



Advancing Women in Transportation
Central Pennsylvania Chapter

**Women's Transportation Seminar
Central Pennsylvania Chapter**

**Chapter Structure and
Position Descriptions**

January 16, 2018

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1 WTS Central PA (CP) Mission Statement

WTS attracts, sustains, connects, and advances women’s careers to strengthen the transportation industry.

1.1 WTS CP Goals

Annual Goals:

- Executive Board (President, Vice President, Treasurer, & Secretary) to meet at least twice a year to discuss improvements to the Chapter and set goals for the Chapter.
- Board to meet twice a year for a 2+ hour long retreat, to discuss Chapter issues, current topics, future goals, and improvements to the Chapter.

General Chapter Goals:

- Achieve organizational excellence and capacity to execute mission.
- Create exceptional experience for members through strong involved chapters as part of a global WTS.
- Expand opportunities for women in the transportation industry through professional development, mentoring, and strategic positioning of women.
- Provide leadership in the global transportation community.

1.2 WTS International Guiding Principles

- WTS is an international organization dedicated to building the future of transportation through the global advancement of women.
- Advancing women in transportation is key to transforming the transportation industry.
- A strong international organization enables members, chapters and communities within WTS to achieve our shared vision.
- WTS can shape future generations of transportation leaders.
- WTS is committed to ethical leadership, integrity and respect for all.
- The WTS spirit of community, inclusiveness, and mutual support is one of our greatest assets.

<https://www.wtsinternational.org/about-wts/goals/>

2 WTS CP Structure

As defined by the WTS Central PA bylaws, the officers of the chapter shall be a President, a Vice President, a Secretary, and a Treasurer. The Board members include all elected officers, the Immediate Past President, and Standing Committee Chairs. The Officers shall be elected by members of the chapter eligible to vote. Each member of the Board of Directors must be a member of the WTS CORPORATION.

Elected Officers

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President
- Standing Committees & Supporting Board Members

Each of the Standing Committees will coordinate all activities through the elected officer responsible for the oversight of that committee with major final approvals by the full Board as indicated in the chart below.

WTS Central PA Chapter Structure

President	Vice President	Secretary	Treasurer
(Events)	(Outreach)	(Communications/Records / Liaisons)	(Financials/Members)
<u>Programs Committee Chair</u> • Technical/Professional Coordinator • Social/Networking Coordinator <u>Young Professionals Chair</u> <u>Diversity Chair</u>	<u>Scholarship Committee Chair</u> <u>Transportation YOU Committee Chair</u> • Girl Scouts Program Coordinator • Mentoring Program Coordinator <u>Awards/Recognition Committee Chair</u> • Chapter and International Awards • Member Recognition/Promotion	<u>Communications Committee</u> • Communications Chair • Social Media Chair • Website Chair <u>Historian</u> <u>Chapter Liaisons</u> • WTS Chapter Liaison • Regional Liaison • Engineers Week Liaison	<u>Foundation Fundraising Chair</u> <u>Corporate Sponsors Chair</u> <u>Membership Committee Chair</u>

Past President
(Assist President)
• Cover for President, as needed • Offer advice to the Board

*Items which are highlighted throughout this document signify a “high importance” status for 2018.

3 Elected Officers

3.1 President

In addition to the responsibilities set forth in the by-laws, the President’s duties may typically include:

- Acts as Principal Executive Officer of the Chapter.
- Supervises and control all business and affairs of the Chapter.
- Guides and leads the organization.
- Approves agenda for monthly Board meetings and have Secretary notify Board prior to each meeting.
- Attends and presides over Chapter Board meetings.
- Discusses all major activities/actions before the Board.
- Coordinates resolution of all policy disputes.
- Suggests organizational changes to the Board as they become necessary.

