

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 5.18

Constructor Certification Commission Annual Planning Activities and Calendar

~~Policy~~ – This policy is to be followed in planning for and conducting all Constructor Certification Commission activities in accordance with its Policies and Documents

~~Responsibility~~ – Constructor Certification Commission

~~Reference Documents~~ – All Constructor Certification Commission Policies and Documents

~~Procedures~~ – The following will be followed in planning for and conducting all Constructor Certification Commission business.

1. In conducting its business, the Constructor Certification Commission will utilize a Planning Calendar found at the end of this Policy. The activities needing to be accomplished by the noted month and day must be included as agenda items in the appropriate Commission meeting and be so documented in the minutes of the respective meeting.