

ORGANIZATIONAL CHART DEFINITIONS

MEMBERS

- Description: Manufacturer Member, Associate Member and Life Member of a Regional Chapter.
- Role/Responsibilities: Supports the association through annual membership fees; advocates for AWMAC and its programs and services; volunteers to assist with accomplishing AWMAC's mission, vision and goals; and vocalizes needs and concerns of their membership type and the industry as a whole.
- Communication/Interaction: Members communicate to the Board of Directors through their Regional Chapter Director and/or during the Annual General Meeting as applicable.

BOARD OF DIRECTORS

- Description: The Board of Directors of AWMAC.
- Role/Responsibilities: Board members are the fiduciaries who steer AWMAC towards a sustainable and successful future. This is accomplished by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure AWMAC has adequate resources to advance its mission and stay relevant. Chapter Directors bring their local perspective to Board discussions; however, when a Board decision is required, all Chapter Directors will act in the best interest of AWMAC as a whole, voting as a National Board member.
- Communication/Interaction: The Regional Chapter Director serves as the conduit for communication between the Regional Chapter and the Board of Directors. The President, Executive Director, and/or designate appointed by the President, Executive Director, or the Board, communicates on behalf of AWMAC.

EXECUTIVE DIRECTOR

- Description: The senior manager of AWMAC.
- Role/Responsibilities: Responsible for managing AWMAC's operations and supporting the Board of Directors.
- Communication/Interaction: The Executive Director is the key link between the Board of Directors, staff/contractors, ad-hoc committees, advisory committees, technical committees, and regional Chapter offices.

REGIONAL CHAPTERS

- Description: Regional branches of AWMAC (administration/office).



- Role/Responsibilities: To operate independently while fostering the mission and goals of AWMAC through the administration of regional and national programs.
- Communication/Interaction: The Chapter's Regional Director serves as the conduit for communication between the Regional Chapter and the Board. All information is shared with the Executive Director before sharing it with the Board to ensure sufficient information is received. For operational matters, Chapters communicate directly with the Executive Director.

STAFF & CONTRACTORS

- Description: Individuals hired or contracted on a short-term or long-term basis to fulfill the operational needs of the association.
- Role/Responsibilities: To accomplish specific tasks as defined within their job description.
- Communication/Interaction: Individuals are directed by and accountable to the Executive Director.

AWMAC COMMITTEE STRUCTURE

AWMAC's organizational structure includes four committee groups, each of which has its area of responsibility and tasks. These include the STANDING COMMITTEES (permanent), TECHNICAL COMMITTEES (when required), AD-HOC COMMITTEES (for short term projects or issues as needed), and ADVISORY COMMITTEES (term dependant on need, advises on a wide range of topics).

STANDING COMMITTEES

- Description: Committees that the Board of Directors uses continually on a more permanent basis. They are outlined in AWMAC's bylaws or its Board policy manual.
- Role/Responsibilities: Handles large and complex issues as outlined within the committee's terms of reference.
- Communication/Interaction: The committees are directed by and accountable to the Board of Directors.

TECHNICAL COMMITTEES

- Description: Committees comprised of industry experts who develop and draft standards and, when required, resolve technical issues for AWMAC.
- Role/Responsibilities: To provide oversight, and when needed, support on specific technical matters which are beyond the scope or expertise of available, non-technical Board members or staff in accordance with the committee's terms of reference.
- Communication/Interaction: The committees shall be accountable to and report to the Executive Director. The Executive Director, or designate, reports to the Board of Directors.



AD-HOC COMMITTEES

- Description: Committees formed for a limited/temporary period of time to address a specific need.
- Role/Responsibilities: To accomplish specific tasks, often on a short-term basis, not readily available elsewhere in the committee system. Each Ad-hoc Committee has a goal to achieve or product to provide to its initiating body; when its task is completed, the committee is dismissed. If needed, the committee can be reactivated again.
- Communication/Interaction: The committees are directed by, and accountable to, the Executive Director and/or Board of Directors dependent on the purpose of the committee. For example, a Bylaws Ad-Hoc Committee may be accountable to the Board wherein a Marketing Ad-Hoc Committee may be accountable to the Executive Director.

ADVISORY COMMITTEES

- Description: A collection of individuals who bring unique knowledge and skills. These committees augment and support the knowledge and skills of the Board and staff to more effectively guide the organization.
- Role/Responsibilities: To provide advice and recommendations to the Executive Director for specific initiatives or matters.
- Communication/Interaction: The committees are directed by and accountable to the Executive Director.