WTS TAMPA BAY COMMITTEE CHAIR POSITIONS

Committees turn the chapter's goals into action. Each committee is led by a Chair who builds and engages a volunteer team, develops an annual work plan and budget as needed, coordinates activities with the assigned Officer or Director-at-Large (DAL), and provides regular updates to the Board of Directors. Committee Chairs are expected to support WTS's mission, collaborate across committees, manage chapter resources responsibly, and assist with annual reporting and leadership transition. General responsibilities include:

- Recruit and engage committee members and convene meetings as needed to accomplish the committee's work.
- Develop annual goals, activities, schedules, and budget needs in coordination with the assigned Officer, DAL, or Board liaison.
- Provide timely updates on progress, decisions, resource needs, and upcoming activities.
- Coordinate with the Communications Committee on promotions and with the Treasurer on contracts, payments, revenue, and expenses.
- Follow chapter bylaws, policies, brand standards, approval requirements, and recordkeeping practices.
- Provide event summaries, photos, outcomes, and other information needed for chapter communications, social media or the website, and the annual report.
- Maintain committee files and support an orderly transition to the incoming Chair.

Communications Committee

Purpose: Builds awareness of WTS Tampa Bay and keeps members, partners, and the broader transportation community informed and engaged.

Responsibilities:

- Develops and manages chapter communications across email, website, social media, newsletters, and other approved channels.
- Creates or coordinates event promotions, announcements, graphics, recaps, photographs, and member or sponsor recognition.
- Maintains a coordinated communications calendar and works with committee chairs to obtain accurate, timely content.
- Applies WTS branding and editorial standards and maintains current chapter information across communications platforms.

Board Liaison: Secretary

Membership Committee

Purpose: Attracts, welcomes, engages, and retains a strong and diverse chapter membership.

Responsibilities:

- Promotes WTS membership benefits and conducts member recruitment, renewal, orientation, and engagement activities.

- Welcomes new members and helps connect them with committees, programs, volunteer roles, and leadership opportunities.
- Monitors membership trends and gathers feedback to identify member needs and improve the chapter experience.
- Collaborates with the Programs and Events Committees to create meaningful networking and member-engagement opportunities.

Board liaison: DAL - Membership & Recognition

Sponsorship Committee

Purpose: Builds and stewards corporate partnerships that provide financial and in-kind support for chapter priorities.

Responsibilities:

- Develops annual sponsorship opportunities, benefits, materials, goals, and outreach plans for Board approval.
- Identifies and cultivates prospective sponsors and maintains accurate sponsor contacts, commitments, and benefit requirements.
- Coordinates invoicing and collections with the Treasurer and sponsor recognition with Communications and event committees.
- Maintains sponsor relationships through timely communication, benefit fulfillment, appreciation, and renewal outreach.
- Coordinates enrollment of memberships associated with sponsorship level with the Membership Committee Chair and Director of Membership and Recognition.

Board Liaison: Director of Membership and Recognition

Recognition Committee

Purpose: Celebrates leadership, service, and achievement within the chapter and transportation community.

Responsibilities:

- Promotes WTS International and chapter award opportunities and develops a schedule for nominations and submissions.
- Solicits and evaluates nominations using Board-approved criteria and processes.
- Prepares nomination packages and coordinates recognition of honorees through chapter events and communications.
- Maintains award records and identifies opportunities to recognize members, partners, volunteers, and industry leaders.

Board Liaison: DAL - Membership & Recognition

Events Committee

Purpose: Plans and delivers welcoming, well-organized chapter events that strengthen connections and enhance the member experience.

Responsibilities:

- Coordinates event logistics, including venues, registration, food and beverage, audiovisual needs, volunteers, signage, and day-of support.
- Develops event schedules, budgets, and logistics plans in coordination with the Programs Committee and Treasurer.
- Works with Communications, Sponsorship, and Membership to promote events, fulfill sponsor benefits, and engage attendees.
- Collects attendance information and feedback and documents event outcomes and lessons learned.

Board Liaison: DAL - Programs

Fundraising Committee

Purpose: Develops fundraising activities that support chapter scholarships, programs, and strategic priorities.

Responsibilities:

- Recommends annual fundraising goals and activities for Board approval.
- Plans and delivers fundraising campaigns or events and coordinates related logistics, sponsorships, and donor outreach.
- Works with the Treasurer to track commitments, collections, expenses, and net proceeds.
- Coordinates donor and sponsor acknowledgment and evaluates results to strengthen future fundraising efforts.

Board Liaison: DAL - Programs

Programs Committee

Purpose: Develops relevant educational, professional-development, and industry programs that advance the WTS mission.

Responsibilities:

- Develops an annual program plan informed by member interests, chapter priorities, and transportation-industry topics.
- Identifies program concepts, speakers, moderators, partners, and learning or networking objectives.
- Coordinates content and speaker logistics with the Events and Communications Committees.
- Evaluates attendance and participant feedback and recommends improvements to future programming.

Board Liaison: DAL - Programs

Scholarship Committee

Purpose: Administers chapter scholarships and advances WTS Foundation opportunities for students pursuing transportation careers.

Responsibilities:

- Promotes scholarship opportunities through educational institutions, industry partners, members, and chapter communications.
- Manages the application, review, interview, selection, and notification process using approved criteria and confidentiality practices.
- Coordinates chapter awards and eligible submissions to WTS Foundation scholarship programs.
- Engages scholarship recipients in chapter activities and maintains appropriate scholarship records and deadlines.

Board Liaison: DAL - Student Engagement

Student Chapter Committee

Purpose: Builds strong relationships with WTS student chapters and connects students with the professional transportation community.

Responsibilities:

- Serves as the chapter's primary connection to affiliated or prospective student chapters and their faculty advisers.
- Supports student chapter organization, leadership development, succession, programming, and alignment with WTS requirements.
- Connects students with mentors, speakers, technical activities, internships, scholarships, and chapter events.
- Encourages student participation in WTS and supports their transition into professional membership.

Board Liaison: DAL - Student Engagement

Transportation YOU Committee

Purpose: Introduces students to the breadth of transportation careers through hands-on learning, mentoring, and industry exposure.

Responsibilities:

- Develops age-appropriate activities, mentoring opportunities, tours, and programs consistent with Transportation YOU guidance.
- Builds relationships with schools, educators, community partners, volunteers, and transportation professionals.
- Coordinates student participation, permissions, safety requirements, volunteers, materials, and event logistics.
- Promotes related WTS opportunities and encourages continued interest in transportation, STEM, and interconnected career pathways.

Board Liaison: DAL - Student Engagement