

## CV of Dr. Ahmad Ramahi



### Summary

Ahmad Ramahi is currently an Assoc. Prof. in ME at An-Najah N. University (NNU); Dr. Ramahi was the Vice President for Academic Affairs of Palestine Technical University (PTU). Before that, Dr. Ramahi was the Dean of the Engineering faculty at NNU where he was key player in the preparation for ABET accreditation of seven engineering programs. He had worked as a head of IE and ME departments at NNU for more than 13 years; both departments are now ABET accredited. He has 19 years of teaching experience. His area of specialty in the master is in Manufacturing Engineering, and in the PhD is in Machine Theory/Design. He has 22 scientific publications in international journals and conferences. In addition, he has long and distinguished experience in consultancy in areas of strategic planning, institutional development and capacity building, solid waste management, socioeconomic studies, and feasibility studies. Dr. Ramahi, as a consultant, has prepared more than 50 studies, papers, manuals and reports; most of which were prepared as part of funded local development projects.

The long experience in teaching, research, academic administration, and consultancy enables Dr. Ramahi to provide support to academic institutions/departments to develop new programs, strategic plans, self-quality assurance systems, and prepare for international accreditation.

### Detailed CV

**NAME:** Ahmad Abdul-Hafeez Ramahi

**DATE OF BIRTH:** 19/1/1968

**NATIONALITY:** Palestinian , **Mobile NO.:** 00970599886605

**ACADIMIC PROFILE:**

**PhD.:** Eastern Mediterranean University [www.emu.edu.tr](http://www.emu.edu.tr) , Mechanical Engineering (**ABET accredited**), PhD includes course work and thesis, N. Cyprus/ **TURKEY**, July **1997**, CGPA: 3.95/4.00, 1994-1997. (**In theory of machines: 3D CAM Indexing Mechanisms**)

**MS** : Eastern Mediterranean University, Mechanical Engineering, N. Cyprus/**TURKEY**, June 1994. MS degree includes course work and thesis. CGPA: 3.86/4.00, 1992-1994. (**In manufacturing Eng.: Adopting Group Technology approach in sand mold design**)

**BS** : Eastern Mediterranean University, Mechanical Engineering, N. Cyprus/ **TURKEY**, June 1992.

**Ranked first** of the engineering faculty graduates. CGPA: 3.83/4.00, 1988-1992. (Graduation project: Design of **HVAC** system for a five stars hotel located in Nicosia/Cyprus)

### **EMPLOYMENT PROFILE:**

**Sept.2013 – Aug.2014** **Vice President for Academic Affairs at Palestine Technical University,** (Sabbatical leave from NNU) Managing all academic affairs activities and assuring quality of education.

**Aug.2012 – Aug.2013** **Dean of Engineering faculty at An-Najah National University,** Managing all activities of the Eng. Faculty. The Eng. Faculty at An-Najah has thirteen bachelor programs, seven master programs, about 4300 students, and around 150 academic & administrative staff members. During my deanship the Eng. Faculty prepared seven programs for **ABET** accreditation; The seven programs are now **ABET** accredited 2014.

**Aug.2010 – July 2012** **Chairman of two departments,** Mechanical and Mechatronics Engineering departments, **Associate Prof** in the Mechanical and Mechatronics departments, An-Najah National University.

**Aug.99 – 2009** **Chairman,** Department of Industrial Engineering, **Associate Prof** (since 2005) in the ME and IE departments, An-Najah National University.

Aug.2002–2005

**Chairman of two Departments:** Industrial Engineering and Mechanical Engineering Departments, **Assistant Prof.** in the **ME** and **IE** departments, An-Najah National University. **Founder** of the **ME** Department at An-Najah Univ. in the year **2002**.

