

## ALL COMMITTEE CHAIRS

Works to establish committee and engage committee members 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, as necessary, 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.
- All committee chairs are welcome to join the monthly Board Meeting (schedule TBD, ½ virtual and ½ in-person)
- Follow up on all tasks so that committee responsibilities are fulfilled.
- Assists in making the work of committees enjoyable, manageable and rewarding.
- Establishes a committee and engages with members to share workload and ideas.
- Conducts meetings in manner that participants can share in the discussion and not allow anyone to dominate or sidetrack the agenda.
- Serve as liaison to WTSI Committees which they represent.
- Identifies those who might be appropriate for other responsibilities in the chapter, such as board service, committee chair, etc.
- Attend Chapter events and promote WTS and WTSI while supporting our mission.
- Have fun and watch our chapter grow! Feel proud about WTS Houston and the strides we have made in a few years! Stay connected and network with amazing women and men, while fortifying your career!



### SPONSORSHIP CHAIR

The Sponsorship Chair falls under the Vice President (VP) and has the following responsibilities:

- Provide updates and communicate regularly with VP.
- Provide budget for yearly activities and anticipated sponsorship income.
- Updates sponsorship benefits brochure and application.
- Develops and maintains the list of corporate members, contact information, term of membership as well as other information such as when profiled in the sponsorship application.
- Recruits new corporate members and maintains existing sponsors.
- Recruit committee members and engage committee with tasks.
- Acknowledges contributions, through thank-you notes and ensures that contributors are greeted and given special attention at Chapter functions.
- Works with chapter leaders on corporate sponsors for program events.
- Works with the WTS Board of Directors to update sponsorships including sponsorship levels, prices and associated benefits for corporate and agency sponsors, as needed.
- Recommends and, with the concurrence of the Board of Directors, establishes corporate fundraising goals.
- Coordinates the Sponsorship reception event, typically held in Q4.
- Handles the corporate sponsors sign-in at the Sponsorship reception and other sponsorship events.
- Lead the effort on Annual Sponsorship collections to make sure payment has been collected from all corporate sponsors before the WTS Houston sponsors banner is printed at the beginning of the year. The Treasurer will work closely with the Corporate Sponsors Chair to accomplish this goal.
- Create annual sponsors' banners. Work with sponsors for any logo updates.
- Provide list of designated members to the Director of Membership and the Membership Committee Chair for registration/renewal.
- Provide goal and budget assessment at years' end.



### FINANCE CHAIR

The Finance Chair falls under the Treasurer and has the following responsibilities:

- Provide input on budget for yearly activities.
- Serve as the lead in greeting and running the check-in table at monthly luncheons.
  - Collect payments cash/credit using squares for “pay at door” attendees
  - Check if walk-ins can attend event (we sometimes have a full house and need to turn people down at door), but coordinate with Programs about occupancy.
  - Let treasurer know names of “No-shows” and turn in cash payments and vouchers to treasurer after meeting or send scan via email.
  - Stay at table during luncheon to check-in late attendees
- Provide support for additional events that may be hosted by the Membership, Programs, or Sponsorship Committee if event requires fees. Support may include organizing name tags and assisting at the check-in table.
- Facilitate seating arrangements for the speaker’s table. List of people and associated company at the speaker’s table is typically provided by the President, Vice President, or Immediate Past President.
- Serve as the contact for sign-in, place cards for speakers and guests, name tags.
  - Bring name tags for attendees to fill out their own information
  - Set up usually takes 10-15 minutes, so be at events at least 20 minutes earlier.
  - Coordinate with Treasurer or other Finance co-chair to handle the table in your absence.
- Provide goal and budget assessment at years’ end.
  - Typical budget items are name tags



### COMMUNICATIONS CHAIR

The Communications Chair falls under the Secretary and has the following responsibilities:

- Provide input on budget for yearly activities.
- Complete internal QC - Assures that all the information in emails is correct, technically and grammatically. Checks spelling, names, telephone numbers and other relevant information. Includes those who submitted articles/information.
- Emails for Programs and Other Chapter Events
  - Sends out emails for the Chapter
  - Provide technical assistance to other Committees on Constant Contact to develop event “blasts”
  - Coordinate the schedule of email “blasts” for activities so there are not “too many” within the week
  - Confirm emails “blasts” are sent out on schedule.
- Obtains permission for reprinting items from other publications, as necessary.
- Maintains lists in Constant Contact of each distribution type (members only, etc).

