



## COMMITTEE DESCRIPTIONS

Committees are the backbone of the organization. The committees are led by a committee chair who is responsible for establishing and leading the committee and reports to a specific member of the Board of Directors. The following provides descriptions of the minimum responsibilities for each committee. The term of a Committee Chair shall be two (2) years.

Each committee is responsible for providing an event summary/write-up with photos within two (2) days of the event to the Board member that they report to.

### Reporting to Treasurer

#### Sponsorship Committee (Annual Sponsorships)

- Establishes committee as necessary and meets regularly with committee members.
- Solicits Annual Sponsorships via email to potential sponsors.
- Maintains a sponsor checklist for outreach and contact information for all sponsors.
- Prepares information package to send to potential sponsors.
- Coordinates sponsor billing and collections with the treasurer.
- Ensures the sponsors are promoted appropriately on the website, all social media sources, program announcements, newsletter, etc., according to sponsorship level.
- Notify Annual Sponsors of each monthly program they are eligible to attend for free and assist them in registering for the programs on time.
- Sends annual or semi-annual appreciation emails recognizing sponsors.
- Serves as a committee member for the Awards Banquet Committee.
- Create sponsorship banner to be displayed at all programs/events.
- Obtain engraved awards for all sponsors.
- Present awards to all annual sponsors at the Annual Banquet.

#### Committee Schedule

- Prepares and present Sponsorship proposal to the Board by the end of July for the following year's annual sponsorships.
- Have approved proposal and annual sponsorship forms and outreach materials by September.
- Begin Annual sponsorship outreach to current and potential sponsors in November.
- Have annual sponsorship forms and payments completed by end of January.

## **Fundraising Committee (Swings for Scholarships & Chips for Ships)**

- Establishes committee as necessary and meets regularly with committee members.
- Coordinates and works with venue to secure date and time of each fundraising event, meal options, contract, and deposit and final payment.
- Solicits event sponsorships via email to potential sponsors for each fundraising event.
- Maintain a sponsor checklist for outreach and contact information for all sponsors.
- Prepare information package to send to potential sponsors for each fundraising event.
- Coordinate sponsor billing and collections with the treasurer.
- Ensures the sponsors are promoted appropriately on the website, all social media sources, program announcements, newsletter, etc., according to sponsorship level.
- Coordinates with event sponsorships for attendees' information and assists in registering for each fundraising event.
- Creates an event sponsorship display to be displayed at each fundraising event.
- Assigns bay locations, signs, and bay numbers for all teams for Swings and assigns tables and signs for Chips events.
- Prepares name tags, display signs, sign-in sheets, etc. for each fundraising event.
- Prepares a program agenda listing times for welcome, introductions, closing remarks, etc. for each fundraising event.

### Committee Schedule

- Two (2) months prior to an event begin event sponsorship outreach.
- Four (4) weeks prior to an event send second outreach email for event sponsorship.
- One (1) week prior to an event coordinate with the venue on final headcount.

## **Reporting to Director of Advancement**

### **Scholarship Committee**

- Establishes committee, as required, and meets regularly with committee members to expand outreach for scholarships for high school, technical/community college, undergraduate, and graduate awards.
- 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.
- Expand faculty contact list for distribution of scholarship information that may include setting up in-person or virtual meetings.
- Prepares and supervises media outreach plan including providing the website text, graphics, and documents for scholarship applications and works with media consultant to provide text and outreach outline for email and social media.
- Distributes scholarship applications upon request to individuals.

- Establishes a committee to review the applications and rate each applicant based on the established criteria. The applications are then compiled as a packet and are submitted to the Board of Directors.
- Notifies the award recipients and unsuccessful candidates of the results of the scholarship awards.
- Prepares certificates to be awarded for presentation at the annual Scholarship and Awards Banquet.
- Coordinates with Treasurer and international, as appropriate, regarding check requests and distribution. 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 during the Annual Banquet & Awards Ceremony.
- Prepares a write-up of the recipients for the Chapter newsletter and Annual Report and for submission to WTS International as the Chapter's nominees for the WTS International scholarship awards.
- Participates on the Fundraising and Banquet committees.
- Follows up annually with student scholarship winners and applicants and encourages them to become active in WTS.

