

# **WTS-DC COMMITTEE CHAIRS ROLES AND RESPONSIBILITIES**

## **COMMUNICATIONS, NEWSLETTER, AND SOCIAL MEDIA COMMITTEE**

The responsibilities of the Communications, Newsletter, and Social Media Committee shall be as follows:

- Works with Vice President and program planning leads to create email blasts for upcoming events and programs.
- Updates Constant Contact monthly with new membership information from Membership Chair.
- Maintains and updates the Facebook, Twitter, and LinkedIn accounts and pages with up-to-date information, including publicizing announcements and upcoming events.
- Assures that all the information is correct, technically and grammatically. Checks spelling, names, telephone numbers and other relevant information, including up-to-date logos from corporate members.
- Publishes e-newsletters on a regular basis (bimonthly or quarterly).
- Establishes and implements a system to obtain news from the Executive Board and other Chapter members who regularly submit items.
- Ensures an article and/or photos from each WTS-DC program is published in the next newsletter.
- 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.
- Formats the newsletter.
- Obtains permission for reprinting items from other publications.
- Sends the newsletter to Secretary for posting to the website
- Distributes each newsletter via email to members and friends.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **CORPORATE RELATIONS AND PROGRAM SPONSORSHIP COMMITTEE**

The responsibilities of the Corporate Relations and Program Sponsorship Committee shall be as follows:

- Develops and updates corporate membership benefits brochure in consultation with the Board.
- 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 in consultation with the Board.
- Contacts potential, new, and renewing corporate members via phone and email to secure interest in membership.
- E-mails out membership letter and invoice.
- Acknowledges contributions through thank-you notes and ensures that contributors are greeted and given special attention at Chapter functions.
- Leads effort to secure corporate sponsors (outside of corporate members) for programs in consultation with the Board and Vice President. Sponsorship benefits may include special nametags, recognition at events (e.g. signs announcing sponsors or special tables), or in the Chapter newsletter.
- Recommends and, with the concurrence of the Executive Board, establishes corporate fundraising goals.
- Ensures that the corporate members sign is up to date and displayed at program events.
- Maintains copies of the corporate member logos.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **DIVERSITY COMMITTEE**

The responsibilities of the Diversity Committee shall be as follows:

- Arranges in coordination with the Vice President at least one program annually with a diversity focus, including age, gender, ethnicity, race, disability, etc.
- Reaches out to and secures speakers and program panelists.
- Works with the Vice President and Communications, Newsletter, and Social Media Committee to develop invitations to diversity programs.
- Answers questions regarding the arrangements for program events.
- Utilizes the programs planning checklist to work with the appropriate program planning partners in a timely and logical manner.
- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Drafts thank you notes to program speakers for the President's signature.
- Keeps the Executive Board informed of plans and progress, coordinating with them on publicity, funding, strategy, scheduling and other logistical needs.
- Provides program updates and calendar summary report to the Board prior to each meeting.
- Works with other Committees during program planning to identify appropriate opportunities for diversity presentations.
- Assists the Membership Committee 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 a relationship with other diverse professional groups, and encourages Chapter members to participate in the activities of such groups.
- Solicits and hosts the participation in Chapter activities of women and minority business owners in transportation or related industries and, in coordination with the Transportation YOU Committee, 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.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **HOLIDAY PARTY COMMITTEE**

The responsibilities of the Holiday Party Committee shall be as follows:

- Secures location, catering, music, decorations, and favors for the event.
- Reaches out to and secures program speakers.
- Provides updates and calendar summary report to the Board prior to each meeting.
- Utilizes the programs planning checklist to work with the appropriate program planning partners in a timely and logical manner.
- Develops the invitations and work with the Communications, Newsletter, and Social Media Committee for distribution.
- Coordinates with the Corporate Relations and Program Sponsorship Committee to procure corporate sponsors for the event.
- Creates and prints program.
- Works with Program Logistics Committee to secure volunteers for check-in table and other roles (photographer, set-up, clean-up, etc.).
- Keeps the Executive Board informed of plans and progress, coordinating with them on publicity, funding, strategy, scheduling and other logistical needs.
- Answers questions regarding the arrangements for program events.
- Drafts thank you notes to program speakers for the President's signature.

- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **LEGISLATIVE COMMITTEE**

The responsibilities of the Legislative Committee shall be as follows:

- Arranges in coordination with the Vice President at least one program annually with a legislative focus.
- Reaches out to and secures speakers and program panelists.
- Works with the Vice President and Communications, Newsletter, and Social Media Committee to develop invitations to legislative programs.
- Answers questions regarding the arrangements for program events.
- Utilizes the programs planning checklist to work with the appropriate program planning partners in a timely and logical manner.
- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Drafts thank you notes to program speakers for the President's signature.
- Provides program updates and calendar summary report to the Board prior to each meeting.
- Keeps the Executive Board informed of plans and progress, coordinating with them on publicity, funding, strategy, scheduling and other logistical needs.
- Maintains a contact list of Congressional and Administration transportation officials and staff.
- Prepares legislative news items for submission to the newsletter.
- When requested, assists other WTS chapters and WTS International in obtaining legislative updates for newsletters.
- Acts as the liaison between Capitol Hill and the Chapter.
- Provides networking opportunities between members and Congressional staff.
- Coordinates with other organizations on possible joint legislative programs.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **MEMBERSHIP COMMITTEE**