### Scope of work

- Ñ **As Vice President for Academic Affair:** Managing all academic affair activities at **PTU** and assuring quality of education.
- Ñ **As a Dean: Managing all activities of the Engineering Faculty** such as: preparing the strategic plan, following up on all ABET requirements, directing all departments activities, following up on updating program curricula, approving budget plans, Evaluation of staff performance, approving new academic appointments, signing MOUs with relevant partners, opening new opportunities in the local and regional markets for the engineering faculty, facilitating research activities, and managing all daily activities.
- Ñ **As a Chairman: Managing all department activities** such as: Annual course plan, Annual budget plan, Annual Development plan, Evaluation of department's staff performance, Evaluation of new applicants, Coordinator of many different committees in the university.
- Ñ **As an Instructor: Teaching courses in:** *Engineering Materials, Engineering Mechanics, Dynamics, Engineering Metallurgy, Manufacturing processes I, Manufacturing processes II, Mechanics of Materials, theory of machines, Machine dynamics, Mechanical Vibrations, Automation & production systems, Computer Integrated Manufacturing, Machine Design I, Machine Design II, Robotics: Design of Mechanisms for Automation, Pneumatic & Hydraulic Systems for IE students, Operations Management,*
- Ñ **As a Supervisor: Supervising graduation projects** in areas of *Manufacturing, Mechanical design, Automation, Computer Numerical Control (CNC), Computer Aided Production Planning, HVAC, Feasibility studies, Strategic planning and in Solid Waste Management.*

#### Sample of achieved projects:

- Design and Fabrication of a CNC Flame Cutting Machine.
- Design and Fabrication of a Model for Soap Cutting and Stamping Automated cell.
- Materials Selection in Mechanical Design.
- Computer Aided Production Planning in Garment Industry using coding & classification approach.
- Computer Aided Process Planning in Sand Casting using group technology approach.
- Infra Structure Requirements for SW Collection Systems in the Palestinian Housings.
- Computer Aided Process Planning in Turning Operations.
- Experimental Study on Conventional Spinning Process.
- Experimental Study on Pack Carburizing Process for hardening plain carbon steels.
- Impact Assessment of The Apartheid wall on Solid Waste Management Systems in The Palestinian Northern Governorates
- Designing a proper HVAC system for Nablus Hospital
- Cost reduction options for the Solid Waste system of Nablus Municipality
- Developing a strategic plan for the faculty of Engineering at An-Najah University
- Comprehensive feasibility study for the establishment of a Lime Factory in the West Bank
- Design and Fabrication of Automatic Compactor for Preparing pavement-mix Lab Specimens
- Experimental study on cutting forces and power requirements in turning by using force-dynamometer.
- Comprehensive feasibility study for the establishment of a Mineral Water Filling Factory in the northern governorates of West Bank
- Designing a Medical Waste Incinerator Integrated with Water

- Distillation Unit for Nablus city
- Design and Fabrication of Pipe Inspection Robot
- Design and Fabrication of Automatic Almond Cracking Machine
- Design and Fabrication of Fatigue High Speed Rotating Test Machine
- Design and Fabrication of Creep Testing Apparatus.
- Design and Fabrication of an Automatic Capping and Labeling Workstation
- Design and Fabrication of Windmill Water Pump to be mounted on Rainwater Harvesting wells.
- Design and Fabrication of Multi-Hole Drilling Single Station Automated Cell

Ñ **As a Supervisor: Supervising Master Students:** Thesis title: Developing Maintenance Management Model for Municipal Services in Palestine.

Ñ **As Lab instructor: Conducting Laboratories** in areas of material properties, manufacturing processes, Mechanics of Materials, CNC machining, Vibrations and Mechanics of Machinery.

**Sept.98 – Aug.99**

**Director** of *Engineering Laboratories and Workshops*, An-Najah National University,

**Scope of work**

- Ñ Managing all Engineering Laboratories and Work-shops Activities.
- Ñ Preparing specifications of new Lab and Workshop Equipment.
- Ñ Preparing plans showing necessary furniture & layout for new laboratories.
- Ñ Evaluating Tenders.
- Ñ Inspection of new Lab and Workshop Equipment.
- Ñ Supervising the setup of new laboratories and Workshop divisions.

**Sept.97 – Aug.98**

**Asst. Prof.**, Department of Mechanical Engineering, Eastern Mediterranean University, **Teaching** Courses in Engineering Mechanics, Materials Science, Engineering Drawing, and Theory of Machines. **Supervising** graduation projects in areas of Kinematics, and Materials Selection in Mechanical Design. **Supervisor** of Theory of Machines *Laboratory*.

**Sept.92 – Aug.97**

Teaching Assistant: **Tutoring and Conducting Laboratories** in areas of Eng. Drawing, Eng. Mechanics, Machine Elements Design, Dynamics of Machinery, Vibrations, Mechanisms, Manufacturing Technology, Material Science. (Each for several semesters).

