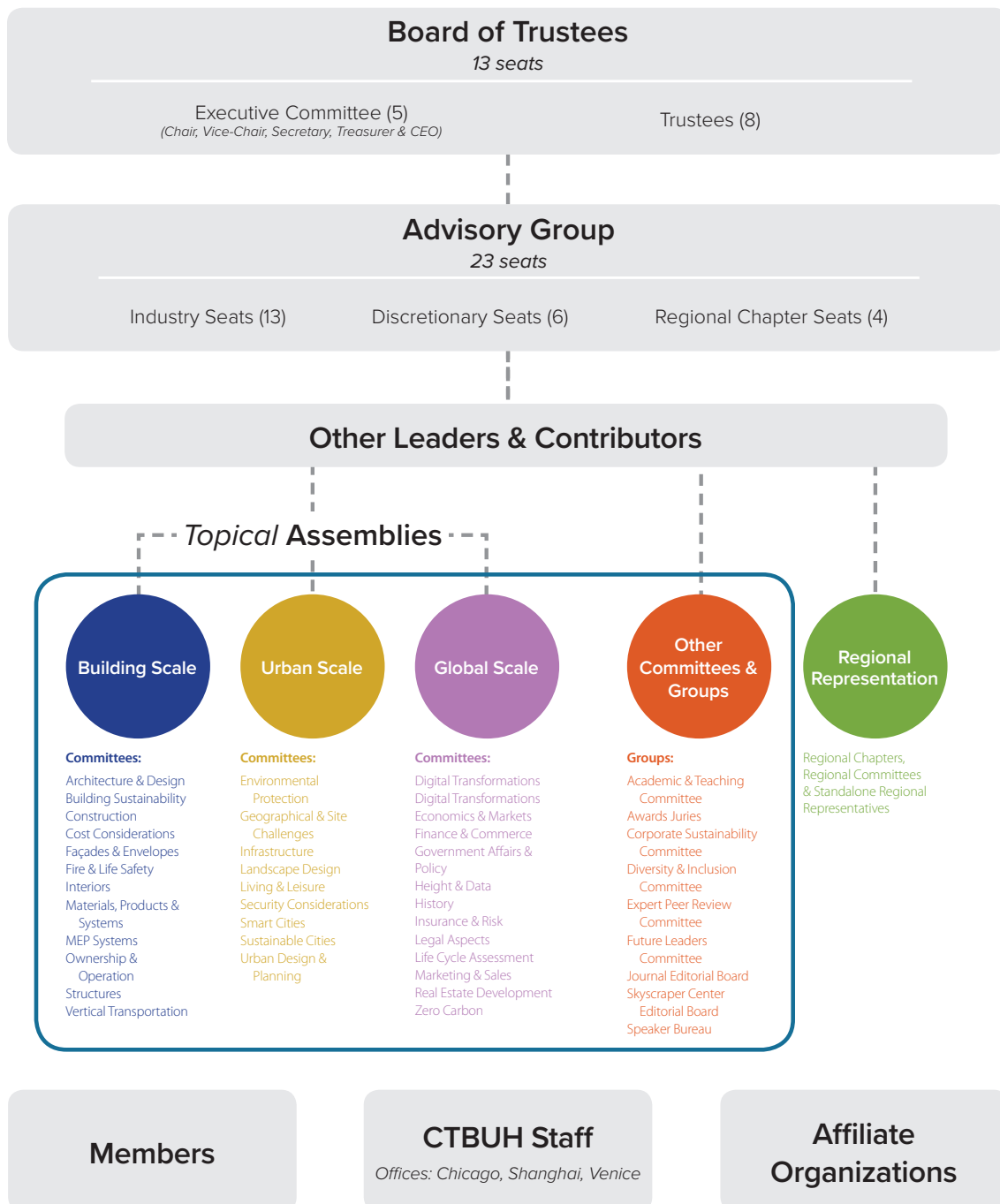




CTBUH.org

# CTBUH Leader Roles & Responsibilities: Assemblies, Committees & Panels

## CTBUH Overall Organizational Diagram



# Assemblies, Committees & Panels

## Roles & Responsibilities

The Council is committed to sharing the latest information, practices, and perspectives related to the creation of tall buildings and future cities, and CTBUH Assemblies and Committees are integral to that mission (see how Assemblies fit into the overall CTBUH organizational structure in the diagram on the first page). Composed of CTBUH Members with a keen interest in specific industry topics, multi-disciplinary Committees are aligned into three broad Assembly groups, which examine salient tall building and urban habitat topics at the Building Scale, Urban Scale, and Global Scale. In addition, a fourth grouping convenes issue-focused Committees and Leader groups involved in other CTBUH initiatives.

