



CMAA
SOUTHERN CALIFORNIA CHAPTER

Construction Management Association of America

CMAA Student Chapter
Leadership Roles and Responsibilities



CMAA and Institution Support

Your faculty advisor is the primary liaison between the Student Chapter (Chapter) and the SoCal Chapter Foundation (Foundation)

- Is a member of CMAA in good standing; serves as “champion” of professional construction management at the advisor’s institution
- Ensures Chapter roster is sent to National by required deadlines
- Encourages students to update their profiles and contact information through CMAA’s membership database
- Provides or arranges for physical and virtual space for storage of Chapter materials
- Monitors student financial activities and accuracy of external communications
- Oversees Chapter’s budget and expenditures
- Assists with organizing, promoting, and executing Chapter events



CMAA

National is notified when a new Chapter is established

- Ensures student members receive National communications
- Enters new Chapter members in membership database visible in the Membership Directory
- Offers volunteer program opportunities and discounted rates for full-time students to attend National Conferences
- Manages the National Foundation scholarship program (separate from SoCal’s)
- Maintains student pages on the CMAA National website
- Administers CMIT certification



The SoCal Chapter serves as a resource for guest speakers and site visits

- Provides educational programs
- Provides networking opportunities
- Provides volunteer opportunities



The SoCal Chapter Foundation is responsible for student outreach

- Provides scholarship opportunities
- Provides internship opportunities
- Provides financial support to winners of local student competitions
- Provides volunteer opportunities

Student Chapter Structure

Administering a Student Chapter offers an excellent

opportunity to develop leadership and organizational skills in this exciting industry. Officers and committee volunteers working together discover that their interest grows as they plan and execute the numerous activities of the group. This opportunity should be offered to as many students as possible. In addition to the Student Chapter officers, as many other members as possible should be appointed to working committees. The officers form an Executive Committee consisting of the president, the vice president, the secretary, the treasurer, and the past president or ambassador. It is advisable to follow a succession plan to ensure leadership continuity.

Student Chapter President

- Presides at all meetings of the organization and the Executive Committee
- Acts upon the business of the Executive Committee by appointing committees and committee chairpersons
- Is responsible for obtaining accurate financial and student membership information from Secretary and Treasurer
- Ensures Chapter reporting is sent to Foundation and National by requested deadline and format
- Encourages students to update their profiles and contact information through CMAA's membership database
- Plans, promotes, and executes Chapter programs and activities
- Is the liaison between Chapter members, Faculty Advisor, Foundation, and CMAA National

Student Chapter Vice President

- Performs the duties of President in the absence or incapacity of the Chapter President
- Assists President in the planning and execution of Chapter activities
- Assists in the recruitment of new Chapter members
- Ensures compliance with the bylaws
- Ensures checks and balances system on all decisions made by the group



Student Chapter Secretary

- Gathers and maintains complete student membership application information, including electronic roster with contact information of active members
- Assists President in creating and disseminating communication of Chapter activities and events including preparation and archiving of meeting minutes

Student Chapter Treasurer

- Is responsible for oversight, collection, record maintenance and distribution of Chapter funds collected from dues, events, or fundraising
- Prepares proposed and executed academic year budget (in conjunction with Faculty Advisor and President)

Student Chapter Ambassador or Past President (optional)

- Is the main Student Outreach point of contact in support of the Chapter President
- Is responsible for completing Chapter forms and reports (ensures continuity)
- Is responsible for outreach to SoCal Chapter and Foundation as well as CMAA National for guidance and involvement in events

Student Chapter Members

- Participate in chapter activities, programs, recruiting and corporate relations
- Are entitled to receive all local SoCal Chapter and Chapter Foundation communications and CMAA National member benefits by paying chapter dues

Standing Committees

In addition to the four (4) or five (5) Executive Committee positions, Student Chapters can assign or vote for Committee Chairs. A few examples are listed below.

Publicity Chair

Responsible for maintaining a record of Chapter activities that are not a part of the business documents including slides, photographs & videotapes of Chapter activities, news articles, posters, and any documentation that reveals the activities of the Chapter. Also responsible for social media postings, website maintenance, and dissemination of outreach notifications received from the Foundation.

Scholarship/Internship Chair

Responsible for collecting members' grades at the beginning of each semester and keeping track of which students fall below the required GPAs. This position will lead study sessions for members and keep them up to date on scholarship and internship opportunities. This position will also lead a committee if applying to the Student Chapter of the Year award.

Community Service Chair

Plans and executes community service projects with Chapter members, other students, and local SoCal Chapter member firms.

Fundraising Chair

Focuses on raising funds for Chapter expenses and travel expenses. The chair can form a committee to assist in creating a relationship with the Foundation Fundraising Committee to gain support and guidance on best practices.

Social Activities /Membership Chair

This officer should plan events and social activities to recruit new members and to create relationships with other student organizations.

Helpful Suggestions

Organize Leadership Positions

Organize your student leadership by positions with descriptions of responsibility and committees for large tasks (such as performing a community service project) to accomplish work as recommended under Student Chapter Administration and Standing Committees.

Develop a Mission Statement

Why does your group exist? Develop a mission statement for your group to help with direction, planning and organization. Examples include the following:

...to expose our members to the real-life challenges of construction management...

...to develop a support network for students within the CM program...

...to use learned CM skills to benefit the local community...

...to develop contacts with the local, regional, and national CM community...

Set Goals

Setting goals for your group and each committee will help you focus your energies throughout the year and stay on track as you work to achieve them. Goals must:

Be Specific

If your goals are vague, they won't provide enough direction to help you. To make a goal specific, add more description, some hard numbers, and a firm time limit.

Vague Goal: Increase membership

Specific Goal: Increase average first-year student involvement by 15% at all group meetings over previous year.

Be Measurable

When your goal is specific, it's easy to figure out if you are making progress.

Measurement: Take attendance at all group meetings, identify first year students in attendance, compare with prior year.

Have an Action Plan

To realize your goal you can't just sit back and check numbers. You need a plan to make change happen.

Action Plan: The Membership Chair will visit CM Class 101 before each Chapter meeting, write a reminder on the whiteboard, and speak briefly about the meeting. Ensure there is backup in case the Membership Chair cannot attend.

Access

Did the action plan have any effect? Did attendance numbers of first-year students increase over the year?

Yes? That's great!! Do you want to keep the same goal for next year, or make some adjustments to it?

No? That's OK. Can you make changes for next year so you will be able to attain your goal? What can you do better or differently?

Be Organized

Hold regularly scheduled meetings monthly at a set time and place to optimize participation. Be prepared and set an agenda of standing committees and action items. Meeting minutes will help you track approvals, deadlines, and assignment of responsibility. Create standardized templates for all documents on your Chapter letterhead. A few essential documents are listed below:

Agenda Format - To Include...

- Approval of Agenda
- Approval of Minutes

- President's Report
- Financial Report
- Committee Reports (list each committee)
- Board Items
- Old Business/New Business (tracked under each agenda topic or separately)
- Future Meetings – Dates/Times/Locations

Meeting Minutes - To Include...

- Date of meeting
- Listing of attendees
- Documentation of topics discussed in the order listed in the agenda
- Outstanding action items noting responsible party and due date
- Any old/new business tracked until completion of task
- Clearly identified action items requiring board approval with indication of approval status

Reimbursement Forms – to include...

- Documented approval of budget line item (minutes or budget report)
- Detailed description of expense(s)
- Summary listing of multiple expenditures when applicable
- Original receipts