**LANGUAGES:**

**English:** (Speaking, Reading, & Writing) - Competent

**Arabic:** Native Speaker

**Turkish:** Speaking – Good

**PROFESSIONAL  
REGISTRATION**

**Engineers Association, Jerusalem Center**

**PUBLICATION and RESEARCH (Listed by date):**

- 1- A. Ramahi and S. Kayaligil, 'Using a Classification and Coding Approach in the Design of Feeders in Sand Casting', 7th International Machine Design and Production Conference, September 11-13, 1996, pp 585-591, METU, Ankara, Turkey.
- 2- A. Ramahi and Y. Tokad, 'On the Study of Finite Twist Displacements by the Use of Screw Matrices', 7th International Machine Design and Production Conference, September 11-

- 13, 1996, pp 757-766, METU, Ankara, Turkey.
- 3- A. Ramahi, 'Using a Geometry Based Classification and Coding Approach in the Design of Mold Rigging System in Sand Casting', International Conference and Exhibition on Design and Production of Dies and Molds, held in Istanbul during June 19-21, 1997, pp 73-77, METU, Turkey.
  - 4- A. Ramahi and Y. Tokad, 'On the Fourth Order Finite Screw System: General Displacement of a Point in a Rigid Body', Acta Mechanica, 1998.
  - 5- A. Ramahi and Y. Tokad, 'On the Third Order Finite Screw System: General Displacement of a Line in a Rigid Body', Mechanisms and Machine Theory, 1998
  - 6- A. Ramahi and Y. Tokad, 'On the Finite Screw Cylindroid Represented as a 2-System of Screws', Mechanica, 1998, Volume 33, Number 2, Pages 111-125.
  - 7- A. Ramahi and Y. Tokad, 'Generation of Contact surfaces of Spatial Cam Mechanisms Via Screw Theory', 8th International Machine Design and Production Conference, September 9-11, 1998, METU, Ankara, Turkey.
  - 8- A. Ramahi, 'On the Kinematics of Spatial Gearing', 8th International Machine Design and Production Conference, September 9-11, 1998, METU, Ankara, Turkey.
  - 9- A. Ramahi and Y. Tokad, 'On the kinematics of three-link cam mechanisms', Meccanica Volume 33, Number 4 (1998), 349-361.
  - 10- A. Ramahi, 'Design of Gating and Riser Systems in Sand Casting', An-Najah University Research Journal, 2003.
  - 11- N. Tibi and A. Ramahi, 'The Effect of Efficient Lighting on the Environment', Proceedings of the 32<sup>th</sup> International Conference on Computers & industrial Engineering. August 2003, pp (379-385), Limerick, Ireland.
  - 12- A. Ramahi, R. Khalil, S. Hijazi, and M. Alhamd, 'Design of a Proper Solid Waste Collection System for Salfet Municipality: A Case Study in Palestine', proceedings of the International Engineering Conference 'Mutah 2004', Mutah University, Jordan, 26-28 April 2004.
  - 13- N. Tibi and A. Ramahi, 'Impact of Efficient Lighting on the Environment', International Journal of Clean Energy and Environment, 2005.
  - 14- A. Ramahi, Tamer Haddad, "Design and Construction of a Pseudo Continuous Single Station Automated Cell". Proceedings of the 2nd International Conference on Mechatronics, ICOM'2005, 10-12 May 2005, Kuala Lumpur, Malaysia.
  - 15- A. Ramahi, Suleiman Daifi, "Analytical Study of the Impact of Practical Graduation Projects on the Education Process in the IE Department at An-Najah National University". Proceedings of the Palestinian Universities Conference, 20 May 2007, Ramallah, Palestine.
  - 16- A. Ramahi, Yahya. Saleh, 'Design and Fabrication of a Deep Drawing Machine: Experimental Investigation of Limiting Drawing Ratio', proceedings of 7th Jordanian International Mechanical Engineering Conference (JIMEC'7) 27 - 29 September 2010, Amman – Jordan.
  - 17- S. Abdellal, A. Ramahi, "Shaping the Engineering Qualifications for Improving Living Standards and Resources Efficiency", proceedings of the 10<sup>th</sup> Global Conference on Sustainable Manufacturing, page 645, 31<sup>st</sup> October-02<sup>nd</sup> November 2012, Istanbul, Turkey.
  - 18- S. Abdellal, A. Ramahi and others, "Shaping Qualification Profiles of Engineering Graduates Based on ABET and Employment Demand", proceedings of the International Conference on Interactive Mobile and Computer Aided Learning (IMCL), page 159, November 6-8, 2012, 978-1-4673-4923-9/12/\$31.00 ©2012 IEEE, Amman, Jordan. Posted at [IEEEExplore \(http://ieeexplore.ieee.org/xpls/abs\\_all.jsp?arnumber=6396468&tag=1\)](http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=6396468&tag=1)
  - 19- H. Arman, A. Ramahi, "Assessment of perspectives and challenges on sustainability in Palestine", proceedings of the 11<sup>th</sup> Global Conference on Sustainable Manufacturing, 22<sup>nd</sup> -24<sup>th</sup> September 2013, Berlin, Germany.
  - 20- A. Ramahi, Y. Saleh, "Design, Fabrication and Experimentation of a Deep Drawing Machine", Journal of Mechanics Engineering and Automation 4 (2014) 804-812.
  - 21- A. Jaroun, A. Ramahi, "Minimizing Abet Review Process Uncertainty: The Role of Innovative Quality Assurance Tools" accepted for publication in the 7<sup>th</sup> International Forum on Engineering Education (IFEE2015) to be held at held during 17-19 March 2015 at the University of Sharjah, United Arab Emirates.

