

AWARDS/RECOGNITION CHAIR. Responsible for overseeing the annual awards/recognitions honored annually by the Chapter. Responsibilities include coordinating with WTS International annually regarding applications, schedule, and Chapter nomination(s) for annual International awards; coordinating and executing outreach campaign and application dissemination for award solicitations/nominations/applicants, with support from the Communications Chair; present applications and coordinate voting by the Board of Directors; notify winners; coordinate associated gala awards material, including physical awards, attendee coordination and announcement/speech at the event; create award announcement article/content for monthly Chapter newsletter and other media needs (social, website, gala presentation slides, etc.).

COMMUNICATIONS COMMITTEE CHAIR. Responsible for overseeing the Communications Committee. Responsibilities include coordination with associated Director-at-Large, Programs Committee, Social Media Chair, Website Chair, WTS International Communications, and other Chapter Committees to ensure information is shared with Chapter members via social media, the website, and chosen communications outreach platform/email. Compiles, edits, formats, and distributes monthly Chapter newsletter. Manages monthly newsletter production schedule, internal draft review process, and content development and associated/assigned content providers. Works with Membership Chair to update email distribution list. Develops strategies for marketing the Chapter and Chapter events, including supporting Membership and Corporate Sponsors Chairs. Complies with WTS branding, and provides branding oversight to all marketing/communications material created by the Chapter.

SOCIAL MEDIA CHAIR. Part of the Communications Committee. Responsible for providing public relations support for Chapter in close coordination with the associated Director-at-Large, Communications Chair, and other Committee Chairs. Manages Chapter Facebook, LinkedIn, and Twitter accounts, creating original content to promote Chapter events, monthly corporate sponsors, news/announcements, campaigns/drives, etc. Utilizes WTS International communications material, including material packages, to promote annual events/holidays connected to WTS mission. Promotes sharing of other chapter social media content, encourages members to engage with Chapter accounts.

WEBSITE CHAIR. Part of the Communications Committee. Responsible for maintaining the Chapter's section of the WTS International website. Coordinates with Corporate Sponsor Chair, Programs Chair, and Communications Chair to publish content regularly, including management of needed content and notifying the Board of Directors through the Director-at-Large, as well as Programming, Communications, and Social Media Chairs as content goes live.

CORPORATE SPONSORSHIP CHAIR. Responsible for the engagement and management of new, renewing, and non-renewing corporate Chapter sponsors. Responsibilities include outreach to potential new sponsors in consultation with the Board; maintaining positive, engaging relationships with current sponsors, both at time of annual drive and throughout the year; updates and distributes the corporate membership benefits brochure annually in coordination with the Executive Board; leads annual Corporate Sponsorship Drive for retention and recruitment; coordinates with Chapter Treasurer and Chapter Membership Chair to ensure sponsorship and associated member and financial information is processed correctly; coordinates with sponsors and Communications, Website, and Social Media Chairs for monthly sponsor spotlight content; manages alongside Programs Chair associated special recognitions/benefits at events.

ACCESS AND ENGAGEMENT CHAIR. Responsible for overseeing the Chapter's efforts to promote access and engagement within Chapter membership, communications, and programming. Works with Programs Chair to identify opportunities for diversity seminars, workshops, and other events; use of event diversity checklist; and encourages engagement of minority business leaders for events. Assist Membership Chair in recruitment drives that emphasize diversity. Encourages mentorship of young minority professionals interested in the transportation industry.

MEMBERSHIP CHAIR. Responsible for overseeing the Membership Committee. Responsibilities include maintaining current records of Chapter members in coordination with the Secretary; preparing monthly reports on new, current, and non-renewing members; contacting non-renewing members to identify potential areas of improvement for the Chapter; coordinating new member outreach/welcome, including direct contact with new members and notification of new members to Executive Board and Newsletter Chair; and coordinating annual membership drive event and any other special drives of interest to the Chair.

PROGRAMS COMMITTEE CHAIR [Recommended Co-Chairs]. Responsible for overseeing the Programs Committee. Responsibilities include managing calendar of planned programming throughout the year, with a goal of offering members a variety of technical, professional development, diversity, and networking opportunities. Works with the Executive Board, Technical/Professional, Social/Networking, and Rotunda Coordinators within the Committee to plan and execute Chapter events. Coordinates with Communications, Social Media, and Website Chair to develop communications/outreach material before an event, and synopsis and recaps after an event. Coordinates with Corporate Sponsors Chair to ensure sponsors receive appropriate benefits and opportunities at scheduled events. Responsibilities for planning and execution of each event include oversight, or direct management of, all event details and logistics; event checklists; coordination with and confirmation of all vendors, guest speaker(s), day-of volunteers, etc.

