

Sample Mission Statements, Objectives, and Programs for AGC Chapter Specialty Contractors Councils



This document, developed by the AGC of America Specialty Contractors Council ([SCC](http://www.agc.org/SCC)), is divided into the following sections:

- A. Introduction
- B. Sample Mission Statements/Purposes/Charter Statements
- C. Sample Objectives/Business Plans/Goals
- D. Sample Meeting Topics & Educational Programs

A. Introduction

The information within this document is intended to serve as a resource for existing or developing Chapter SCCs in combination with the PowerPoint "A Guide: Simple Steps and Best Practices for Forming an AGC Chapter Specialty Contractors Council," found at www.agc.org/SCC_Chapters. Submitted by AGC Chapter SCCs for use in this document, the concepts and lists below are by no means exhaustive and are not meant to serve as strict guidelines, but rather as suggestions for AGC Chapter SCC development. Please contact [your Chapter](#) for information on their specialty contractor offerings. For more information about the AGC of America SCC, visit www.agc.org/SCC.

Special thanks to the Specialty Contractors Councils of **Carolinas AGC**, **Idaho AGC**, **AGC of Kansas**, **Oregon-Columbia Chapter-AGC**, and **AGC of St. Louis** for their contributions. To submit additional materials for this document, offer feedback or ask questions, please contact Mike Stark, Senior Director, Building Division, AGC of America, at starkm@agc.org.

B. Sample Mission Statements/Purposes/Charter Statements

Below are samples drawn from the statements of mission and purpose of existing AGC Chapter SCCs:

- 1) To assist the <insert Chapter name> with achieving its mission by...listening to and representing specialty contractor members within the AGC, influencing policy inside and outside the AGC that affects specialty contractors, and being the organization of choice for specialty contractors.
- 2) Represent, inform, educate and lead the specialty contractors of the <insert Chapter name> to better the construction industry in the region.

- 3) Other concepts mentioned: to have a voice in AGC, to build a bridge from the Chapter specialty contractors to AGC, and to build a bridge from specialty contractors to prime contractors.

C. Sample Objectives/Business Plans/Goals:

Below are samples drawn from the objectives, business plans, and goals of existing AGC Chapter SCCs:

1. AGC of Kansas Specialty Contractors Council Objectives

Representation

- Replace “subcontractor” with “specialty contractor” whenever and wherever possible.

Communication

- Publish periodic articles in AGC of Kansas newsletter and website on the SCC and its goals.
- Produce a direct-mail letter and statewide recruiting program to increase specialty contractor membership in the AGC of Kansas, participation within the AGC of Kansas and attendance at the Annual Meeting and other AGC events.

Legislative influence

- Continue to increase the number of specialty contractors contributing to the AGC PAC.
- Have a voice in the developing consensus positions on legislative issues.

Educate and train

- Develop ongoing training programs designed specifically for the specialty contractor.
- Participate in industry’s training and workforce development efforts.

Marketing of products and services

- Develop an electronic newsletter to include news, information, and management advice of significance to specialty contractors.
- Facilitate regular and timely articles written by or about AGC specialty contractor members to the AGC of Kansas newsletter.

Interaction with General Contractor members

- Request that a Contractor Relations Committee be formed to discuss common issues and how AGC can best reach industry consensus.

Administrative

- A chair, vice chair, and at-large member board member will be selected prior to each Annual Convention.

2. Oregon-Columbia Chapter-AGC Specialty Contractors Council Business Plan

Represent

- Be the contact point for issues affecting specialty contractor members in the Oregon/SW Washington arena.
- Speak for the AGC Specialty Contractors within the Oregon-Columbia chapter.

Educate

- Inform specialty contractors of various legislative issues impacting the construction industry each year – what we are doing and how they can help or get involved.
- Continually update general contractors on specific issues that affect specialty contractors' ability to perform (i.e., insurance, prompt payment, etc.)
- Coordinate/sponsor education sessions.
- Create full schedule of upcoming events, speakers and topics.

Communicate

- Increase specialty contractor member awareness of AGC's resources, services, initiatives and opportunities through effective communications.
- Provide meeting/educational session attendees additional information regarding value of AGC.
- Provide opportunities for dialogue between specialty contractors, general contractors, and government agencies – a united voice creates better opportunities for the industry to succeed.