- Works with Vice President, Secretary, and Treasurer to assure that Committee and other chapter activities are being properly coordinated and that the organization is running smoothly.
- Sets tone of meetings of the membership and events as appropriate to the occasion.
- Acts in the best interest of the organization.
- Sets goals for the organization in conjunction with the Board and the membership.
- Works with Chapter Board and membership to achieve these goals.
- Prepares Quarterly Reports for WTS International.
- Presides at program events and at other official Chapter functions.
- Communicates with the membership on a regular basis through the newsletter or other medium.
- Reviews and approves newsletter and meeting minutes.
- Engages in proactive succession planning in filling board positions and encouraging committees to recruit new volunteers for committees and other chapter activities.
- **Attends WTS International conference in May and represents Chapter in WTS International and President's meetings, as possible. Chapter provides funding for President to attend one (1) conference per two-year term.**
- Participates in monthly teleconference with other chapters and regional liaison.
- Participates in teleconferences with the WTS International Board.
- Ensures chapter representation on WTS International general calls and at events such as Chapter Leadership Training.
- Conveys pertinent information from WTS International to the Chapter Leadership and Membership.
- Assists in Chapter and Scholarship fundraising efforts.
- Helps identify opportunities for partnerships with organizations that support and promote goals similar to those of WTS.
- Recruits and appoints Committee Chairs and creates new Committees as needed.
- Delegates duties and responsibilities to Board Members and Committee Chairs.
- Initiates the removal of Chairs, when agreed upon by a majority of Board members, including associated actions and associated tasks (drafting letter, etc).
- Writes "thank you" letters to corporate members, program speakers, and official correspondence and press releases generated by the chapter. (This responsibility may also be delegated, as appropriate, to the Secretary or appropriate committee chairs/board members.)
- Tracks chapter materials (e.g., banners, stationery, WTS logo items) and order chapter supplies as needed.
- Notifies Recognition Award recipients, but not the scholarship recipients.
- Approves the use of the Chapter's credit card or other expenditures not otherwise approved by the Treasurer.
- Obtains and maintains with the bank authorized signatures on all financial accounts. (Other Officers authorized to sign checks include the Vice President and Immediate Past President.)
- Fulfills the Chapter Treasurer's Duties and Responsibilities in the Chapter Treasurer's absence.
- **Oversees the Programs committee and Diversity Committee/Chair.**
- Coordinates all materials to be available at the program events or delegates the tasks.

3.2 Vice President

In addition to the responsibilities set forth in the by-laws, the Vice President:

- Presides in the absence of the President.
- Oversees the Scholarship, TransportationYOU, and Awards/Recognitions Committees and participates in Committee meetings as much as possible.
- Attends Chapter Board Meetings.
- Assists the President in planning overall goals and strategies for the Chapter.
- Assists President in conveying pertinent information from WTS International.
- Assists President and engage in proactive succession planning in filling board positions and encouraging committees to recruit new volunteers for committees and other Chapter activities.
- Attends WTS Conference and Chapter Leadership Training when possible.
- Coordinates and maintains the Chapter Structure and Position Descriptions with the help of the Secretary.
- Signs checks from the Treasurer when the President is unavailable or when the check is made payable to the President. May not sign checks made payable to the Vice President.

Standing Committee Chairs Nominations/Elections:

- Gathers nomination information and develops ballots.
- Tabulates the results of the ballot.
- Certifies the results at the following Board Meeting.
- If a run-off election is required, oversees the preparation, distribution and tabulation of the necessary ballot and votes.

3.3 Secretary

In addition to the responsibilities set forth in the by-laws, the Secretary:

- Attend Chapter Board Meetings.
- Oversees the Communication, Historian, and Chapter Liaisons Committees.
- Prepares minutes of monthly Board meetings, which include the individuals present, discussion points, decision reached, actions agreed upon, and timetable for activities.
- Provides draft minutes from the preceding Board meetings.
- Maintains permanent records of minutes, bylaws, policies and procedures guidelines, and other relevant information.
- Notifies Board members of pending meetings, asks for updates, and distributes agenda, previous meeting minutes, and any other pre-meeting materials.
- Maintains a roster of volunteers.
- Keep records from past programs, events, and other committee activities.
- Assumes any duties assigned by the President and/or Vice President.
- Coordinates with Communications to update and maintain the Chapter's section of WTS International's website.
- Manages stationery needs, chapter logos, and other supplies.
- Maintains a Total Contact email list and updates Constant Contact list for non-members who attend Chapter luncheons and/or are targeted for recruiting. Provides e-mail list to Membership Chair for membership drives and Communication Chair.
- Develops and maintains Chapter Roster of Board Members and Committee Chairs.