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. Also maintains the VIP list.
- Advises the Communications, Newsletter, and Social Media Committee of the names of new members for publication in the newsletter.
- Prepares reports for the Executive Board on the number of current Chapter members, new members, and non-renewing members.
- Determines, in conjunction with the Executive Board, any necessary statistics that should be requested periodically from the membership. Develops format for the statistics and questionnaire and coordinates with the Executive Board.
- In consultation with the Board, develops and maintains a "member benefits brochure" and ensures this information and an invitation to join WTS-DC is provided to potential members, and is available at each "open" chapter event.
- Develops and updates as necessary a welcome package for new Chapter members that includes the most recent newsletter and announcements of upcoming programs.
- Provides the Communications, Newsletter, and Social Media Committee with a monthly list of new members for updating Constant Contact.

- Determines need for, timing of, and types of special membership drives for the Chapter and makes recommendations to the Executive Board after coordination with any relevant committees. Staffs a membership table during program events when available or delegates representation.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **MENTORING COMMITTEE**

The responsibilities of the Mentoring Committee shall be as follows:

- With the approval of the Executive Board, establishes Chapter mentoring goals and objectives for the year based on membership concerns and interests.
- Recruits mentors and mentees according to established criteria for each role (i.e. time in the industry, position, etc.).
- Oversees and manages the Mentoring Program.
- Arranges in coordination with the Vice President at least one program annually with a mentoring focus.
- Reaches out to and secures speakers and program panelists.
- Answers questions regarding the arrangements for program events.
- Utilizes the programs planning checklist to work with the appropriate program planning partners in a timely and logical manner.
- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Drafts thank you notes to program speakers for the President's signature.
- Provides program updates and calendar summary report to the Board prior to each meeting.
- Keeps the Executive Board informed of plans and progress, coordinating with them on publicity, funding, strategy, scheduling, and other logistical needs.
- Solicits attendees' evaluation of the program and uses these evaluations for improvement of the planning and conduct of future programs.
- Periodically solicits input from Chapter members and the Executive Board to determine the need for and type of mentoring programs which will appropriately assess the members' ideas, issues, and activities.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

The responsibilities of the Professional Development Committee shall be as follows:

- Arranges in coordination with the Vice President at least one program annually with a professional development focus (such topics as mentoring, development of management skills or personal growth, i.e. effective interviewing or networking). Reaches out to and secures speakers and program panelists.
- Works with the Vice President and Communications, Newsletter, and Social Media Committee to develop invitations to professional development programs.
- Answers questions regarding the arrangements for program events.
- Utilizes the programs planning checklist to work with the appropriate program planning partners in a timely and logical manner.
- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Drafts thank you notes to program speakers for the President's signature.
- With the approval of the Executive Board, establishes Chapter professional development goals and objectives for the year based on membership concerns and interests.
- Provides program updates and calendar summary report to the Board prior to each meeting.
- Keeps the Executive Board informed of plans and progress, coordinating with them on publicity, funding, strategy, scheduling and other logistical needs.

- Solicits attendees' evaluation of programs and uses these evaluations for improvement of the planning and conduct of future programs.
- Periodically solicits input from Chapter members and the Executive Board to determine the need for and type of professional development programs which will appropriately assess the members' ideas, issues, and activities.
- Maintains ongoing record of members' professional development ideas, issues, and activities used for planning of future programs.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **PROGRAM LOGISTICS COMMITTEE**

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

- Handles reservations for monthly programs and other special events.
- Answers questions regarding the arrangements for program events.
- Checks the registration RSVP system.
- Sends confirmation e-mails to those people who have reserved.
- Ensures that name tags are prepared for each program.
- Coordinates volunteers and handles registration (check-in) table during the programs.
- Reconciles the check-in registration sheet with program attendees. Sends the names of "no shows" to the Treasurer for invoicing.
- Provides the Board with a summary of each event, including the number of RSVPs, walk-ins, and attendees (broken down by members and non-members).
- Provides the Membership Committee with information gathered through the reservation system and the walk-ins sign-in sheet on non-members/prospective members.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

## **RECOGNITIONS COMMITTEE**

The responsibilities of the Recognitions Committee shall be as follows:

- Periodically reviews and reports to the Board on potential refinements to the Chapter's recognitions categories.
- Prepares notices for the newsletter, website, and eblast soliciting nominations for all Chapter award categories. The notices should include a description of the qualifications for each award and the deadline for submitting nominations.
- Assembles an ad hoc review committee of WTS-DC members to evaluate and score nominations.
- Presents candidates to the ad hoc review committee for their consideration and selection. The review committee is asked to rate each nomination based on the established criteria.
- Tabulates the results of the ad hoc committee's review. The nominations and scores are compiled as a packet and sent to the Executive Board.
- Certifies the nomination review results at the November Board Meeting.
- If a run-off election is required, oversees the preparation, distribution, and tabulation of the necessary ballot and votes.
- Notifies award recipients in conjunction with the President.
- Obtains an engraved plaque or other gift with the Chapter's and the recipient's name and the title of the award for presentation at the Chapters annual awards ceremony.
- Presents the plaque/gift to each recipient at the awards ceremony.
- Prepares a write-up of the awardees for the awards ceremony program, Chapter newsletter, Annual Report, and for submission to WTS International as the Chapter's nominees for the WTS International Awards.