### Nomenclature

#### Assembly

Three wide, diverse bodies of CTBUH members contributing to the Council’s mission across three scales: Building Scale, Urban Scale, and Global Scale. Assemblies are organized into distinct Committees. *Note: this document focuses on the structure, roles, and responsibilities of the Committees and Panels within the Building Scale, Urban Scale, and Global Scale Assemblies only. If you are interested in getting involved in groupings within the “CTBUH Other Committees and Groups,” as shown in the diagram below, then please contact [leadership@ctbuh.org](mailto:leadership@ctbuh.org).*



#### Building Scale Assembly

##### Committees:

- Architecture & Design
- Building Sustainability
- Construction
- Cost Considerations
- Façades & Envelopes
- Fire & Life Safety
- Interiors
- Materials, Products & Systems
- MEP Systems
- Ownership & Operation
- Structures
- Vertical Transportation



#### Urban Scale Assembly

##### Committees:

- Environmental Protection
- Geographical & Site Challenges
- Infrastructure
- Landscape Design
- Living & Leisure
- Security Considerations
- Smart Cities
- Sustainable Cities
- Urban Planning & Design



#### Global Scale Assembly

##### Committees:

- Digital Transformations
- Economics & Markets
- Finance & Commerce
- Government Affairs & Policy
- Height & Data
- History
- Insurance & Risk
- Legal Aspects
- Life Cycle Assessment
- Marketing & Sales
- Real Estate Development
- Zero Carbon



#### Other Committees & Groups

##### Groups:

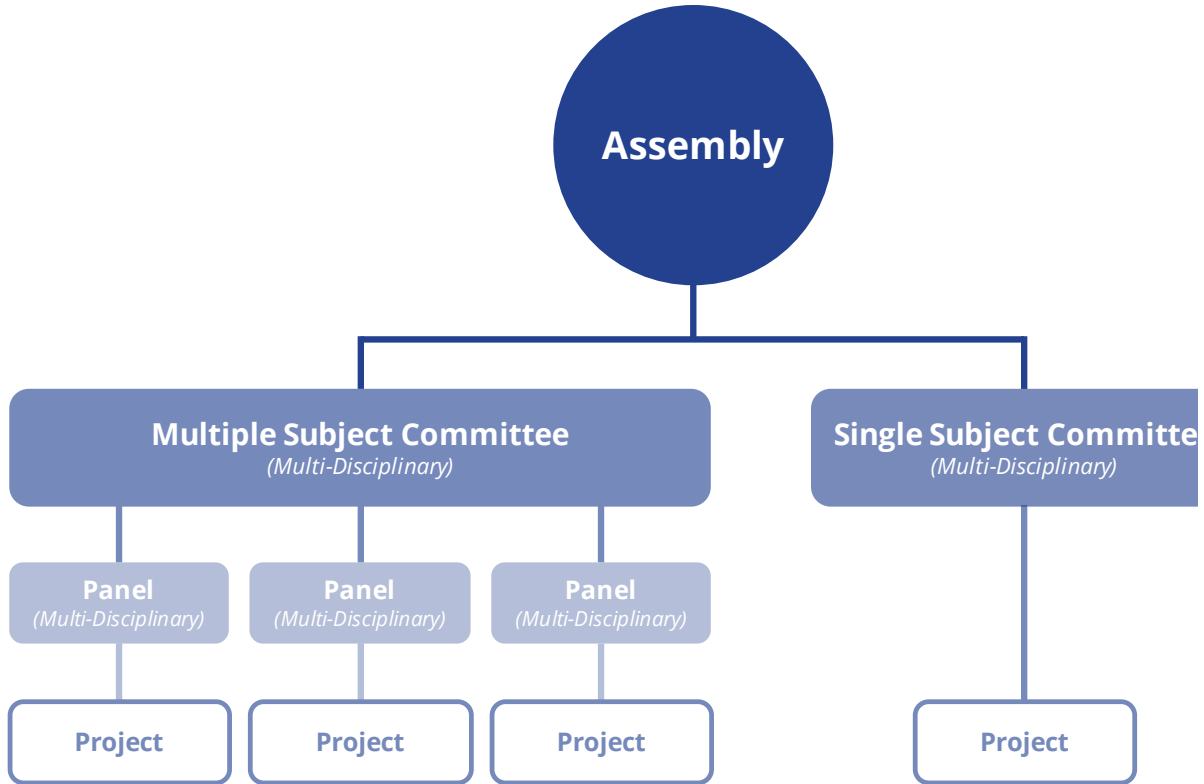
- Academic & Teaching Advisory Group
- Awards Juries
- Board of Trustees
- Chapters & Regional Representation
- Corporate Sustainability
- Diversity & Inclusion
- Expert Peer Review
- Future Leaders
- Journal Editorial Board
- Skyscraper Center Editorial Board
- Speaker Bureau