### **Transportation You Committee**

- Establishes committee, as required, and meets regularly with committee members.
- Fosters relationships with middle and high schools and other transportation-related professional organizations ensuring a focus on STEM.
- Works with the Board of Directors to coordinate at least two TYOU activities each year – currently 1) Eweek Girl Day with Florida's Turnpike and 2) Girl Scout Jamboree.
- Provide support to Milwee Middle School and Lyman High School.
- Provide the student participant list for each activity to the Board of Directors for inclusion in the quarterly report.
- Participates in TYOU chapter leader calls with International and provides feedback to the chapter.
- May coordinate participation in the Transportation YOU Youth Summit in Washington D.C.
- May be involved in the coordination of the chapter's participation in other student outreach activities.

### **Student Liaison Committee**

- Establishes committee, as required, and meets regularly with committee members.
- Develops a student outreach program for local colleges and universities to provide membership information and encourage students to join WTS. Targeted colleges and universities within the Central Florida area (including, but not limited to, UCF, FL Poly, FAMU-FSU Orlando campus, and UF).

- Acts as a student mentor for the organization. Answers questions, provides information, etc.
- Maintains current contact information for students interested and active in WTS.
- Provides student contact information to the Board of Directors for inclusion into the mailing list database.
- Works with the Scholarship Committee to develop a potential scholarship recipients' mailing list each year.
- Works with the Board to develop student initiatives - student geared programs, special student member rates, programs during hours that would meet the needs of students, etc.
- Attends student professional activities to present the WTS organization to students in transportation-related fields.
- Works with student organizations to collaborate on joint events on campus.

## **Reporting to Director of Diversity**

### **Community Relations Committee**

- Establishes committee, as required, and meets regularly with committee members.
- Compiles and maintains a list of local transportation organizations with contact information.
- Works with the Board of Directors and other committees to coordinate joint meetings and events with other transportation organizations.
- Obtains and reviews the calendar of events for other location transportation organizations and works with the Board of Directors to ensure date and event conflicts do not occur.
- Sends E-mail notices of WTS events to other transportation organization's main contact person.
- Works with the Board of Directors and other committee chairs to coordinate at least two community involvement activities each year. Past efforts have included volunteering for Orlando's MLK Day of Service, Second Harvest Food Bank, Clean the World, etc.
- Determine one other activity promoting education or community such as back to school drive for supplies or preparing Blessing Bag for the homeless, respectively.
- Coordinate *A Walk In Her Shoes* with Dress for Success Orlando.
- Participate in events led by other organizations such as ASCE Icebreaker, SMPS Transportation Breakfast, ASHE Sinkhole de Mayo, etc.

### **DEI Committee**

- Establishes committee, as required, and meets regularly with committee members.
- As needed, work collaboratively with standing committees to promote and encourage diversity, inclusion, and representation in local programs and initiatives.
- Promote diversity and inclusion as a core value of WTS and that exists industry wide.

- Educate young women of diverse backgrounds and capabilities to pursue careers in transportation through established programs outside of WTS.
- Provide learning resources and opportunities for membership regularly.
- Continue the small group conversations series to promote beneficial discussions for the workplace/industry (Crucial Conversations, Coffee and Conversations, etc.) and coordinate one or more similar events with the student chapters, if available.
- Collaborate with industry partner organizations and their diversity and inclusion programs, such as the Conference of Minority Transportation Officials (COMTO), Department of Transportation (DOT), Transit Research Board (TRB), American Public Transportation Association (APTA), Airport Minority Advisory Council (AMAC), American Association of Airport Executives (AAAE), National Society of Black Engineers and the Society of Professional Hispanic Engineers. Look to expand to include physically disabled groups.

