

## ACE National groups

ACE is committed to developing and raising the profile of consultancy and engineering in the English regions, Scotland, Northern Ireland and Wales. ACE's Regional Groups' aims are to influence the commercial environment in which ACE members operate and in so doing to seek to improve the business performance of its member firms and increase the opportunities available to them.

### Terms of Reference

#### Objectives:

1. Better connections with member firms in the regions by understanding what the regional issues are through regular dialogue with these companies and headquarters and vice a versa
2. To connect with non-member firms in the regions and encourage their participation in ACE activities and through this approach, ultimately, membership of ACE
3. To keep abreast of and ahead of regional changes, including regional spending plans and to identify the key priorities facing ACE members' businesses in each of the regions and to develop strategies to address these impacts
4. To be the regional voice of ACE to stakeholders and clients by influencing government bodies, and utilising relevant press and media outlets in the regions
5. Develop and implement ACE progress network in the regions in conjunction with national progress network management teams
6. To work with ACE on the development of a regional directory to promote ACE members in the region
7. To identify and exploit opportunities to generate additional regional funds through sponsorship, events and ACE affiliates

All of the activities to deliver these objectives will be undertaken with strategic assistance and advice from the Chief Operating Officer supported by the team at ACE Headquarters. Administrative support including the organisation of meetings and the taking of minutes will be undertaken by members of the committee or via any support which they choose to engage through the regional budget.

#### Structure:

The ACE regional structure will be developed in line with the existing UK regions, although in some circumstances these will be combined. This provides a regional structure on the following basis:

ACE Region	Government
Scotland	Scotland
Northern Ireland	Northern Ireland
Wales	Wales
Eastern	Eastern
London & South East	London & South East
Midlands	Midlands
Northern	Northern
North West	North West
South West	South West

**Formation:**

The Group Chair Tenure and Succession Guidelines shall apply to the operation of this Group, as set out above in Appendix 2.

Where possible, regional groups should have, as a general aim, the following representation:

1. ACE member company representatives consisting of:
  - a. A Chair
  - b. A Past Chair
  - c. A Vice Chair
  - d. A treasurer
  - e. A secretary
  
2. Membership of the Group should aim to include:
  - a. Members from companies with less than 10 employees
  - b. Members from companies with between 10 and 100 employees
  - c. Members which are representative of the ACE Sector Interest Groups (SIGs). This representation will be used as a means of providing regional updates to the relevant SIGs
  - d. The Chair of the Progress Network in the region
  
3. Individuals on the Group should be elected for a two year term, through votes of member firms in the region at an Annual General Meeting, or through any process agreed between the regional group and ACE Headquarters. Terms may be extended by a further period of one year by discussion with and agreement of the group where felt appropriate
  
4. The re-election process will be led by the existing group. For continuity, the current Chair will be moved to the Past Chair's role and a new Chair should be elected through an appropriate process agreed between the Regional Group and ACE Headquarters. In addition, one third of the committee must be consistent from one year to the next.