- Requests or downloads member e-mail list from WTS International and updates Chapter membership e-mail list in Constant Contact.
- Reviews Membership Reports in conjunction with Treasurer and Membership Chair to identify new members.
- Provides independent review of Pay-Pal and Checking account statements.
- Oversees the Communications Committee Chairs, Chapter Liaisons, and Historian.

3.4 Treasurer

In addition to the responsibilities set forth in the by-laws, the Treasurer:

- Attends Chapter Board Meetings.
- Oversees the Membership, Corporate Sponsorship, and Foundation Fundraising Committees.
- Provides receipts for attendees of Program Events.
- Becomes familiar with any Treasurers' Training materials provided by WTS International, and the rules of WTS Foundation surrounding use of funds, fundraising and awarding scholarships.
- Prepares and updates the Chapter's annual budget with input and assistance from the Board and for the Board's review and final approval.
- Follows-up with WTS International regarding the payment to the Central PA Chapter for the Chapter portion (rebates) of membership dues.
- Anticipates necessary cash flow requirements based on routine expenses and income.
- Reviews planned expenditures with the Board and discusses the advisability of such expenditures based on available or anticipated net balance.
- Brings spending trends to the Board's attention.
- Informs the Board (and the membership, as necessary) of all eligible reimbursement items/expenditures of Chapter business and of all requirements (i.e. receipts) which must be met for an item to be reimbursed.
- Obtains receipts for all bills and pays all bills promptly in coordination with the President, Vice President, or Immediate past president (for Signature).
- Reviews the accuracy and legitimacy of all bills and receipts prior to disbursement of funds.
- Maintains accurate and detailed records of expenditures and receipts.
- Reviews receipts from Chapter activities, and makes sure they are properly reconciled prior to deposit.
- Invoices those individuals and organizations who owe money to the chapter.
- Prepares a monthly report for each Board meeting that shows expenditures and revenues to date as compared to budgeted amounts. This report is attached to the meeting minutes.
- Complete tax forms (IRS 990) annually and submit to IRS by requested date.
- Files reports to the state/local agencies as needed.
- Keeps the President and Board informed of all relevant activities.
- Recommends changes in accounts (e.g. transferring funds to or from savings, money market or certificate of deposit accounts, and opening and closing of accounts).
- Maintains records on DropBox for periodic review by the President and Board.
- Serves as the account manager for the Chapter's credit card, PayPal account, or other account obligations.
- Serves as liaison between WTS International and the Chapter for all financial matters and concerns.
- Coordinates requests for corporate sponsorship with and through Corporate Sponsor Chair.

3.5 Immediate Past President

The responsibilities of the Past President may include:

- Offers support and advice to President and Board as needed.
- Attends Board meetings, and participates at WTS International Board level if desired.
- Participates in fundraising and contacts with local sponsors.
- Participates in organizing the Chapter's nominations/elections, works with the Vice President.
- Provides historical knowledge on Chapter's activities.
- May be requested to chair task forces or committees on which prior knowledge of the organization is a valued asset.
- Signs checks from the Treasurer when the President is unavailable or when the check is made payable to the President. May not sign checks made payable to the Immediate Past President.

Executive Board Nominations/Elections:

- The Executive Board consists of the President, Vice President, Secretary, and Treasurer.
- Gathers nomination information and develops ballots.
- Tabulates the results of the ballot.
- Certifies and shares the results at the following Board Meeting.
- If a run-off election is required, oversees the preparation, distribution and tabulation of the necessary ballot and votes.