- 22- A. Abhamid, A. Ramahi, "Integration of the concept of Strategic Development Planning in Higher Education: The case of Najah N. University in Palestine" accepted for publication in the 3<sup>rd</sup> Towards Sustainable Development International Conference (3<sup>rd</sup>TSDIC2015) to be held at held during 17-19 March 2015 at the University of Sharjah, United Arab Emirates.
- 23- A. Ramahi as a consultant; has prepared more than 50 studies, papers, manuals and reports, most of which were prepared as part of funded local development projects.

## Other Professional Experience

1998-Present A sample of relevant experience (Listed by date):

- Ñ **Institutional Development Expert; Prepared a manual to institutionalize the follow up of MoLG (Ministry of Local Government) on the implementation of SDIP (Strategic Development & Investment Planning) by local government units. The manual was prepared for the benefit of MoLG, 2011, The assignment was supervised by GIZ.**
- Ñ **Institutional Development Expert, Prepared Policy Paper on internal monitoring and control of the work (financial and administrative) of Local Government Units. The paper was prepared for the benefit of MoLG, 2011, The assignment was supervised by CHF.**
- Ñ **Institutional Development Expert, Prepared Policy Paper on Community Participation in the work of Local Government Units. The paper prepared for the benefit of MoLG, 2010, The assignment was supervised by CHF.**
- Ñ **Senior Strategic Planning Expert, Developed a Strategic Plan for the Internal Control Unit of Health Ministry, 2010, the strategy was developed using participatory approach, the assignment was supervised by the Flagship project.**
- Ñ **Institutional Development Expert, Designed the Structure and Inputs & Outputs of the Monitoring System for MoLG Strategic Plan, 2010, The assignment was supervised by CHF.**
- Ñ **Institutional Development Expert, Developed the action plans for all administrative units of MoLG, 2010, The assignment was supervised by CHF.**
- Ñ **Senior Strategic Development Planning Expert, Strategic Development Planning Project for Nablus Governorate, 2010; worked with An-Najah N. University. The project was mainly to come up with a 5-Year regional strategic development plan for Nablus Governorate using community participation approach.**
- Ñ **Project Deputy Manager, Preparing Regional Development Planning Manual (PPM) Project, 2010; the project was to prepare a Development Regional Planning manual for the benefit of MoLG. The project was implemented under the supervision of the MDLF.**
- Ñ **Senior Strategic Planning Expert, Local Government Sector Strategy 2009/2010, the strategy was developed for the benefit of Ministry of Local Government MoLG and supervised by CHF.**
- Ñ **Senior Institutional Development Expert, Developing MDLF's Technical Operations Manual project, 2010, prepared a comprehensive technical operations manual for the Municipal Development and Lending Fund. The manual is developed to guide MDLF staff on how to implement a Municipal Development new Program. The project was implemented through An-Najah N. University.**
- Ñ **Senior Strategic Planning Expert, Local Government Sector Strategy 2009, the strategy was developed for the benefit of Ministry of Local Government MoLG and supervised by CHF.**
- Ñ **Senior Strategic Development Planning Expert, Strategic Development and Capital Investment Planning Project, 2008. Prepared a strategic Development Planning Manual to assist municipalities in preparing their own local strategic**

development plans. The project is for the benefit of **MoLG** and sponsored by the **GTZ**.