**Communications Chair: ~4 hours/month; requires quick turnaround time and monitoring of email**

### NEWSLETTER CHAIR

The Newsletter Chair falls under the Secretary and has the following responsibilities:

- Preparation of the Quarterly Newsletters:
  - Work with the President to add ‘A note from the President’ section.
  - Coordinate with Programs and other committees for:
    - Upcoming events
    - Announcements
    - Member Highlights
    - Summary of previous events
  - Identify and coordinate biography/photo for Member Spotlight portion of the newsletter.
  - Coordinate Technical Corner section of newsletter - Encourages members to provide articles of interest and suggestions for future items that they would like to see covered.
  - Format newsletter in Constant Contact
  - Send draft to Board for review and incorporate revisions prior to Chapter distribution

**Newsletter Chair: ~8-12 hours/4x per year (every 3 months)**

### SOCIAL MEDIA CHAIR

The Social Media Chair falls under the Secretary and has the following responsibilities:

- Provides “regular” posts social media on Chapter LinkedIn and Facebooks accounts. Posts may include:



- Photos from events
- Graphics with Chapter announcements
- Links to Chapter events
- Special announcements
- Works with the Secretary and committee members to maintain or supervise maintenance of Chapter Website. Keep the website current (updating pictures, board, chairs, events, PDH certificates).
- While the social media chair develops content for posts, content may come from other chairs and from the Board of Directors.

**Social Media Chair: ~1-2 hours/month, depending on the number of events.**

### **WEBSITE CHAIR**

- Works with the Secretary and committee members to maintain or supervise maintenance of Chapter Website. Keep the website current (updating pictures, board, chairs, events, PDH certificates).

**Website Chair: ~1 hour/month**



### PROGRAMS CHAIR

The Programs Chair falls under the Director of Programs and has the following responsibilities:

- **Attend monthly luncheons and occasional events hosted by other committees. 2-3 hr/month Arrive early to luncheons for set up of A/V materials.**
  - If conflicts arise able to coordinate with Director of Programs or Professional Development Chair to attend to monthly luncheon needs.
- Provide input on budget for yearly activities.
- Work with the Director of Programs to plan and arrange speakers at regular monthly luncheons.
- In consultation with the Director of Programs, strategically consider speakers, panels and topics for the entire year.
- Support Director of Programs in managing online event registration.
- Create Save-the-Date flyer for each luncheon 60 days prior to event. Submits to the Communications Chair as email content.
- Creates program information and provides to the communication chair.
- Print event programs and PDH certificates.
- Provide PDH certificates to designated board member for upload to the chapter website.
- Assists the Director of Programs to collect the speaker's bio, speaker's picture, name of speaker's guest, and creates rolling PowerPoint presentation with sponsor logos, upcoming events, and member highlights.
- Assists in selecting lunch menu with healthy, vegetarian and gluten free options.
- Arranges A/V needs for the PowerPoint, speaker's presentation and presentation clicker.
- Maintains a list of luncheons including number of attendees and cost of the event.
- Coordinates list of registrants with the Hospitality Committee.
- Dates will be confirmed by the Board of Directors for the luncheons so that no overlap of other special events, etc., will conflict with luncheons.
- To ensure good attendance coordinate with the Communications Chair to ensure early advertising of the event.
- Provide goal and budget assessment at years' end.



### PROFESSIONAL DEVELOPMENT CHAIR

The Professional Development Chair falls under the Director of Programs and has the following responsibilities:

- Plan and implement up to two Professional Development events (technical luncheons and/or tours) throughout the year.
- Provide budget for planned events.
- Coordinate logistics for location, lunch, and transportation, as needed, for professional development tours and events within approved budget.
- Sets up and handles the online event registration for tours and events.
- Maintains open communication with Director of Programs on plans and progress.
- Arrange a technical speaker.
- Creates Save-the-Date flyer 60 days prior to event and coordinate with Communications Chair for emails/advertising.
- Creates program information and provides to communication chair.
- Print programs and PDH certificates for professional development tours and events.
- Provide PDF of PDH certificate to designated board member for uploading to chapter website.
- Collects the speaker's bio, speaker's picture, name of speaker's guest, and creates rolling PowerPoint presentation with sponsor logos and upcoming events.
- Arranges A/V needs for the PowerPoint and speaker's presentation.
- Maintains a list of events including number of attendees and cost of the event.
- Coordinates list of registrants with Hospitality Committee.
- Serve as the contact for sign-in, place cards for speakers and guests, name tags, screen set up, podium set up, easels, photographer, AV and sound equipment set up, arrangements and assistance with programs committee.
- Provide goal and budget assessment at years' end.