4 Advisory Board

This Committee is a group of transportation leaders in Central PA as nominated for two-year terms by the WTS CP Board and on recommendation of sitting Advisory Board members. The members of this group are not required to be members of WTS, although membership is encouraged. This committee is responsible for:

- Develop or maintain areas of expertise (brain trust) in and for WTS, Transportation, and the Central Pennsylvania Region for the guidance of the chapter in achieving its goals and mission.
- Attend at an annual to bi-annual breakfast or lunch meetings to network and discuss the state of transportation in Central PA, Pennsylvania, and the US.
- Provide guidance to WTS CP board on future projects, funding, legislation, or other issues impacting the transportation industry and professionals in Central PA.
- Recommend possible programs, new ideas, speakers, studies, or policy decisions for WTS CP Board to consider and implement.

5 Standing Committees

Committee Chairs

- Attend Chapter Board Meetings.
- Work to engage members of the committee in the ongoing work of the Chapter by delegating tasks, creating accountability for results and supporting members' efforts by recognizing their work.

- Hold regular committee meetings or conference calls and prepares agendas in advance so that those attending are clear on the time and place of the meeting and items to be discussed.
- Start and end meetings/conference calls on time.
- Follow up on all tasks so that committee responsibilities are fulfilled.
- Assists in making the work of committees enjoyable, manageable and rewarding.
- Conducts meetings in manner that participants can share in the discussion and not allow anyone to dominate or sidetrack the agenda.
- Identify those who might be appropriate for other responsibilities in the chapter, such as board service, committee chair, etc.

5.1 Programs Committee Chair

The responsibilities of the Program Committee Chair shall be as follows:

- Establishes the Chapter program calendar, goals and objectives for the year, assuring appropriate representation of modes and organizations when planning programs; presents to the Board for approval.
- Work with the President, Technical/Professional Coordinator, Social/Networking Coordinator and Young Professionals Chair.
- Obtains necessary biographical and/or topical information for formal introduction of speakers at the program.
- Coordinates volunteers and handles registration (check-in) table during programs.
- Coordinates with the Treasurer on event attendee receipts.
- Coordinate with facilities regarding head-count, special dietary needs requests.
- Provides information to Communications for distribution in Constant Contact Announcement.
- Develops list of the “thank you” letters for each program for the President.
- Works with Communications to summarize/write-up program events for the newsletter.
- Coordinates venue reservations for regular monthly programs and for special events.
- Reviews the Event Planning Checklist and ensures that each task is delegated accordingly.
- Ensures that name tags are prepared for each program.
- Develops the registration website for events requiring advanced registration.
- Serves as the point of contact for questions related to program events.
- Develops flyers and program advertisements to publicize programs, in coordination with the Board and the Communications Committee.
- Reconciles the check-in registration sheet with the program attendees following the event. Sends the names of unpaid “No Shows” to the Treasurer to invoice for their registration.
- Provides the Board with a program summary of each event, including the number of RSVPs, walk-ins, and attendees (aggregated by members and non-members).
- Provides program planning updates to the Board during the regular officer meetings.
- Provides the Secretary with information gathered through the reservation system and the walk-ins sign-in sheet on non-members/prospective members.

5.1.1 Technical/Professional Coordinator

- Develops and manages a Technical/Professional Program that meets the needs of the Chapter and of the participants.

- Researches and develops technical events or events eligible for Professional Development Hours (PHDs).

5.1.2 Social/Networking Chair Coordinator

- Plans training materials and programs in effective Networking.
- Plans Networking events and opportunities.
- Collaborates with other organizations to plan joint events.

5.2 Young Professionals Chair

The responsibilities of the Young Professionals Chair shall be as follows:

- Conducts annual member surveys to determine member interest in participating in the Young Professionals Program.
- Develops and manages a Young Professionals Program that meets the needs of the Chapter and of the participants.
- Performs duties with the oversight of the President.