*Note: Other Committees to be added according to member interest and industry need.*

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## Committee

A Committee is a multi-disciplinary group of CTBUH Members interested in a specific industry topic. The diagram on the previous page shows the potential Committees that exist within each Assembly. Other Committees can be added according to member interest and industry need. Committees may subdivide further into distinct “Panels” (see diagram below) if the wider topic warrants multiple areas of exploration. A Committee Chair coordinates the underlying Panels, as well as the Committee overall.



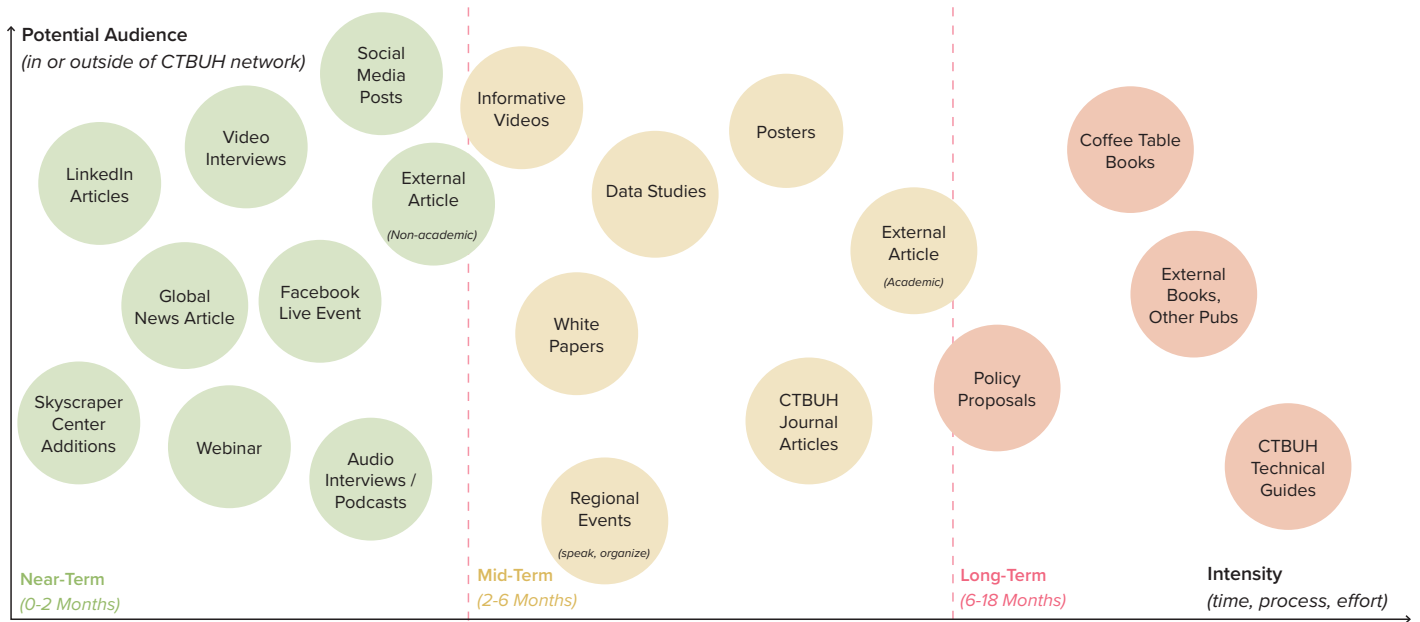
## Panel

A Panel is a multi-disciplinary sub-division of a Committee, focused on a specific topic and distinct “Project(s)” (see diagram above). A Panel Chair coordinates the work of the Panel, reports to the Committee Chair, and sits as a