



**UTILITY ENGINEERING
& SURVEYING
INSTITUTE**

Instructions for Adding and Sunsetting UESI Committees (Technical, Task, and other)

Adding a Committee

- Division ExCom will approve the creation of a new committee and appoint a chair.
- Chair of new committee or ExCom liaison will fill out “**New Committee Form.**” This will be Susan’s trigger to add the committee to Personify. It gives the committee a Collaborate space, lists it in the Official Register and on the UESI website. The form is on the UESI website.
- Chair of new committee will provide Susan with a list of members for the committee. All committee members must be ASCE or UESI members.

Sunsetting a Committee – When a committee’s task is completed, or the Division ExCom decides to end the committee for another reason (lack of activity, no longer serves purpose)

- Division ExCom sends an email to Susan Reid telling her of the decision and the end date for the committee.
- Susan will end all the committee members terms and change committee status to “Inactive” or “Deceased.”
- Susan or the committee chair will send a thank you note to the members of the former committee thanking them for their service.

Questions? Ask Susan Reid at sreid@asce.org