5.3 Diversity Chair

The responsibilities of the Diversity Chair shall be as follows:

- Plans and organizes special diversity seminars, workshops, and other events.
- Works with other Chairs during program planning to identify appropriate opportunities for diversity presentations.
- Assists the Membership Chair in organizing and conducting recruitment drives for new members with emphasis on diversity.
- Submits articles for publication in the Chapter newsletter on diversity, particularly during Black History, Hispanic American, Asian American, and Women's History Months.
- Develops liaison with other diverse professional groups, and encourages Chapter members to participate in the activities of such groups.
- Solicits and hosts the participation of women and minority business owners in transportation or related industries and students from area schools interested in transportation careers in WTS events.
- Makes presentations to student and professional groups on diversity in transportation.
- Assists and encourages Chapter members to serve as mentors to young minority professionals interested in the transportation industry.
- Serves as liaison to the WTS International Diversity Chair(s).
- Performs duties with the oversight of the President.

5.4 Scholarship Committee Chair

The responsibilities of the Scholarship Committee Chair shall be as follows:

- Develops a schedule for the solicitation of candidates for the undergraduate and graduate scholarships.
- Prepares correspondence to local colleges and universities and notices for the newsletter or other medium soliciting applications for the scholarship awards. The notices include a

- description of the qualifications for each award and the deadline for submitting applications and any other supporting documents needed to apply.
- Presents candidates to the Committee for their consideration and selection. The applications are and sent to the Committee. Committee members are asked to rate each applicant based on the established criteria.
 - Notifies the award recipients and notifies unsuccessful candidates of the results of the scholarship awards.
 - Maintains a current list of contacts at local colleges/universities for Chapter outreach related to potential scholarship/professional development-mentoring-internship activities.
 - Obtains a certificate with the Chapter's and the recipient's name and the scholarship being awarded for presentation at the annual Transportation Reception and Awards ceremony. The scholarship check may be sent to the recipient's college or university or presented directly to the recipient, depending on the status of the recipient's enrollment.
 - Introduces the recipients at the annual Awards Ceremony.
 - Prepares a write-up of the recipients for the Chapter newsletter and for submission to WTS International as the Chapter's nominees for the WTS International scholarship awards.
 - Considers organizing a luncheon inviting the scholarship recipients to present their research topics.
 - Coordinates with the Fundraising Chair and organizes scholarship fundraising events periodically.
 - Responsible for writing thank you letters to donors for Chapter related fundraising events and contributions.
 - Develop localized scholarship opportunities (high school, local universities, etc).
 - Identify fund generating mechanisms (Raffles, sponsors, etc) with coordination between the Foundation Fundraising Chair.
 - Performs duties with the oversight of the Vice President.

5.5 TransportationYOU Committee Chair

The responsibilities of the TransportationYOU Committee chairs shall be as follows:

- Responsible for the development of a program of activities to encourage and engage young women between ages 13-18 to get involved in STEM (science, technology, engineering, and mathematics).
- Provides coordination for engagement and interaction with local middle and high schools. Coordinates with both the school, the designated program point of contact, any speakers, and any WTS members/volunteers.
- Develops and manages a mentoring program for local high school girls. The mentoring program pairs interested students with transportation engineering professionals. Determines which program participant/mentor pair will attend the WTS International Transportation YOU annual DC Youth Summit.
- Organizes other outreach programs, such as the Girl Scouts Transportation YOU Club (a program done in partnership with the Girl Scouts in the Heart of Pennsylvania, located in Harrisburg, PA). This includes the coordination advertisements/promotional material, attendees, volunteers, and activities for these outreach programs.
- Coordinates the WTS Central PA "Transporting Minds One Book at a Time" book donation program, which donates STEM books to local school, in lieu of speaker gifts.
- Oversee the TransportationYOU Girls Scouts Program Coordinator and Mentoring Programs Coordinator.

- Performs duties with the oversight of the Vice President.

5.5.1 Girl Scouts Program Coordinator

- Works with the TransportationYOU committee to develop and maintain a TransportationYOU program in conjunction with the Girl Scouts in the Heart of Central Pennsylvania.

5.5.2 Mentoring Program Coordinator

- Works with the TransportationYOU committee to develop and maintain a TransportationYOU mentoring program.