Vice-Chair of the Committee. Panel members are Committee members by default. The diagram below shows how Panels can exist under multiple Committees, further enabling cross-discipline collaboration.



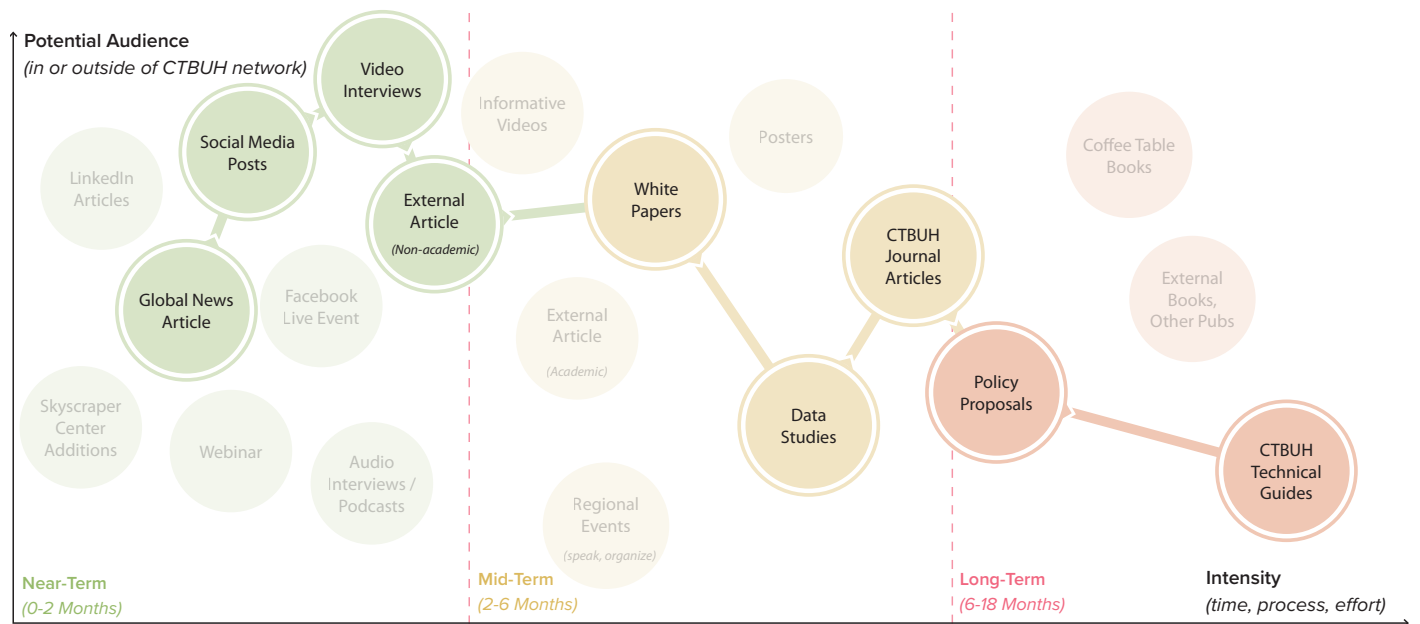
## Project

A Project is an output at either the Committee or Panel level, ranging from lower-intensity projects such as social media posts and podcasts, to higher-intensity projects such as papers and publications (see outputs diagram below).



The intention is that Committees, or Panels, will create numerous outputs across a period of time, delivering benefit to both the industry and the Committee or Panel members themselves (see the Project Pathway diagram below). Thus, the committee or panel may focus on a longer-term output, such as a publication, but use the progress towards that publication to create less-intense outputs, such as news articles, papers, or video interviews, en route.

