

## WOMEN'S TRANSPORTATION SEMINAR ORANGE COUNTY CHAPTER ROLES & RESPONSIBILITIES

Updated August 31, 2020

**WTS Orange County Chapter = the Corporation WTS**

**Executive Board = International, WTS Board of**

**Directors = Corporation Directors**

**President** – Chief Executive Officer of the Corporation (Time Commitment: 20-25 hours per month)

1. Schedules and chairs all meetings of the membership and Board of Directors.
2. Supervises, directs, and controls the business and affairs of the chapter.
3. Appoints chairs of committees subject to the approval of the Board of Directors.
4. Signs with the Secretary any deeds, mortgages, bonds, contracts, or other such documents with which the Board of Directors has authorized to be executed, except in such cases where the Bylaws or statute has expressly delegated the authority to sign to some other officer of the Corporation.
5. Manage and coordinate with the Board of Directors and committee chairs.
6. Act as liaison with International WTS events, correspondence; distribute information from International to the Board of Directors, Committee Chairs, and membership as appropriate
7. Provides secondary signatory on financial matters.
8. Lead all monthly events and participate in decision making.
9. Coordinate with Hospitality Chair to sign all 'thank you' notes for sponsors.
10. Serve on December Awards Banquet Committee.

**Immediate Past President** (Time Commitment: 10 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Be available to the President for advice and information.
3. Fill in on monthly events as required for the President in the event the First Vice President is unable or choose not to act.
4. Serve in such capacities as assigned by the President.

**First Vice President** – Program Chair (Time Commitment: 20-25 hours per month)

1. Perform the duties of the President in the President's absence or in the event the President is unable or chooses not to act.
2. Attend meetings of the Board of Directors and participate in decision making.
3. Attend all Chapter events.
4. Serve as chairperson of the Program Committee.
5. Develop a program schedule for the year with suggested topics (that align with key agency initiatives, programs and/or upcoming contracts) for discussion by the Board of Directors.
6. Identify speakers and arrange for all programs to be presented at events.
7. Identify, confirm, and execute contract with venue (includes meal selection, interim/final headcounts, and related coordination for each event)
8. Coordinate flower arrangements for select receptions.
9. Make arrangements for audio/visual needs for speaker and set up audio/visual equipment prior to monthly program. Obtain speaker's presentation in advance of event and operate equipment during the meeting if necessary.
10. Confirm speaker (and meal selection) 1 month, one week and one day in advance of the event.
11. Obtain biography and headshot of speaker and introduce speakers at events.

12. Lead event flyer preparation with Graphic Designer and distribution of flyer through Communications and Hospitality Chairs.
13. Order, maintain, prepare speaker gift(s) and bring to events.
14. Prepare and send “thank-you” notes to speakers within 2 weeks post-event, including 1 to 2 photographs of the speaker “in action” within the card.
15. Ensure that photos are taken during the event and, afterward, are posted to the WTS-OC Dropbox for use by the Communications Chair on social media outlets.
16. Maintain WTS-OC Dropbox account (as primary account holder).
17. Serve on the December Awards Banquet committee.
18. Serve in such capacities as assigned by the President

**Second Vice President** – Membership Chair (Time Commitment: 8-12 hours per month)

1. Perform the duties of the President in the absence of the President and First Vice President or in the event both the President and First Vice President are unable or choose not to act.
2. Attend meetings of the Board of Directors and participate in decision making.
3. Serve as chairperson of the Membership Committee.
4. Coordinate / keep record of membership with International.
5. Maintain and update members and non-members contact list.
6. Distribute membership materials at programs.
7. Determine need for and conduct membership drive, as agreed upon by the Board of Directors.
8. Contact other chapters to learn incentives for increasing membership.
9. Contact non-renewing members to renew or find out why they choose not to renew.
10. Identify potential new members.
11. Work with Board of Directors to make “membership encouragement” calls.
12. Identify other categories of membership; determine whether to pursue (i.e., non-consultant, non-agency, student).
13. Lead and organize annual members-only event.
14. Establish and lead membership enhancement program
15. Maintain list of chapter membership benefits for distribution to members and encouragement to non-members to join.
16. Serve in such capacities as assigned by the President.