## **SCHOLARSHIP AND FUNDRAISING COMMITTEE**

The responsibilities of the Scholarship and Fundraising Committee shall be as follows:

- Arranges in coordination with the Vice President at least one scholarship fundraising event annually.
- Reaches out to and secures speakers and program panelists.
- Answers questions regarding the arrangements for program events.
- Utilizes the programs planning checklist to work with the appropriate program planning partners in a timely and logical manner.
- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Provides program updates and calendar summary report to the Board prior to each meeting.
- Works with the Vice President and Communications, Newsletter, and Social Media Committee to develop invitations to scholarship fundraising programs.
- Provides letters of acknowledgement to all Scholarship Fund donors for amounts exceeding \$250. The Chapter's Federal Tax ID number needs to be included in these letters.
- Solicits members and corporations for silent auction items at the Holiday Party and other programs as needed.
- Creates information and bid sheets for each silent auction item.
- Collects silent auction items and delivers them to the program venue.
- Drafts thank you notes to silent auction item donors for the President's signature.
- Develops a schedule for the solicitation of candidates for the high school, undergraduate, and graduate scholarships.
- Prepares correspondence to local high schools, colleges, and universities and notices for the newsletter and website 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.
- Maintains a current list of contacts at local high schools, colleges, and universities for Chapter outreach related to potential scholarship/professional development-mentoring-internship activities.
- Organizes an ad hoc scholarship review committee of WTS-DC members.
- Compiles scholarship applications for consideration and selection. The review committee is asked to rate each nomination based on the established criteria.
- Tabulates the results of the ad hoc committee's review. The nominations and scores are compiled as a packet and sent to the Executive Board.
- Presents recommendations for scholarship winners to the Board for their approval.
- Notifies the award recipients and unsuccessful candidates of the results of the scholarship awards.
- Obtains a certificate with the Chapter's and the recipient's name and the scholarship being awarded for presentation at the annual awards ceremony. The scholarship check may be sent to the recipient's educational institution or presented directly to the recipient, depending on the status of the recipient's enrollment.
- Presents certificates/checks to the recipients at the annual awards ceremony.
- Prepares a write-up of the recipients for the awards ceremony program, Chapter newsletter, Annual Report, and for submission to WTS International as the Chapter's nominees for the WTS International scholarship awards.
- Organizes a brown bag luncheon inviting the scholarship recipients to present their research topics.

## **TRANSPORTATION YOU COMMITTEE**

The responsibilities of the Transportation YOU Committee shall be as follows:

- Oversees and manages the Transportation YOU Program, a hands-on, interactive, mentoring program that offers girls ages 13-18 an introduction to a wide variety of transportation careers.
- Offers programs and activities that will spark girls' interest in all modes of transportation and encourage them to take courses in science, technology, engineering, and math (STEM).

- Provides activities, speakers, and assistance to help students prepare for college.
- Reaches out to and secures speakers and program panelists.
- Answers questions regarding the arrangements for program events.
- Works with the Communications, Newsletter, and Social Media Committee to summarize/write-up program events for the newsletter.
- Builds and maintains relationships with local high schools to learn how WTS-DC can best support the mentoring of girl in STEM.
- Locates a mentor/mentee pair to participate in the Transportation YOU DC Summit, should the Board vote to participate in this program (vote required annually).
- Organizes a brown bag luncheon inviting the Transportation YOU DC Summit student attendee to discuss her experience in the program.
- Provides program updates and calendar summary report to the Board prior to each meeting.
- Keeps the Executive Board informed of plans and progress, coordinating with them on publicity, funding, strategy, scheduling and other logistical needs.
- Solicits attendees' evaluation of the program and uses these evaluations for improvement of the planning and conduct of future programs.
- Drafts thank you notes to program speakers for the President's signature.
- Prepares a write-up at the end of the year for the Chapter's Annual Report.

### **ADVISOR TO THE BOARD**

- Purpose: WTS-DC may maintain a small group of longtime members and transportation leaders to advise the Board on Chapter activities and initiatives. To be eligible to be an Advisor, the member must have served on the Board for at least 5 years or in more than one capacity. Advisors are appointed by the Chapter President on an annual basis and serve a term of one year. Advisors may continue to serve after one year if reappointed by the President.

The responsibilities of the Advisors shall be as follows:

- Provide counsel and direction on WTS-DC activities
- Use institutional and industry knowledge to advise Chapter decisions
- Work with any committees and the Executive Board as necessary