## **Reporting to Director of Membership**

### **Member Relations Committee**

- Establishes committee, as required, and meets regularly with committee members.
- Obtains membership records through WTS International including member names, titles, companies, addresses, telephone numbers, and e-mail addresses.
- Provides new member contact information to the Board of Directors for inclusion into the mailing list database.
- Advises Communications of the names of new members for publication in the newsletter.
- Prepares reports for the Board of Directors on the number of current Chapter members, new members, and non-renewing members and provides a current Chapter directory.
- Determines, in conjunction with the Board of Directors, any necessary statistics that should be requested periodically from the membership. Develops a format for the statistics and questionnaire and coordinates with the Board of Directors.
- Develops and sends out information to potential members discussing the benefits of WTS and inviting them to become members.
- Develops and maintains a “welcome package” for new Chapter members that includes the most recent annual report, a copy of the by-laws, a membership directory, an announcement of upcoming programs, the latest Chapter newsletter, and the link to the Chapter’s website membership directory.
- Identifies new members and welcomes them by spotlighting them at monthly programs and meetings. Ask a current member to act as hostess to the new member.
- Determines the 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.
- Assures membership recruitment staffing and provides membership information at the registration table at program events.
- Sends renewal notices to members with expiring or expired memberships to remind them to renew their membership.

- Participates in WTS International membership calls and serves as a liaison for International/Chapter membership communications and issues.
- Solicits recommendations for Honorary Memberships and presents recommendations to the Board for consideration and approval.
- Serves on the Open House committee and hosts member-only events such as the annual general member meeting, networking socials, end-of-year member appreciation event, and activities in conjunction with other committees to provide member benefits through events in various sizes.

## Recognitions Committee

- Prepares Chapter Awards Call for Nominations notices for the newsletter, e-mail, or other medium soliciting nominations for all Chapter and International Awards. The notices should include a description of the qualifications for each award, the submittal requirements, and deadline for submitting nominations.
- Presents candidates to the Selection Committee for their consideration and selection. The nominations are compiled as a packet and sent to the Selection Committee. The Selection Committee is asked to rate each nomination based on the established criteria.
- Notifies recognition award recipients.
- Obtains an engraved award with the Chapter's and the recipient's name and the title of the award for presentation at the Chapter's annual Scholarship and Awards Banquet.
- Introduces the recipients during the Awards Ceremony.
- Prepares a write-up of the awardees for the Chapter newsletter and Annual Report, and for submission to WTS International as the Chapter's nominees for the WTS International Awards.
- Prepares displays of award recipients for display at future events, including at a minimum the Open House and Banquet.

## Reporting to Director of Professional Development

### Professional Education Committee

- Establishes committee, as required, and meets regularly with committee members.
- Works with the Board of Directors to coordinate at least two professional development activities each year. that are coordinated with the Programs Committee to avoid duplication of efforts. These may include:
  - Webinars
  - Field Visits/Facility Tours
  - Event Speaker
- Facilitates the application process for continuing education credits (PDH, CEU, etc.) for all chapter programs that qualify.
- Shares documents, news articles, videos, transcripts, and other resources that offer career and transportation industry content.
- Develops a schedule for soliciting candidates for scholarships to support attendance at the WTS International Annual Conference.

- Prepares correspondence to chapter members soliciting applications for 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.
- Establishes a committee to review the applications and rate each applicant based on the established criteria. The applications are then compiled as a packet and submitted to the Board of Directors.
- Notifies the award recipients and unsuccessful candidates of the results of the scholarship awards.
- Work with the Treasurer to make sure funds are distributed appropriately.
- Follows-up annually with attendees to make sure they post on social media from the event, provide a summary of events they attended in order to distribute relevant information back to the Chapter, and participate in a chapter position as required for the sponsorship.