5.6 Awards/Recognition Committee Chair

The responsibilities of the Awards/Recognitions Committee Chair shall be as follows:

- Serves as the liaison to WTS International in regards to awards and recognition.
- Prepares announcements for the newsletter and website for the solicitation of nominations for the annual Chapter Awards such as Woman of the Year, Member of the Year, Employer of the Year, etc. in coordination with the Newsletter Chair and the Website Chair. The announcements should include a description of the qualifications for each award and the deadline for submitting nominations.
- Presents potential candidates to the Board for their consideration and selection. The nominations are compiled as a packet and sent to the Board. The Board is asked to rate each nomination based on the established criteria.
- Tabulates the results of the ballot and, if a tie-breaker is required, oversees the preparation, distribution, and tabulation of the necessary tie-breaker ballot and votes.
- Notifies recipients of their selection, in conjunction with the President.
- Creates certificates or obtains engraved plaques/other gift with the recipient's name and the title of the award for presentation at the Chapter's Annual Awards and Scholarship Program.
- Provides an introduction of the recipients at the Awards and Scholarship Event Program.
- Prepares a write-up of the awardees for the Chapter newsletter and for submission to WTS International as the Chapter's nominees for the WTS International Awards.
- Performs duties with the oversight of the Vice President.

5.7 Communications Committee Chair

The responsibilities of the Communications Chair shall be as follows:

- Develops and implements a strategic marketing plan for the chapter.
- Submits articles on behalf of Chapter to WTS International publication or recommends such submissions to appropriate Chapter leaders.
- Coordinates with local media to advertise chapter events.
- Provides QA/QC review of all WTS materials.
- Establishes a system to obtain news from the Board and other Chapter members, who regularly submit items. Encourages members to provide articles of interest and suggestions for future items that they would like to see covered.
- Contacts an author of a submitted article about any significant alterations in the original text before publication.

- Compiles, edits, formats, and distributes the electronic Constant Contact newsletter. Verifies that all the information is correct, both technically and grammatically. Checks spelling, names, telephone numbers and other relevant information, including corporate partner logos.
- Assures that all the information is correct, technically and grammatically. Checks spelling, names, telephone numbers and other relevant information.
- Obtains permission for reprinting items from other publications.
- Monitors publication costs.
- Coordinates with Membership Chair to develop membership event e-mail announcement.
- Works with Secretary and Membership Chair to update Member e-mail list in Constant Contact.
- Works with Board to develop specialized distribution lists and e-mails as appropriate.
- Distributes Event Announcements and Reminders through Constant Contacts.
- Provides the WTS Logo in multiple high resolution graphic files for use in print and electronic media.
- Performs duties with the oversight of the Secretary.

5.7.1 Social Media Chair

- Providing public relations support for WTS events.
- Offering other committees communications support as needed.
- Maintains and updates the WTS Central PA Facebook, LinkedIn, and Twitter accounts.
- Checks the Chapter's email account and forwards important emails to the appropriate Committee Chair or Board member.
- Encourages the Board, Committee Chairs, and Members to post, share, and like the WTS Central PA content.

5.7.2 Website Chair

- Updates and maintains the Chapter's section of the WTS International website.
- Coordinates with Corporate Sponsor chair to upload the "Monthly Corporate Sponsor" article.
- Coordinates with the Programs Committee Chair to create and post upcoming event descriptions to the calendar.
- Uploads or drafts articles detailing past events.
- Coordinates monthly with committee members to upload necessary items for the monthly newsletter. Sends respective links to the Communications Chair.
- Uploads job posting requests from local companies.
- Updates committee member information, as necessary.

5.8 Historian

The responsibilities of the Historian shall be as follows:

- Researches and documents the WTS Central PA Chapter's history.
- Provides historical information and updates to the Website Chair for the chapter website.
- Serves as the liaison to WTS International regarding historical chapter information, statistics, and data, as requested.
- Performs duties with the oversight of the Secretary.

5.9 Chapter Liaisons

The responsibilities of the Chapter Liaison shall be as follows:

- Responsible for communication with the WTS Philadelphia, Pittsburgh and other nearby chapters (to share information and ideas, ask questions, plan events, etc.).
- Shares information about regional chapter events with the Board.
- Assists the WTS Central PA Northeast Region Representative, as needed.
- Plans joint conference calls.