**Secretary** (Time Commitment: 10-14 hours per month)

1. Act as guardian of the corporate records.
2. Attend meetings of the Board of Directors and participate in decision making.
3. Keep the minutes of all meetings of the members and Board of Directors.
4. Distribute typed draft minutes with action items to all board members, collect comments, and prepare/distribute final minutes with action items.
5. Each month, collect Board reports the week before the Board meeting, compile a draft agenda for review by the President, and distribute the agenda packet prior to the Board meeting.
6. Maintain a current register of the post office address and/or electronic mail address of each member of the Corporation for distribution of all official correspondence and notices of the chapter, including but not limited to program notices, elections of officers, committee chairs, award recipients.
7. Maintain Bylaws, ensure Corporation is proceeding in compliance of Bylaws.
8. Ensure a current copy of the Bylaws is present at all meetings.
9. Serve in such capacities as assigned by the President.

**Treasurer** (Time Commitment: 12-16 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Take charge and custody of all funds, securities, and contracts of the Corporation including but not limited to membership dues, program fees, and sponsorship donations.
3. Receive and give receipts for money due and payable to the Corporation.
4. Deposit all such monies in the name of the Corporation in an insured depository.
5. Prepare monthly financial reports.
6. Prepare IRS filing paperwork and report to International as required.
7. Determine at beginning of year if the Board of Directors wants an annual budget.
8. Maintain and record expenditures and receivables, as necessary.
9. Forward scholarship checks to Recipients' Schools.
10. Handle mail to/from the Corporation, maintain Corporation Post Office box.
11. Coordinate/transfer money to and from WTS-Foundation.
12. Prepare quarterly and annual balance sheet and net income statement for delivery to International.
13. Serve in such capacities as assigned by the President.

**Hospitality Chair** (Time Commitment: 12-15 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Set up Eventbrite Registration for all programs.
3. Coordinate with Corporate Sponsor Chair to register event sponsors.
4. Track reservations for programs.
5. Maintain current Fastlane holder list.
6. Communicate headcount to the Board, 10 days, 7 days, and 3 days prior to an event.
7. Prepare nametags and bring to each program.
8. Welcome attendees and help with registration/name badges at events.
9. Coordinate with Corporate Sponsorship Chair to track requests for program sponsors.
10. Serve on December Awards Banquet Committee.
11. Serve in such capacities as assigned by the President.

**Mentoring Chair** (Time Commitment: 12-15 hours per month; April-July: 20+)

1. Attend meetings of the Board of Directors and participate in decision-making.
2. Establish criteria for participation in Mentoring Program, goals of program, and action plan for achieving program goals.
3. Establish program term and event schedule, in conjunction with annual planning meeting of Chair and Committee.
4. Provide oversight and direction to Mentoring Committee, which shall be comprised of individuals responsible for the following:
  - Mentee Workshops (professional development and career-enhancing presentations for mentees)
  - Mentee Mingles (Social events to help mentees connect with fellow mentees in the Program)
  - Group Events (Beginning of term and end of term events, annual group events)
  - Young Mentors (Oversee young professionals paired with college students interested in the industry)
  - Media (Take photos for website of events, prepare blog posts and related)
5. Identify and contact possible mentors/mentees with assistance of Committee and Board of Directors.
6. Plan and lead annual Pairing Meeting to pair/match the mentors and mentees.
7. Establish schedule for Committee members to check-in with each pair on a quarterly basis throughout the Program term.
8. Close annual mentor/mentee program, determine results, gather conclusions, discuss at awards program.

9. Maintain records, including participant applications, survey results, Committee roster and roster of participants for each term.
10. Prepare annual budget for program and oversee expenditures.
11. Coordinate with International Mentoring Chair.
12. Serve in such capacities as assigned by the President.

**Nominations Chair** (Time Commitment: 2-8 hrs per month, Jan-Aug: 2 hrs, Sep-Dec: 8 hrs)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Maintain list of Board of Directors and Committee Chairs including entry dates and term limits.
3. Identify and contact potential board members and committee chairs for interest in serving.
4. Solicit nominations for board members and committee chairs.
5. Solicit nominations for awards (Employer of the Year, Woman of the Year, Member of the Year, Innovative Transportation Solutions Award, Honorable Ray LaHood Award, and Rosa Parks Diversity Leadership Award of the Year).
6. Prepare schedule for election(s).
7. Prepare election materials for distribution.
8. Tally results and determine new board members, committee chairs, and award recipients.
9. Contact all nominees to inform them of the election results.
10. Prepare survey monkey for new board member slate to be distributed to membership for approval.
11. Work with President to determine gifts for award recipients. Order and obtain awards.
12. Work with President on event script for awards, presentation style, determining presenters, etc.
13. Maintain historical list of Board of Directors, committee chairs, and award recipients.
14. Serve in such capacities as assigned by the President, such as serving on the Annual Gala planning committee.

