

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 diagram below). CTBUH Representatives are expected to remain engaged in the ongoing operations of the Council and to continually promote the Council's mission, aims and objectives. Regional Representatives will serve an initial one-year term after which activities will be reviewed. Following the one-year term, Regional Representatives will serve two-year terms, which are renewable at the discretion of the CTBUH Board of Trustees.

Definitions

Regional Representative

- a) **Country Representative** – individual appointed to develop and lead local initiatives in his or her country generally; Country Representatives are typically appointed in smaller countries with only one tall building city (e.g. Belgium)
- b) **City Representative** – individuals appointed to develop and lead local initiatives specifically in his or her city; City Representatives are typically appointed in large countries with several active tall building cities (e.g. Beijing, New York)

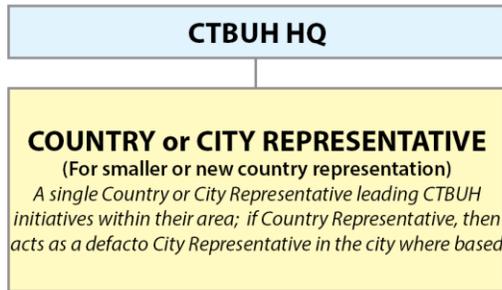
Regional Committee – a minimum of three Representatives working actively together towards a broader range of initiatives or outputs, with a leader structure, as well as operating and annual reporting systems in place, but not acting as a distinct legal entity

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

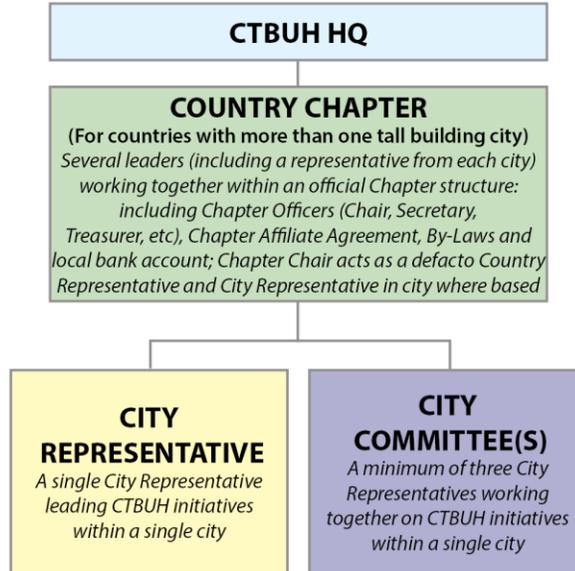
- a) **Country Chapter** – smaller countries with only one dominant tall building city (e.g. Belgium) or larger countries with representatives from each city nominated as Chapter Officers (e.g. Australia)
- b) **City Chapter** – larger countries with more than one active tall building city are able to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