### **Emerging Professionals Committee**

- Establishes committee, as required, and meets regularly with committee members.
- Works with a committee to identify protégés (WTS members only) and mentors (transportation professionals either WTS members or non-members) to participate in the program.
- Develops a curriculum for the program and enlist volunteers to facilitate the meetings.
- Provides the text, graphics, and documents for the website and works with Communications to advertise the Emerging Professionals Program.
- Establishes cross-over efforts with Directors of Diversity and Professional Development.
- Sends an E-mail announcement to all local professional associations to advertise the availability of applications for both Mentors and Protégés.
- Invites the new mentors and protégés to orientations and kick-off meetings.
- Schedules and heads up program training, meetings, events, and a Recognition/Graduation Ceremony.
- Coordinates with mentors to ensure each protégé is involved in a committee of their choice.

### **Reporting to Director of Programs**

Each quarterly program will have its own committee established and meets regularly with committee members.

#### General Duties:

- Recommends programs, formats, and guest speakers for the program year.
- Contacts and coordinates with speaker, group discussion leaders, reserves meeting facilities, makes physical room arrangements, and provides audio/video equipment, as necessary.
- Evaluates each program, analyzes evaluations, and prepares a Board Report for Board Meetings.



- Reviews the programs and events of other WTS Chapters and transportation organizations.

#### Program Arrangements for Current Programs:

- Prepares a meeting announcement for WTS events to be reviewed by the President.
- Distributes announcement to the mailing list by e-mail no less than four (4) weeks prior to each event.
- Sends a reminder e-mail two (2) weeks prior to an event.
- Provides the communications team with program information including speaker(s) biographies and pictures when available.
- Provides Communications with program information, biographies, and pictures.
- Prepares a program agenda listing times for welcome, introductions, closing remarks, etc.
- Prepares place cards and reserves table for speaker and members of the Board.
- Ensures the location for a program is ready and set up 30 minutes prior to a program start time. Set up includes setting up all necessary audio/visual equipment, microphone, podium, screen, and registration table, and securing and check the room.
- Makes contact to confirm with speaker(s) one (1) week prior to the event and arranges transportation for speaker(s) if necessary.
- Have program evaluation forms available on each table for members to complete.
- Meets and greet speaker(s) upon arrival.
- Introduces the speaker(s) at the meeting.
- Prepares thank you letters and mails them to the speaker(s) on WTS stationery, providing a copy to the President and the Secretary for the files.
- Prepares a write-up of the program for the Chapter newsletter and Annual Report with photos/graphics.

#### Events Schedule

- Two (2) months prior to an event Confirm the speaker(s)/Program
- Reserve the meeting facility
- Four (4) weeks prior to an event Prepare the meeting notices and notify the appropriate person/facility of needed room arrangements
- Two (2) weeks prior to an event Send out reminder notices
- Three (3) days prior to an event Check the room and equipment arrangements. And provide final count
- One (1) week after an event ensure thank you letters have been sent

#### **Banquet Committee**

- Establishes committee to include the president, secretary and representatives from the scholarships, recognitions, and sponsorship committees and meets regularly with committee members.
- Selects and secures venue, theme, menu, pricing, agenda, etc. based on budget.
- Coordinates with Keynote speaker that is selected by the Board of Directors.
- Coordinates all logistics with the venue.



- Works with Media committee on a full program communication plan and provides program information including speaker(s) biographies and pictures when available.
- Secures an event photographer.
- Provides Communications with program information, biographies, and pictures.
- Prepares a program agenda listing times for welcome, introductions, closing remarks, etc.
- Prepares final script and slide decks for the banquet program.
- Prepares seating chart for speaker, scholarship winners, award winners, sponsors, etc.
- Coordinates with the scholarship committee on all scholarship recipient logistics.
- Coordinates with the recognitions committee on all award recipient logistics.
- Coordinates with the sponsorship committee on all annual and banquet sponsor logistics.
- Coordinates with the secretary and communications team on all registration set-up and logistics.
- Provide photos to post on WTS website photo gallery immediately after the event.
- Prepares a write-up of the banquet for the Chapter newsletter and Annual Report with photos/graphics.