## **SCHOLARSHIP & AWARDS GALA CHAIR**

The Scholarship and Awards Gala Chair falls under the Director of Student Relations and has the following responsibilities:

- Establishes event budget.
- Identify potential venues, perform site visits, and serve as the liaison between the venue and the Chapter.
- Sets up and handles the event registration online.
- Assist in identifying and arranging a guest speaker(s) for the gala in coordination with the Board of Directors.
- Create Save-the-Date flyer 60 days prior to event and provide to Communications Chair for emailing/advertising.
- Creates program information and provides to communication chair.
- Coordinate program printing.
- Collects the speaker's bio, speaker's picture, name of speaker's guest, and creates rolling PowerPoint presentation with international, corporate, agency and event sponsor logos and upcoming events.
- Coordinates event sponsorship levels and associated benefits with the Board of Directors.
- Maintains an organized list of event sponsors, points of contact, registrants, and special guests.
- Maintains a detailed spreadsheet of expenses and revenue for the event.
- Collect the award winners' bios and pictures.
- Facilitates the ordering of awards and engraving with the recipient's name and the title of the award for presentation. Review proofs of engraving with the Director of Student Relations and the President. Must have approval from all parties before proceeding with ordering and payment.
- Coordinate decorations, flowers, and necessary signage.
- Coordinates silent auction fundraiser along with Scholarship Chair and silent auction coordinator.
- Selects menu with healthy, vegetarian and gluten free options.
- Arranges A/V needs for the PowerPoint and Speaker's presentation.
- Coordinate with Hospitality Committee for name tags and check-in table.
- Serve as the contact for sign-in, place cards for speakers and guests, name tags, screen set up, podium set up, easels, photographer, AV and sound equipment set up, arrangements and assistance with programs committee.
- Provide goal and budget assessment at years' end.





### MEMBERSHIP CHAIR

The Membership Chair falls under the Director of Membership and has the following responsibilities:

- Provide input on budget for annual activities.
- Maintains current records on Chapter members, including names, titles, companies, addresses, telephone numbers, and e-mail addresses which is provided monthly by WTSI. Assist the communications Director and communications chair in maintaining the distribution list.
- Develops format for a membership questionnaire and provides data to the board.
- Develops and sends out information to potential members discussing the benefits of WTS and inviting them to events and to become members.
- Develops and updates as necessary “welcome package” for new Chapter members that includes the most recent annual report (if available), announcement of upcoming programs, and the link to the Chapter’s membership directory.
- Determines need for, timing of, and types of special membership drives for the Chapter and makes recommendations to the Board of Directors after coordination with any relevant Chairs.
- Answers questions at events about membership and benefits.
- Participates in membership calls, as necessary, and serves as liaison for International/Chapter membership communications and issues.
- Recruits new members and maintain existing memberships.
- Promote membership involvement and mentoring with special events, webinars, leadership events, conventions.
- Be the welcoming committee to speakers, guests and members.
- Provide goal and budget assessment at years’ end.
- Process designated memberships, especially during the February to April timeframe

**Membership Chair: ~5-10 hour/month**



### MENTORSHIP CHAIR

The Mentorship Chair falls under the Director of Community and has the following responsibilities:

- Provide budget for yearly activities.
- Provide goal and budget assessment at years' end.
- Establish mentor and mentee applications and participation criteria.
- Match mentor/mentee pairs based on established criteria.
- Develop annual curriculum.
- Schedules and facilitates a Mentorship Program Kick-off event and Graduation event
- Coordinates monthly check-in surveys for program participants



### STEM CHAIR

The STEM Chair falls under the Director of Membership and has the following responsibilities:

- Provide a budget for yearly activities.
- Plan Transportation YOU for programs for young women high school ages 15-18.
- Create programs for the students to either learn from an industry tour or a separate program designed just for educational purposes in the fields of Science, technology, engineering, and mathematics (STEM), with our main emphasis on transportation.
- Draft programs for the WTS Houston Board of Directors to approve. Glean information from WTS International webinar calls. Report any viable information to your committee.
- Develop relationships between STEM programs at local Universities and WTS Houston.
- Stay focused on a small number of schools during the year and make each one dynamic and comprehensive. Plan details thoroughly. Engage volunteers.
- The STEM committee may facilitate a one-on-one mentorship scenario with young women from local schools so they have a WTS member to 'buddy' with at WTS events.
- Design a strategic plan to develop a sustainable program that will last year after year.
- Develop a power point presentation or use the WTS Houston video to take with you while visiting teachers at local schools so they can learn the industry, careers associated with Transportation and the mission and vision of WTS International.
- Collect brochures from WTSI on Transportation YOU to distribute.
- Research on WTS International's website to learn what other chapters have accomplished to have successful Transportation YOU programs.
- Provide goal and budget assessment at years' end.

**STEM Chair: ~5-10 hour/month**



### Website Chair: ~1 hour/month

## SCHOLARSHIPS CHAIR

The Scholarships Chair falls under the Director of Student Relations and has the following responsibilities:

- Prepare a monthly budget for yearly activities.
- Develop a schedule for the solicitation of scholarship candidates for the high school, technical school, junior college, undergraduate and graduate scholarships.
- Prepare correspondence to local high schools, technical colleges, junior colleges, 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.
- Notify the award recipients and notifies unsuccessful candidates of the results of the scholarship awards.
- Obtain a certificate with the Chapter's and the recipient's name and the scholarship being awarded for presentation at the WTS Houston Annual Scholarship & Awards Event. 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.
- Prepare a write-up of the recipients for the Chapter newsletter and Annual Report (when applicable) and for submission to WTS International as the Chapter's nominees for the WTS International scholarship awards.
- Organize a brown bag luncheon (or other similar event) inviting the scholarship recipients to present their research topics.
- Organize scholarship fundraising events periodically. Participate in the Annual Scholarship and Awards Event scholarship fundraiser.
- Provide goal and budget assessment at years' end.



### STUDENT CHAPTERS CHAIR

The Student Chapters Chair falls under the Director of Student Relations and has the following responsibilities:

- The Student Chapters Chair is focused on maintaining our connection with our student chapters (e.g., serve as a liaison between professional Chapter and university chapters) and helping new student chapters get started at local Universities (if there is an interest).
- WTS Houston currently has three student chapters: Prairie View A&M, Texas A&M, and TSU.
- Prepare a monthly budget for yearly activities.
- Work to develop a student chapter at University of Houston (if there is interest.)
- Organize at least one on-campus student recruitment event or professional coaching event each school year.
- Seek opportunities to further expand student participation through partnerships with university faculty or other student/young professional groups.
- Invite students to participate in non-members events.
- Help students become Student Members of WTS. (Note: student memberships are now free, so this task is much easier and can be guided by the university chapters).
- Develop a committee to facilitate communication and engagement with student chapters. Committee members could be assigned a student chapter (preferably and alumni) to serve as the main point of contact between professional chapter and student chapter).
- Provide support on programming events and obtaining/identifying speakers for student chapters.
- Provide budget and narrative at years' end.



### DIVERSITY CHAIR

The Diversity Chair falls under the Director of Community and has the following responsibilities:

- Prepare a monthly budget for yearly activities.
- Responsible for planning and facilitating the Annual Diversity Luncheon held in November:
  - Plan an extended luncheon diversity event.
  - Recruit speakers for the diversity panel.
  - Make flyers and advertise the event through the newsletter and create enthusiasm for the event.
  - Assist in developing questions for panelists to facilitate discussions.
- Promote awareness, understanding and appreciation of Diversity throughout WTS Houston.
- Educate the membership to the different types of diversity to broaden their awareness.
- Order award for Texas Trailblazer award winner (if applicable) for presentation at annual diversity event.
- Utilize the WTS newsletter to offer suggested diversity education (links to books and articles).
- Submit articles for publication in the Chapter newsletter on diversity.
- Develop liaison with other diverse professional groups and encourages Chapter members to participate in the activities of such groups.
- Solicit and host 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.
- Make presentations to student and professional groups on diversity in transportation, as requested.
- Assist and encourage Chapter members to serve as mentors to young minority professionals interested in the transportation industry.
- Serve as liaison to the International Diversity Chair.
- Recruit committee members.
- Provide goal and budget assessment at years' end.