Influence

- Identify and respond to industry issues internally and externally (both within AGC and outside the association)
- Ensure that specialty contractors have adequate representation and leadership roles on the AGC Oregon-Columbia Board of Directors.

Develop Local and National Leaders

- Integrate specialty contractors in the AGC association world both locally and nationally – participate on various committees, task forces, and other opportunities to address specific issues impacting the daily operations of the specialty contractor.
- Encourage specialty contractors to get involved with AGC leadership at both the chapter and national level.

3. Other concepts mentioned: Have specialty contractor as a category for membership, create division specifically for specialty contractors.

D. Sample Meeting Topics & Educational Programs

The points below were submitted by AGC Chapter Specialty Contractors Councils (SCC) as “hot topics,” educational programs, and/or SCC meeting topics. Visit www.agc.org/legislative for updated information on legislative matters of concern to AGC members. Additionally, *Guidelines for a Successful Construction Project*, found at www.constructionguidelines.org, is a helpful resource for many topics below.

- Business Planning & Development Series – “Starting a company from the ground up and managing a company for growth, profit, and success”
- Small Business Tips
- Davis Bacon Class
- Business Lunches with equal numbers of specialty and prime contractors discussing common business concerns and how to resolve them
- Vehicle Safety Regulations Update (<http://www.agc.org/cs/safety>)
- Bonding – “How to get what you need”
- Liens – How and When to Use Effectively
- Contracts & General Conditions – Helping subcontractors avoid the big pitfalls, protect yourself and know what you’re reading, legal loops and hooks (<http://www.agc.org/contracts>)
- Working with Commercial Builders
- “Meet the GCs” Networking Event – Ask Candid Questions and Bring Your Business Card
- “How to Locate GCs”/“How to Contact GCs”/“What to Prepare Before Contacting GCs”
- Foreman Training
- Prompt Payment
- Card Check (http://www.agc.org/cs/advocacy/legislative/labor_employment)
- E-verify & How to Comply (http://www.agc.org/cs/advocacy/legislative/labor_employment)
- “How to Get a Public Works License”
- Post Bid Results
- Pre-Bids and Schedules/“Be Bright Before the Bid”
Topics covered by 3 presenters (GC, Financial Representative, and Project Manager): how to get the best information from a pre-bid walk, determine what you need to know for the pre-bid, how to begin to grow a relationship with the GC, recognize if this job will fit with your schedule, what is a Work In Progress and how to use when you need work
- Scope Letters: Good, Bad & Ugly
Topics covered by 3 presenters (Attorney, GC – Estimator, Subcontractor): what it means to the GC, what it can mean for you, contract issues

- Bidding and General Conditions
Topics covered by GCs from mentor programs: how a GC goes after a job, what do GCs look for from subs financially, how big a job you can afford, pricing yourself right, which jobs make you money, what happens on bid day
- The Contract Buy-Out
Topics covered via demonstration: observe as a GC puts a subcontractor in the hot seat and tries to grill him, learn how to get out of the fire and draw the GC to your side, learn negotiating skills for improving your standing with the GC
- Negotiating Your Bid Letter Into Your Contract
Topics covered by 3 presenters (Attorney, GC, Subcontractor): carefully wording your requests to get the general contractor to say “OK”, tips to get the GC to listen and understand your concerns, insight from the GC on how he responds to your requests, how far you can go without overstepping boundaries and limits
- Hiring the Right People (<http://www.agc.org/cs/labor>)
Topics covered by 4 presenters including HR & Attorney: hiring guidelines, sample forms and applications, using job descriptions, employment resources, interviewing techniques, having the right attitude
- An Employer’s Guide to Termination (<http://www.agc.org/cs/labor>)
Topics covered by 3 presenters including HR & Attorney: why to terminate employment relationship, when to do it, how to do it, what to watch for
- Operating as an Open Shop Contractor (http://www.agc.org/cs/labor_hr_topical_resources)
- Operating as a Union Contractor (http://www.agc.org/cs/labor_hr_topical_resources)
- Diversity (http://www.agc.org/cs/labor_hr_topical_resources)
- “Mistakes Subcontractors Make From the GC Perspective”
- “The Cash Flow Implications of Retainage” Panel with GC, Subcontractor, Surety, and Legal Perspectives (AGC of America at AGC 90th Annual Convention)