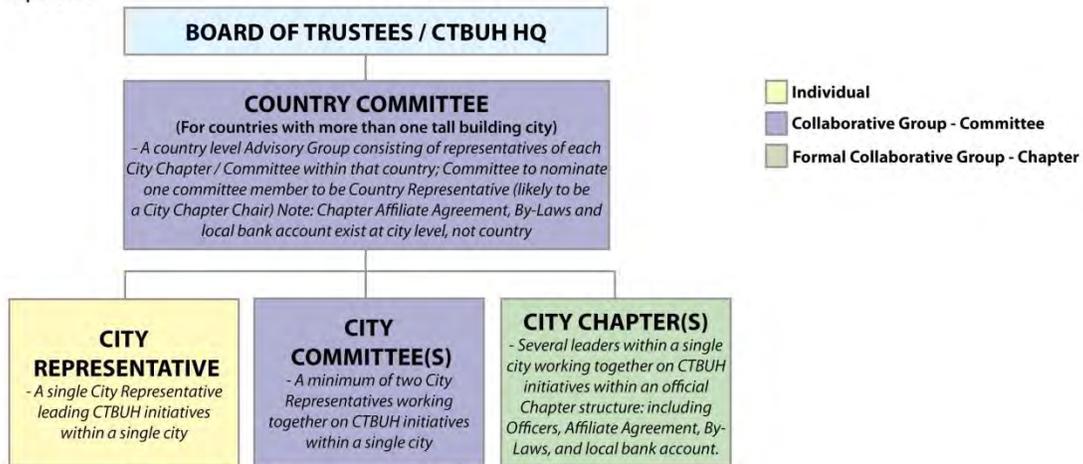


Option 2



[Option 2 may include none, one or both of the City-based scenarios]

Option 3



[Option 3 may include none, one or a combination of the City-based scenarios.]

- Individual
- Collaborative Group - Committee
- Formal Collaborative Group - Chapter

Regional Representative Qualifications

1. Maintain a high profile in the industry or academia, with an established track record of contributing to the inception, design, research, construction, or operation of tall buildings.
2. Maintain the highest ethical standing in the industry.
3. Represent a company or institution recognized as a leader in the tall building industry which is a CTBUH organizational member in good-standing, or be a CTBUH individual member in good standing.

Regional Representative Responsibilities

1. Lead and oversee specific local projects for the Council, such as meetings, networking events, panel discussions, symposiums, tall building technical tours, etc. to benefit the Council and its members.
2. Serve in a role to help grow the Council membership; solicit and introduce 5 companies per year to CTBUH, per representative.
3. Serve as a spokesperson for the Council and promote its mission and goals. Recruit sponsors for major Council projects, including conferences.
4. Attend the annual "CTBUH Leader" meeting (usually held in Fall, in conjunction with the annual CTBUH International Conference or the annual Global Awards event in Chicago).
5. Be involved generally in relevant Council initiatives, including conferences, awards, research projects, working groups, and publications.
6. Raise local funding for local meetings and initiatives through event registration fees and company sponsorships.
7. Work towards the eventual establishment of an official CTBUH Chapter in the representative region, with leadership structure, organizational by-laws, and a bank account (see separate CTBUH Chapter Guide).

Benefits

1. Participate in the growth and direction of the Council at a high level
2. Reinforce yourself as a CTBUH Leader in the tall-building industry
3. Network at the highest levels
4. Enjoy a high profile, recognized as a CTBUH Leader, at all CTBUH events
5. Create programs that educate and benefit the local industry
6. Become a point of contact for new business

Other Areas of Possible Help

1. Help build up relevant contacts for the CTBUH people database/distribution list.
2. Write or solicit reports, articles, or technical papers for the CTBUH Journal, newsletter, website, and other Council publications.
3. Channel "local" information to CTBUH – tall building news, images, data, etc.
4. Encourage CTBUH awards nominations – local to you or through your professional involvement with relevant projects.
5. Get involved in CTBUH research/working groups.

CTBUH Global Headquarters Support

1. Create and manage the Chapter webpage and web-based resources on the CTBUH website.
2. Advise and help to steer local initiatives.
3. Publicize events, initiatives, and meeting reports to the international, multi-disciplinary CTBUH network via the CTBUH website, Chapter webpage, newsletter, Journal, etc.
4. Coordinate any meeting/initiative announcements or invites via email using the CTBUH database. The database includes any person who has subscribed to the monthly e-newsletter and receives regular information about the Council (Important Note: it is the CTBUH global Headquarters policy to not give contact information out directly for security reasons).
5. Assist to create meeting invite / initiative announcements.
6. Assist in graphic needs for local initiatives.
7. Assist in approaching/securing international speakers for local events.
8. Provide CTBUH presentation material for promotion of the Council.
9. Provide support materials and display-only publications for at-event promotion.
10. Provide chapter funding assistance of up to US\$20,000 (Note: funding is only open to formal CTBUH chapters, and allocated based on approval of proposals, up to a total figure of US\$20,000 annually)

Regional Representative Application Process

Candidates should submit their name, a brief biography and a maximum one-page statement on what they would hope to achieve during their two-year tenure as a CTBUH Regional Representative, to CTBUH Global Initiatives Assistant, Nicole McLellan, at nmclellan@ctbuh.org. The Board of Trustees will review the submissions.

Definitions

Committee – a minimum of two Representatives working actively together towards a broader range of initiatives or outputs, with a leader structure, as well as operating and annual reporting systems in place, but not acting as a distinct legal entity

Chapter – similar to Committees but, with more significant financial management needs, the Chapter operates as a formal/legal entity within an Official Chapter structure: including Chapter Affiliate Agreement, Chapter By-Laws, Chapter officers (Chair, Secretary, Treasurer, etc) and local bank account; to lead initiatives within a country

- a) **Country Chapter** – smaller countries with only one dominant tall building city (e.g. Belgium) or larger countries with representatives from each city nominated as Chapter Officers (e.g. Australia)
- b) **City Chapter** – larger countries with more than one active tall building city are able to support multiple City Chapters under a larger Country Committee (e.g. United States)

Chapter Guide: Refer to separate Chapter Guide which contains Chapter Affiliate Agreement, Chapter By-Laws draft, Articles of Organization and further details on developing a CTBUH Chapter.