**Scholarship Chair** (Time Commitment: 4-6 hours per month from January to September; 8-10 hours per month with special event; 20+ hours per month from September to early December)

1. Attend Board of Directors and Gala Meetings and participate in decision making.
2. Update Yearly Action Plan and Lessons Learned with Committee.
3. Establish criteria for scholarships (using either Foundation or OC Chapter) for high school, community college, undergraduate, and graduate levels.
4. Contact local high schools and colleges/universities to post scholarship applications (Orange County schools) along with Committee Members. Allocate time to answer questions that applicants may have during the application process.
5. Establish review committee comprised of both public sector and private sector members. Review Action Plan to send out an email to committee to decide on date for Committee Conference call.
6. Collect scholarship applications, update scoresheets, and package with Committee Members for Reviewers.
7. Review Applications along with Reviewers and hold call to determine top-ranked applicants and discuss who to promote forward for the Foundation Level Scholarships.
8. Send out email to the Board for approval on selections of winners. Notify other chapters after confirming with students that they have not been asked to represent other chapters to secure the OC Chapter's nominees. Submit to WTS Foundation as the Chapter's nominees for the WTS International scholarship awards.
9. Work with vendor to prepare a certificate with the Chapter's and the recipient's name and the scholarship being awarded for presentation at the Gala. The scholarship check would be written out and/or sent to the recipient's college or university directly.
10. Coordinate with Treasurer once final amounts available to award per winner. Along with Committee Members, complete check request forms and packages. Coordinate with the Treasurer to have checks ready before the gala so that checks can be handed out to each student at the gala, unless final amounts are not yet determined, then mail directly to school.

11. Coordinate with award recipients for attendance and all activities related to the gala, including (as appropriate):
  - Filming of a video and collection of photos
  - Guest(s) that will attend the Gala
  - Meal selection for winner and guest(s)
  - Gala Rehearsal
  - Assign “Scholarship Buddy” for networking cocktail hour of Gala
12. Work with the contact at the video company to follow established schedule, and to cut the video down to about 1-1.5 minutes (usually takes about 2-3 rounds of edits; or dependent on time allocated as it has varied how long videos can be each year) Once video is finalized, ask for both full-length and edited copies to share with Communications Chair for our WTS-OC Blog and with Students. Prepare script and announce at awards program.
13. Coordinate with WTS-Foundation as appropriate. If WTS-Foundation asks, participate in International application review. If OC chapter applicant(s) wins, then coordinate to send her to the WTS International Conference.
14. Follow up with past scholarship recipients to maintain a log of “Where are they now?” and host networking catchups.
15. Encourage award recipients to become members, attend monthly luncheons, and to participate in other programs available for them (i.e. Transportation Academy, Mentoring Program, Girls’ Engineering Day).
16. Serve in such capacities as assigned by the President.

**Appointments Chair** (Time Commitment: 6-12 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Research available appointments on the local and state level.
3. Coordinate with international via monthly phone call for national-level and corporate appointments.
4. Work with secretary, website chair, and newsletter chair to advise members of opportunities for appointments through newsletter article, email notices, announcements at monthly meeting, website.
5. If appropriate, (based on level of interest and available positions) coordinate an appointments workshop for members to educate them on the appointments process and help with applications.
6. Collect resumes of interested applicants.
7. Match candidates to openings and forward to appropriate selection panels.
8. Help candidates prepare for any interviews, as necessary.
9. Work with communications chair on press releases for successful appointees as needed.
10. Attend monthly OC Chapter Board meeting and report on progress.
11. Serve in such capacities as assigned by the President.

**Diversity Chair** (Time Commitment: 6-8 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Develop a chapter-specific mission statement on diversity to be used in all correspondence.
3. Network with other professional organizations to identify and recruit diverse members.
4. Promote joint sponsorship for initiatives that focus on diversity and inclusion.
5. Promote joint meetings with other professional associations in an effort to diversify membership.
6. Outreach to men, W/M/DBE firms, industry associations, chambers of commerce, and local colleges and universities that target diverse student populations.
7. Coordinate articles on diversity with the Communications Chair.
8. Serve in such capacities as assigned by the President.