- Ñ **Senior Strategic Development Planning Expert, Legal and Institutional Framework for Strategic Development Planning at the Regional Level, 2008.** Developed a Legal and Institutional Frame work for SDP at regional level, the outputs are for the benefit of **MoLG** and **MoP**, the work was sponsored by the **UNDP**.
- Ñ **Senior consultant, Investment Options in Solid Waste Sector, 2008.** Consultant for **PADICO**. The project involves exploring investment options in the Solid Waste sector with focus on the northern governorates.
- Ñ **Project manager, Participatory Rural Strategic Development and Planning Project- Jenin Governorate;** working with An-Najah N. University. The Project is financed by the Irish government and implemented by **UNDP** (1/1/2008 – 1/9/2008). **The project was mainly to come up with a 10-Year regional strategic development plan using community participation approach.**
- Ñ **Main Consultant, "Development of a Medium Term Strategic Plan for the Municipalities Development and Lending Fund" project, (2007).** The project is being implemented under the supervision of **GTZ**. The consultant is leading the **MDLF** through a participatory approach to develop a medium term strategic plan. Professional stakeholder analysis was implemented to identify **MDLF's** stakeholders. **The plan was developed through a series of participatory workshops.**
- Ñ **Supervisor,** supervised a graduation project entitled "**Developing a five-year Strategic Plan for the Engineering Faculty at An-Najah University**", (2007) the project adopted participatory approach in developing the strategic plan, duration of project was 8 months.
- Ñ **Main Consultant, Evaluation and Impact Assessment of the "EFA for Youth, Adult, and Unprivileged Groups in the Occupied Palestinian Territories" project, (2007).** A three-year Japanese funded project that targeted adult literates and injured students; **the project was implemented by Ministry of Education and Higher Education.** The consultant worked with House of Palestinian expertise (**HOPE**).
- Ñ **Senior consultant, Economic and Environmental Pre-Feasibility Study of Jalqamoos Industrial Estate, (2007).** The study was conducted for the benefit of **PIEDCO** the Palestine Industrial Estate Development Company. Jalqamoos industrial estate is limited for construction industries and planed to be located 3 Km to the east of Jalqamoos village in Jenin district.
- Ñ **Local Consultant; conducted a study for the benefit of GTZ to assess the nature of cooperation between local governments and civil society organizations, (2007).** The purpose of the study is to assist **GTZ** in designing a new phase of their projects in West Bank. The study was implemented jointly with international German consultant Mrs. Elvira Ganta.
- Ñ **Chief Technical Advisor (seven working man months), "City Development Strategy (CDS) for Ramallah, Al-Bireh, Beitunia" Project, (2006-2007);** worked with An-Najah N. University. The Project was financed by the **Cities Alliance** and implemented under the supervision of the **GTZ**. The project was mainly **to develop a strategic development plan using community participation approach.**
- Ñ **Chief Technical Advisor (3 working man months), "City Development Strategy (CDS) for Salfet City" Project, (2006);** worked with An-Najah N. University. The Project was financed by the **Cities Alliance** and implemented under the supervision of the **GTZ**.
- Ñ **Senior Consultant; prepared a three-year strategic plan for Hope of Stars Society, (2006),** it is a national society working in West Bank, its mission is to support Palestinian Disabled Women.
- Ñ **Senior Consultant, Economic Profile for the Metropolitan Area (Ramallah – Al-Bireh – Beitunia), (2005):** developed an economic profile for the Metropolitan area. The profile was developed by conducting field surveys, data

collection, focus groups, and structured interviews with the business key persons in the metropolitan area. The consultant worked with General Company for consultations.