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

Option 1

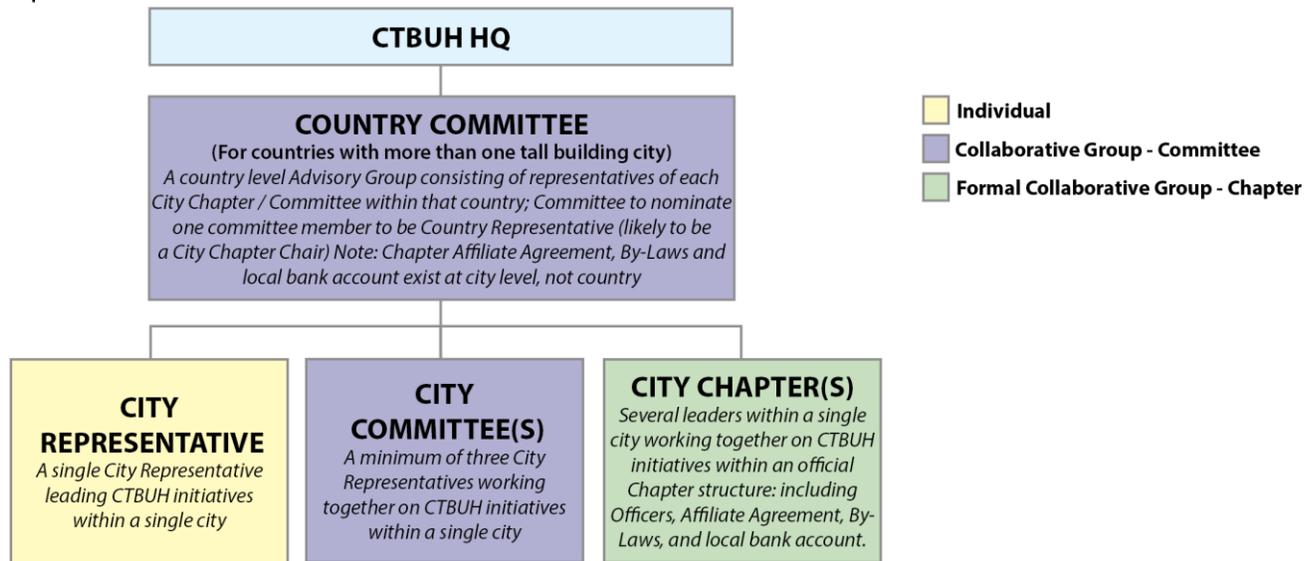


Option 2



[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.]

To note, we have found in past years that Regional Representatives have had better success with local initiatives after starting the formation of a CTBUH Committee. Having just one Representative in the area is usually not enough to ensure sustained momentum across regional events and initiatives, thus we recommend forming a Committee at the outset.

To maintain status as a CTBUH Regional Representative, you must meet the following criteria on an annual basis:

1. Create and submit an annual Leader Plan outlining specific regional initiatives to undertake over the course of the year. *Note: CTBUH HQ will support on the formulation of Leader Plans by brainstorming initiatives and providing templates.*
2. Maintain status as a CTBUH Member.
3. Attend the annual International Conference and Leaders Meetings. Ideally also attend the annual spring awards conference. Subsidized registration will be provided.
4. Introduce at least 5 new contacts for membership per year and confirm at least one new organizational member per year.

Regional Representative Qualifications

1. Maintain a high profile in the local 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 local tall building industry which is a CTBUH organizational member in good-standing, or be a CTBUH individual member in good standing.

Benefits

1. Lead local growth and direction of the Council.
2. Reinforce yourself as a Leader in the tall-building industry.
3. Network at the highest levels.
4. Enjoy high-profile recognition as a CTBUH Leader at all CTBUH events.
5. Create programs that educate and benefit the local industry.
6. Be instrumental in driving the next generation of thought leaders.
7. Receive subsidized registration for all CTBUH events.
8. Enjoy direct access to CTBUH Staff and Leader Network.
9. Enjoy up-to-date profile on the CTBUH site.
10. Receive support from CTBUH Global Initiatives Team on CTBUH activities and initiatives.
11. Become a point of contact for new business.

Regional Representative Responsibilities

1. Lead and oversee specific local projects for the Council, including meetings, networking events, panel discussions, symposiums, tall building technical tours, etc., to benefit the Council and the local network.
2. Work towards the eventual establishment of an official CTBUH Chapter in the representative region, with a Chapter Board, organizational by-laws, and a bank account (see separate CTBUH Chapter Guide).
3. Aid in driving the next generation of industry experts by advising and collaborating with the Regional Future Leaders Committees as applicable
4. Serve in a role to help grow the Council membership; solicit and introduce at least 5 new companies per year to CTBUH staff, per representative.
5. Attend the annual CTBUH Leaders meetings (see above).

6. Recruit sponsors for major Council projects, including conferences.
7. Bring local delegation to annual CTBUH Conferences.
8. Serve as a local spokesperson for the Council and promote its mission and goals.
9. Be involved generally in relevant Council initiatives, including conferences, awards, research projects, working groups, and publications.

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. Provide CTBUH presentation material for promotion of the Council.
7. Provide support materials and display-only publications for onsite promotion as needed.
8. 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.