**Corporate Partners Chair** (Time Commitment: 8-10 hours per month)

1. Develop (refine annually with Board input) and promote Corporate Partners Program and monthly sponsorship opportunities.
2. Acknowledge new and renewing corporate partners with a letter and recognition and events
3. Attend meetings of the Board of Directors and participate in decision making.
4. Track monthly requests for program luncheon and reception sponsors. Coordinate with the sponsor regarding their complimentary attendee, seat at the head table, and opportunity to speak on behalf of their firm. Communicate with Communications Co-Chair to ensure sponsors are included in program announcements.
5. Track corporate partners' benefits to ensure that they are being maximized.
6. Plan and coordinate the annual Corporate Partner Appreciation Reception.
7. Send annual renewal request letters.
8. Prepare "thank you" notes for monthly and annual sponsors. Coordinate with the president to obtain signature prior to distribution.
9. Serve on December Awards Banquet Committee.
10. Obtain sponsorships for December Awards Banquet with assistance from the Gala Committee and Board.
11. Ensure Corporate Partner benefits are carried through to the December Awards Banquet.
12. Serve in such capacities as assigned by the President.

**Communications Chair** (Time Commitment: 15 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Provide oversight and direction to Communications Committee, which shall be comprised of individuals responsible for the following:
  - Social Media (including Facebook, Instagram, Twitter, LinkedIn)
  - Graphics and Website/Blog
  - Weekly E-blasts
  - Photography for website/blog and social media posts
3. Serve in such capacities as assigned by the President.
  - The Social Media responsibilities include:
    - ✓ Create weekly content for LinkedIn, Instagram and Facebook including industry articles, job openings, events, photos and other special promotions
    - ✓ Manage post promotion opportunities and budget
    - ✓ Upload photos from Drop Box to photo galleries in Facebook/Blog after every event
    - ✓ Post job openings to LinkedIn when applicable or when requested by Corporate Partners
  - The Graphics responsibilities include:
    - ✓ Develop graphics for special events
    - ✓ Update flyers for monthly luncheon events
    - ✓ Create and keep up-to-date corporate partner banners for use on website and e-blasts
    - ✓ Develop HTML codes for flyers with associated forms (Chapter Awards/Board Nominations)
    - ✓ Serve on December Awards Banquet/Gala Committee and assist with design and preparation of the printed program and promotional materials .
  - The Website/Blog responsibilities include:
    - ✓ Maintain chapter website/blog
    - ✓ Post/unpost current/expired items, respectively.
    - ✓ Develop ideas for new items in website and blog.
    - ✓ Maintain communication with International Website Chair.
    - ✓ Furnish articles and photos for international website and newsletter.
    - ✓ Photograph WTS events for social media and website/blog posts or coordinate with hired photographer.

- The Weekly E-blast/database responsibilities include:
  - ✓ Maintain Chapter Constant Contact account.
  - ✓ Update member emails in Constant Contact with new members provided by the Membership Chair, and similarly unsubscribe email users when requested.
  - ✓ Gather information from committees for weekly e-blasts including email subject line, email code, flier PDF/JPG and desired email frequency/schedule
  - ✓ Coordinate with Corporate Partners Chair to develop and maintain e-blast content in accordance with CP benefits
  - ✓ Prepare, format and schedule each e-blast
  - ✓ Develop e-blast schedule
- Photography responsibilities shift but may include
  - ✓ Be present for monthly luncheons and special events including but not limited to:
    - Monthly luncheons
    - Girls Engineering Day
    - Transportation Academy
    - Gala
  - ✓ Coordinating with Communications Chair, Website/Blog representative, and Social Media representative(s) to disseminate photos post-event
  - ✓ Coordinate with Communications Chair when unable to attend events so another representative can be appointed to take photos
  - ✓ Coordinate with professional photographers at larger events if necessary

**Student Outreach Chair** (Time Commitment: 8-10 hours (average) per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Provide oversight and direction of the Transportation Academy.
  - Solicit support of transportation agencies to act as instructors (both private and public)
  - Recruit college age students to enroll in the academy
  - Coordinate logistics of the academy
  - Attend all Transportation Academy classes in August
3. Set up a committee who can help with workshop, reaching out to local universities for WTS awareness, and assisting in Transportation Academy program.
4. Career development workshop.
5. Connect with professors and visit local universities to build awareness of WTS.

**Transportation YOU Chair** (Time Commitment: 8-10 hours per month)

1. Attend meetings of the Board of Directors and participate in decision making.
2. Participate in monthly Transportation YOU committee conference call meetings with WTS International and other chapters.
3. Coordinate selection of mentor/mentee pair to attend annual Transportation YOU Summit. Facilitate needs and assist with applications and reservations as needed.
4. Develop programs and events to bring WTS to 13-18-year-old girls (junior and high school). Goals are to spark interest in all modes of transportation and encourage them to take courses in math, science, and technology. Programs should be hands-on, interactive opportunities for WTS members to mentor.
5. Network with potential schools and other organizations.
6. Promote programs and events to chapter members to develop “mentoring” opportunities and ways for them to participate.