- **BOOK DONATIONS COORDINATOR/LEAD**. Coordinate the purchase of books and send to schools as chosen by the event speaker or other designated recipient in lieu of a thank you gift. Periodically update book selections; Maintain book donation list for tracking purposes.

SCHOLARSHIP COMMITTEE CHAIR. Responsible for overseeing the Scholarship Committee. Responsibilities include an annual effort to promote the scholarship opportunities, through outreach to area schools and through Chapter members and sponsors. When provided with application material and schedule by WTS International, develop Chapter schedule for promotion, application period, review, and notification process prior to the annual awards gala. Coordinate application review process with Committee members, including voting and selecting winner(s). Additionally, work with Programs Committee Chair to coordinate logistics of awards gala with scholarship recipients and notify Communications Committee Chair for marketing/communications announcement(s) after the gala.

YOUNG PROFESSIONALS CHAIR. Responsible for the Chapter's Young Professionals Program, which connects young professional to mid- and senior-level leaders within the Chapter for mentor-mentee opportunities. Responsibilities include conducting annual survey to determine member interest in the program; developing networking/engagement opportunities and events for the Program that meet the needs of the Chapter and of the participants. Supports other young-professional-related efforts, as needed, such as support of PennDOT's shadowing program.

HISTORIAN. The Historian is responsible for documenting the Chapter's history by keeping record of Chapter events and programs, collecting photographs/images and event write-ups. Manages the Chapter Scrapbook (hard copy document). Also responsible for coordinating updates to the Chapter website with the Website Chair. Serves as WTS International liaison regarding historical chapter information, statistics, and data, as requested.

TRANSPORTATION YOU COMMITTEE CHAIR. Responsible for overseeing the Transportation You (TYOU) Committee/program, which manages a committee-developed series of events/programming/club for middle and high school girls (ages 13-18) to encourage and engage them in STEM and transportation-related topics/ideas/careers. Responsible for leading the Committee and providing oversight of schedule, budget, presentations/topics of interest, event logistics, school and nonprofit outreach, program participant coordination, and consideration for WTS International's DC Summit. Responsible for engaging Committee members and Chapter volunteers for Chapter-led TYOU programming and outside requests of TYOU for volunteers (Career/Science Fairs). Oversees Committee members who are responsible for the Mentoring Program and the Chapter's book donation program, "Transporting Minds One Book at a Time.

- **STEAM DAY COORDINATOR.** Coordinate the planning of the annual STEAM event. Responsible for organizing events, volunteers, hands-on activities, and guest speakers. Maintain list of attendees for scholarship opportunities.

FOUNDATION FUNDRAISING CHAIR. Works with the Board of Directors to identify fundraising opportunities and organizes at least one fundraising event or initiative per year. Coordinates with Scholarship Chair and TransportationYOU Chair to determine annual fundraising needs. For in-person Chapter events, organizes wine and other misc. raffles. Chair coordinates duties with the oversight of the associated Director-At-Large and works with Chapter Treasurer to check and manage the Chapter Foundation Account.

- **GALA COMMITTEE COORDINATOR/LEAD.** Responsible for leading a volunteer team in the annual effort of organizing WTS Central PA's Annual Awards and Scholarships Gala. Manages volunteers and associated responsibilities, closely monitoring event details, deadlines, budget, and logistics; including venue, catering, AV support, event registration and guest list, event program, keynote address speaker(s), and associated communications/marketing material. Coordinates with Scholarship and Annual Awards/Recognition Chair for their responsibilities associated with the event.

CHAPTER LIAISON. Responsible for communication with the area WTS Chapters, including Philadelphia, Pittsburgh, and Lehigh Valley to ask questions on behalf of Central PA Chapter, to share upcoming events, help to plan joint Chapter events, to collaborate and share ideas that may be worthwhile for all area chapters. Shares with Central PA Chapter upcoming events of liaison chapters; engages in liaison chapter's communications/outreach platforms to stay informed. Assists the WTS Central PA Northeast Regional Representative, as needed.

CPEWC REPRESENTATIVE/LIAISON. Represents the Chapter on the Central PA Engineers Week Council (CPEWC). Attends CPEWC meetings, which are typically monthly. Annually, supports Engineers Week by helping to organize, promote, and participate in activities, including the annual CPEWC Breakfast and Banquet. Coordinates Chapter volunteers for Engineers Week events and activities, as needed. Reports on CPEWC activities to associated Director-At-Large and works with Communications to capture information that should be disseminated to membership.