## Projects Create Pathways



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## Roles & Responsibilities

### Overview

“Designated Individuals” within CTBUH Member firms are eligible to serve on a Committee or Panel. Committees are led by Chairs, who drive Committee and Panel outputs by coordinating and reporting on the efforts of Committee / Panel members. Chairs serve one-year terms initially, which are renewable at the discretion of the CTBUH Board of Trustees. Committee Chairs are also responsible for approving proposals for new Panels, and coordinating with the respective Panel Chairs on their outputs. Panel Chairs also serve as Vice-Chairs of the overall Committee, and Panel members are Committee members by default.

### Qualifications – All Committee & Panel Members, including Chairs

- Members must have a high profile in the industry, with an established track record of contributing to the inception, design, research, construction, occupation or operation of the built environment.
- Maintain the highest ethical standing in the industry.
- Represent a company or institution recognized as a leader in the tall building industry, which is a CTBUH organizational member.
- Be a “Designated Individual” within that CTBUH organizational member firm in good standing.
- Serve in a role that will help grow the Council and sponsor programs to serve members, and have a track record of strong engagement with the Council.
- Ensure a balanced representation within the Committee/Panel of both disciplines and geographic regions, reflecting the international mission and diversity of the Council.
- Demonstrate willingness to work with colleagues across a diverse array of firms and disciplines to investigate salient industry topics.

### Responsibilities – All Committee & Panel Members, including Chairs

- Demonstrate active engagement in the Committee / Panel by contributing to at least one short-term, one mid-term, and one long-term Project per year.
- Generally be aware of topics relevant to your Committee and propose topical areas for Panels or Projects.
- Attend all relevant Committee meetings, either physically or virtually. Missing more than one meeting consecutively results in expulsion from the group.
- Act as a “CTBUH Ambassador” within your firm to encourage the involvement of a wider group of colleagues in CTBUH activities and initiatives, especially younger professionals.
- Connect unaffiliated Thought Leaders (and potential Member firms and individuals) to the CTBUH network, providing opportunities for their involvement in Committees, and CTBUH activities generally.
- Commit at least 30 hours per year to CTBUH Committee initiatives.

### Additional Responsibilities – Committee / Panel Chairs

- Demonstrate industry leadership experience and/or have a track record of strong engagement with the Council.
- Drive coordination and outputs, including at least monthly calls with Committee / Panel members to ensure progress throughout the year.
- Review Panel & Project proposals and assess suitability.
- Serve as the external spokesperson for the Committee, and coordinate with CTBUH Headquarters to report on progress.
- Attend the annual Leaders Meeting (held in conjunction with the annual CTBUH International Conference in the Fall—subsidized registration is provided).
- Maintain regular email and phone communication (once every three weeks) with CTBUH staff to provide progress updates on activities and initiatives.

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## Benefits to Committee / Panel Members

- Create programs that educate and benefit the industry at large.
- Reinforce yourself as a Leader in the tall building industry globally, and an expert within your discipline.
- Be promoted internationally, as a primary author of/contributor to the outputs, and via a “people page” on the CTBUH website.
- Significant publications (e.g. Technical Guides) are typically launched at a special event during a CTBUH Conference, and promoted internationally to the CTBUH network, further promoting the contributors and their companies.
- Enjoy a high profile at all CTBUH events and on the CTBUH website.
- Receive support from CTBUH staff on activities and initiatives.
- **Committee / Panel Chairs only:** Recognition as a CTBUH Leader, the Council’s highest-level volunteers, receiving access to the exclusive Leader network and discounted registration to the CTBUH annual conference.
- Help improve the industry, and our future on this planet!

Interested candidates should submit their brief biography/resume and overview of what they would hope to achieve in the role to [leadership@ctbuh.org](mailto:leadership@ctbuh.org).

*By signing below, I acknowledge that I have read and fully understand the Committee / Panel roles and responsibilities, and am committed to delivering on the plans.*

### Please indicate your preferred role:

- Committee Chair       Panel Chair       Committee Member       Panel Member

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Print Name

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Committee / Panel Name

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Position, Company

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City, Country

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Signature

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Date