- Ñ **Main Consultant, Impact Assessment of the "JOBS" project (2005)**, supervised by **Save the Children** Federation. Worked with House of Palestinian expertise (HOPE). USAID funded project.
- Ñ **Main Consultant, Evaluation and Impact Assessment of the "SSE" project (2005)**, a three-year project targeted small enterprise sector which is implemented by **BISAN** and CESVI (an Italian NGO). Worked with House of Palestinian expertise (HOPE).
- Ñ **Consultant, Impact Assessment of "TASHGHEEL" project (2005)**, implemented by UNDP in West Bank and Gaza. Worked with House of Palestinian expertise (HOPE). USAID funded project.
- Ñ **Main Consultant, Diagnostic of the Managerial, Financial, and Technical Activities of the MCRC in Nablus, (2005)**, worked with House of Palestinian expertise (HOPE). UNESCO funded project. **The project is a diagnostic study of the managerial and financial systems of the center. Service impact assessment** was also a major component of the project.
- Ñ **Main Consultant, Development of Organization Structure for Bani-Zeid Al-Gharbeyeh Municipality, (2005)**: The project included full diagnostic analysis for the municipality, development of a functional organizational structure, development of departmental jobs description, development of departmental organizational structure, and preparing job descriptions for employees.
- Ñ **Main Consultant, Slaughter House Feasibility Study (2005)**: Conducted a comprehensive feasibility study for establishing a slaughter house in the southern – east area of Jerusalem. Funded by the Belgium Government. Worked with General Company for consultations. The study was for the benefit of the Joint Service Council of southern–east Jerusalem.
- Ñ **Main Researcher, Palestinian Labor Market Needs Assessment in Engineering, IT, Computer Science, and Business Administration (MBA) (2005)**: The consultants conducted a thorough and deep assessment study to match between the supply (graduated students) and demand (labor market). A survey and analysis of the current supply and demand of Engineering, IT, Computer Science, and Business Administration (MBA) graduates was conducted in terms of quantity and quality.
- Ñ **Main Researcher, Study on the Vocational Education and Training (VET) for Women in Palestine (2005)**: The main objective of this study was to improve both demand and supply of VET for women, and to stimulate its role in empowering women in the labor force and the Palestinian economy. A survey of 500 women, employers, policy makers is conducted in the West Bank and Gaza. CHF funded project through MAS.
- Ñ **Team Coordinator / Consultant, Diagnoses of the Managerial, Financial, and Technical Activities of the 'Treatment & Rehabilitation Center for Victims of Torture' in Ramallah, (2004)**, worked with Continuing education Center, An-Najah National University. The project is a diagnostic study of the managerial and financial systems of the center. Service impact assistant was also a major component of the project.
- Ñ **Team Coordinator / Consultant, Institutional Development and Capacity Building Project for Al-Zababdh Municipality, (2003)**, worked with Save the Children Federation through An-najah N. University. Developed mainly a Tariff Management System for Electricity Service. The project included training courses.
- Ñ **Project Manager / Consultant, Capacity building project for Wadi Asha'ir Joint Service Council (2002)**. Worked with Save the Children Federation. Developed comprehensive **Solid Waste** Safety and Maintenance Management Systems, DFID Funded Project.
- Ñ **Project Manager / Consultant, Institutional Development and Capacity Building Project for Tubas Joint Service Council (for Solid Waste), (2002)**, worked with Save the Children Federation. Developed mainly the following

manuals: Maintenance Management Manual for **solid waste** machinery, Safety Management Manual for dealing with **solid waste**, and **Solid Waste** Tariff Management Manual. **SWM** software was also developed to support the activities of the daily collection system. The project included training courses.

Ñ **Project Technical Manager / Salfeet Energy Conservation Project (1999-2001)**, worked with the Studies and Project Unit of An-Najah National University, UNDP supervised Project. Included: field survey, Lamp replacement and field measures, design and implementation of public awareness campaigns regarding energy conservation. Main tools used were Mass media, Workshops and leaflets.

Ñ **Consultant** (1999-2000), Worked with Consultancy and Studies Center, An-Najah National University. World Bank funded project, Scope of consultancy: Preparing detailed diagnostic studies (Technical and Managerial) for both Electrical and Mechanical Departments of **Jenin and Tulkarm Municipalities**.

**Delivered Training Courses in the following Subjects (2000-2010):**

- Self Management
- Information Management
- Negotiation Management
- Strategic Planning
- Time Management
- Meetings Management
- Committee Management
- Budget Management