

2010 CTBUH Leaders – Role, Responsibilities & Support

There are four levels of CTBUH Leadership:

- CTBUH Trustee
- CTBUH Advisory Group member
- CTBUH Country Representative
- CTBUH Working Group Chair / member (*see separate support document for this*).

Role

The role of a CTBUH Leader is to oversee the strategic direction of the CTBUH, and promote the activities of the Council, especially within their geographic area. CTBUH Leaders should have been involved in significant tall building projects, or should be a high-standing academic involved in tall buildings. He/she can be a developer, builder, architect, engineer, academic or other specialist, of high standing within the building community.

In over-seeing the strategic direction of the Council, CTBUH Leaders are expected to remain engaged in the on-going operations of the Council, and to continually promote the Council's mission, aims and objectives. CTBUH Leaders need to be CTBUH paid-up members, at either the organizational or individual level. The primary forum for collective discussion within the group is the twice-per year Board of Trustees meeting in Jan/Feb and October (for Trustees), and the annual CTBUH Leader meeting for Advisory Group members and Country Representatives (usually held in conjunction with the second Trustees meeting / annual conference, in or around October of each year). The term of office for a CTBUH Leader is 2 years, with an opportunity for follow-on term(s).

Expectations & Support

Please note that the list below is a non-exhaustive list of initiatives with which CTBUH would really appreciate assistance/help. It should not be seen as an 'all to be accomplished' list. Concentrating on perhaps 4-6 initiatives from this list each year would be greatly appreciated.

| | CTBUH Annual Initiatives | CTBUH Support provided in physical +/-or CD |
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| 1 | Promote CTBUH and its work | i) 'About CTBUH' Powerpoint presentation detailing the work of the Council – specific slides can be selected to include in your conference presentations etc. ii) CTBUH letterhead for use in correspondence. |
| 2 | Solicit 5 new Organizational Members | i) 15 hard copies + pdf of Annual Membership brochure ii) Solicitation Letter Template used by CTBUH iii) Existing Member List |
| 3 | Provide 100+ contacts for e-newsletter Database | Template for contacts database (note: these contacts will receive a maximum of 1-2 emails per month (including e-newsletter), with an appropriate introductory note initially. No contacts details are shared outside CTBUH Headquarters). |
| 4 | Provide input to Tallest Database: checking data and status for both existing and new buildings / projects | i) Template for database building / project data ii) Existing Tallest database, see: www.ctbuh.org/tallest.htm |
| 5 | Provide or solicit images for free-to-download CTBUH image database | i) Image database submission guidelines document Existing database, see: www.ctbuh.org/imagetdatabase.htm ii) Copyright Permission Form |
| 6 | Track and send tall building news articles in your city / country for inclusion in on-line global news (including new proposed projects) | Existing global news database, see: www.ctbuh.org/news.htm |
| 7 | Provide your previously written technical papers for inclusion in CTBUH on-line technical library | Existing technical paper library see: www.ctbuh.org/technicalpapers.htm |
| 8 | Write or solicit one new paper / article for consideration for CTBUH Journal | i) Past pdf copies of CTBUH Journal, on CD ii) Submission guidelines & style guide, on CD |
| 9 | Write and submit an annual 'CTBUH Leader' report | i) CTBUH Leader report, template ii) CTBUH Leader report, example |
| 10 | Attend annual CTBUH Leader meeting / annual conference / annual awards dinner | ii) 'At cost' / complimentary or discounted registration at events where possible |

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| 11 | Solicit nominations for CTBUH annual lifetime achievement and 'Best Tall Building' Awards | i) pdf of <i>Call for Awards brochure</i> (submission deadline: end of April each year) ii) <i>Awards solicitations letter template</i> used by CTBUH |
| 12 | Provide copies of significant media articles in which you are mentioned for inclusion in 'CTBUH in the media' section | Existing ' <i>CTBUH in the media</i> ' database, see: www.ctbuh.org/media.htm |
| 13 | Consider a greater involvement in other CTBUH activities e.g. working groups, research, conferences, publications etc. | Introduction to relevant members of CTBUH team and furnishing of information created to date. |
| 14 | Organize local intellectual / networking events & activities in your city/country e.g. local conference, social-networking events | i) Advice and steering from CTBUH ii) Resource Support from CTBUH |

Benefits to CTBUH Leaders

- Receive international recognition as one of a small group of esteemed colleagues charged with the direction and steering of the Council.
- Enjoy a high profile at CTBUH events etc, leading to greater business networking opportunities.
- Become a point of contact for international press etc in your city / country, as an official representative of CTBUH.
- Become a point of contact for new business enquiries in your city / country, as an official representative of CTBUH.
- Name listed in the CTBUH organizational structure listings of the Council in CTBUH publications.
- Profile included in 'People Page' on CTBUH Website.
- One CTBUH Leader profile included in each CTBUH Journal 'Meet the CTBUH' feature.