

# Northeast Region Construction Specifications Institute

## Product Show Committee

Adopted: August 27, 2005

Updated: None

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Product Show Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

### **From Part 4 of the RAR (Region Policy)**

#### **PRODUCT SHOW COMMITTEE**

1. Membership
  - (a). Chair and Co-chair appointed by President
  - (b). Members of the committee are the Product Show Chairs of each chapter.
2. Purpose and responsibilities
  - (a). Maintain contact with the chapter Product Show Chairmen. Encourage improvements and programs as a means of improving membership and chapter interest.
  - (b). Act as a central clearing house to obtain and disseminate data on current and planned product show events throughout the Region.
  - (c). Maintain a current schedule of product show of each chapter and other competing and/or complementary organizations.
  - (d). Make data accumulated available to the Board, Region Committees, chapters and interested product manufacturers.
  - (e). Other duties as defined by the Board

### **From Part 7 of the RAR (Region Committee Guidelines)**

#### **PRODUCT SHOW COMMITTEE**

##### **A. INTRODUCTION**

1. The Institute does not have a Standing Product Show Committee and there is no programmatic relationship between the Region Product Show Committee and any Institute Standing Committee.

##### **B. PURPOSE OF THIS GUIDE**

1. The purpose of the Region Product Show Committee Guide is to assist the Region Product Show Committee in implementing the Region's Product Show Program. This program consists of:
  - a). Maintaining contact with Chapter Product Show Chairs.

- b). Act as a central clearing house to obtain and disseminate data on current and planned product show events throughout the Region scheduled by Chapters or other organizations.
- c). Make planned Product Show data available to the Board, Region Committees, chapters and interested product manufacturers.
- d). Serving as a “Clearing-house” for ideas and activities that may improve Chapter Product Shows.

C. SPECIFIC REGION PRODUCT SHOW COMMITTEE ACTIVITIES

1. Develop a Region-wide calendar of Product Show that will be held in Region.
2. Assist Chapters in identifying potential Product Show exhibitors.
3. Communicate with Region Product Show Committee Chairs in other Regions to identify areas of mutual interest.
4. Assure that Chapter Product Show information is shared with other Chapters.
5. Assist the Conference Host Chapter Committee in the development of any Product Shows held in conjunction with a Region Conference.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. A copy of this report should be sent to Chapter Product Show Committee Chairs.
3. Submit a “Year-End Report” to Region President and Vice President summarizing Region Product Show Committee activities for the year. A copy of this report should be sent to the Chapter Product Show Chairs.
4. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Product Show Committee Activities” shown above.
2. Undertake specific tasks assigned by Committee Chair.

F. REFERENCES

1. CSI Administrative References
  - a). Region Administration Guide
2. Northeast Region Administrative References
  - a). Part 4, Section 12