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IC 11/014	IUG Chair – Job Description and Person Specification	UserCom /STS-JS-Rev CG	09/08/2011	Issued

buildingSMART International:
Job Description and Person
Specification
for the
International User Group Chair

Background

The intention of this document is to describe the International User Group (IUG) Chair's role and invite nominations/applications from candidates for the job.

BuildingSMART International seeks a person who will

- develop the strategies for implementation of openBIM in user communities
- lead the user activities in the International User Group, and
- collect user input from local chapters.

BuildingSMART International

BuildingSMART International is a neutral, international and unique non-profit organization supporting open BIM throughout the life cycle. We have regional chapters in Europe, North America, Australasia, Asia and the Middle East.

We develop and maintain international standards for openBIM:

- buildingSMART Processes
- buildingSMART Data Dictionary
- buildingSMART Data model.

Through activity in our local chapters we provide activities to support the implementation of openBIM.

International User Group (IUG)

BuildingSMART International organizes its user activities through the International User Group (IUG).

Role of the International User Group (IUG)

The IUG has a charter which can be found as appendix A of this job description.

- It is the aim of the International User Group and Regional User Groups to promote and stimulate the use of buildingSMART deliverables in order to improve interoperability in the construction industry, and to share experiences among its members so as to achieve a balance between giving and taking.
- The IUG reports to the International Council (IC). The IUG is lead by the IUG Chair. The IUG consists of representatives from the Regional User Groups (RUG) in each buildingSMART Chapter, each of which is lead by a User Group Co-ordinator (UGC).

Role of the IUG Chair (IUGC)

- The IUGC is appointed by IC at its biennial spring meeting, although the IUG may recommend a candidate.
- The IUGC will represent the IUG in IC and be a member of ExCom.
- The authority of the IUGC is a result of representing IUG.
- The IUGC is responsible for the agenda of IUG meetings and telecons.

- The IUGC shall manage motions for advancement to the IC based on actions of the IUG.
- The IUGC acts as the primary facilitator for each meeting, meeting topic or telecon.
- The IUGC has to make sure that decisions requested by ExCom, Council or IUG itself are made.

IUG Chair - Job description

- Identify issues with strategic importance to buildingSMART users and make sure that they are dealt with at the appropriate level (UserCom, IUG and/or local chapters).
- Work for the users' interests in the development of technical standards and proactively develop standards for high value business processes.
- In co-operation with local chapters the IUG Chair is responsible for strengthening the Chapters organizationally in accordance with *buildingSMART International Roadmap 2020 (Appendix A)*, *The IUG Charter (Appendix B)* and *Organization of Users and Ways of Communication (Appendix C)*.
- Work proactively, in co-operation with chapters to strength their financial situation in order to get full fee payment to buildingSMART International. This includes work to establish new chapters in non-member regions/countries.
- Prepare and facilitate IUG meetings (twice a year) and prepare and facilitate UserCom face-to-face meetings and telecons between meetings.
- Represent IUG interests in ExCom.

IUG Chair – person specification

- Should be a senior executive of a firm with experience of using buildingSMART openBIM.
- Should be an experienced meeting/event facilitator and "organization builder".
- Must read, write and speak English fluently

The person must bring his/her own funding for expenses related to participation, travel and subsistence. The IUG chair is an elected officer and a non paid job.

Contact information

- Please send your nomination/application by Friday 2 September 2011, outlining your career to date and how you see yourself fulfilling the requirements of the job. It should be sent to:

Business Manager Christopher Groome
Email: chris.groome@b-r-t.co.uk