5.9.1 WTS Northeast Regional Liaison

- Responsible for communication with the Northeast Region of WTS (to share information and ideas, ask questions, plan events, etc.).
- Attend Northeast Regional WTS meetings or conference calls and report back to the Board.
- Shares information about regional events with the Board.

5.9.2 WTS Central PA Engineers Week Council (CPEWC) Liaison

- Represents the Chapter on the Central PA Engineers Week Council. Helps to organize and promote activities during Engineers Week.
- Attends CPEWC meetings (typically one/month)
- Facilitates, promotes, and participates in CPEWC activities and events (including the annual Central PA Engineers Week Breakfast and Banquet).
- Reports on CPEWC activities to the Board.

5.10 Foundation Fundraising Chair

The responsibilities of the Foundation Fundraising Chair shall be as follows:

- Organizes at least one large fundraising event per year (i.e. golf outing). This includes recruiting committee members, reserving venues, creating and distributing advertisements, creating signage, etc.
- Works with the Board to identify additional fundraising opportunities.
- Organizes wine (and other miscellaneous items) raffles at the monthly programs.
- Coordinates with the Scholarship Chair and the Transportation YOU Chair to determine annual fundraising needs
- Coordinates with the Treasurer to ensure that the funds raised are distributed to the WTS International and Chapter Foundation account.
- Performs duties with the oversight of the Treasurer.

5.11 Corporate Sponsors Chair

The responsibilities of the Corporate Sponsors Chair shall be as follows:

- **Develops and updates corporate membership benefits brochure.**
- Develops and maintains the list of corporate members, contact information, term of membership as well as other information such as when profiled in the newsletter.
- **Recruits new corporate members.**
- Maintains copies of corporate sponsor logos.
- Ensures that the corporate sponsor signage is up to date and displayed at program events.

- Acknowledges contributions, through thank-you emails and ensures that contributors are greeted and given special attention at Chapter functions.
- Works with chapter leaders on corporate sponsors for program events.
- Establishes categories of program sponsorship depending on the amount or type of contribution. This may include special titles (e.g. Corporate Sponsor or “Blue Ribbon Sponsor”), special recognition at events (e.g. signs announcing sponsors or special tables), or in Chapter publications (e.g. the newsletter, flyers).
- Recommends and, with the concurrence of the Board, establishes corporate fundraising goals.
- Works with the Chapter Treasurer and Chapter Membership Chair to ensure all corporate sponsor information, membership information, and financial information is current and in compliance with WTS International.
- Coordinates with corporate sponsors to gather content for the monthly “Featured Corporate Sponsor” website articles, when applicable.
- Performs duties with the oversight of the Treasurer.

5.12 Membership Committee Chair

The responsibilities of the Membership Committee shall be as follows:

- Maintains, in coordination with the Secretary, current records on Chapter members, including names, titles, companies, addresses, telephone numbers, fax numbers, and e-mail addresses.
- Advises the Communications Chair of the names of new members for publication in the newsletter.
- Prepares reports for the Board on the number of current Chapter members, new members, and non-renewing members.
- Responds to member e-mail address changes by incorporating into local database and forwarding to WTS International.
- Arranges in coordination with the Vice President and Programs/Events Committee, at least one program annually that will be a dedicated as a membership drive (e.g., new and renewal)
- Determines, in conjunction with the Board, any necessary statistics that should be requested periodically from the membership.
- Develops and updates as necessary a “welcome email” for new Chapter members that contains Board/Committee Chair contact information, committee names, and announcement of upcoming programs
- Sends members reminders to renew membership.
- Solicits feedback from members who do not renew.
- Shares the benefits and programs of the Chapter and WTS.
- Speaks to individuals and groups interested in joining.
- Determines need for, timing of, and types of special membership drives for the Chapter and makes recommendations to the Board after coordination with any relevant Chairs. May staff a membership table during program events when available or delegates representation.
- Develops membership incentive programs- keep count of new member referrals.
- Serves as liaison to the International Membership Chairs and participates in Membership Chair conference calls, as requested.
- Attracts New Members.
- Performs duties with the oversight of the Treasurer.