New Committee Chair Orientation
Sunday January 13, 2019
The National Academies

- National Academy of Sciences
- National Academy of Engineering
- National Academy of Medicine
- Behavioral and Social Sciences and Education
- Health and Medicine
- Earth and Life Studies
- Policy and Global Affairs
- Engineering and Physical Sciences
- Gulf Research Program
- Transportation Research Board
National Academies Mission

The National Academies of Sciences, Engineering, and Medicine are private, nonprofit institutions that provide expert advice on some of the most pressing challenges facing the nation and the world. *Our work helps shape sound policies, inform public opinion, and advance the pursuit of science, engineering, and medicine.*
TRB Mission

The Transportation Research Board provides leadership in transportation innovation and progress through research and information exchange, conducted within a setting that is objective, interdisciplinary, and multimodal.
## TRB Organizational Structure

### Technical Activities
- 210+ Standing Committees
- Annual Meeting
- TRR

### Cooperative Research Programs
- NCHRP
- TCRP
- ACRP
- BTSCRCP
- Syntheses
- IDEA

### Consensus and Advisory Studies
- Requested; high-profile studies
TRB Funding Sources and Uses CY 2017

*Calendar Year 2017 comprises actual data through October and estimates for the rest of the year.*
Role of TRB Chairs and Volunteers

Stewards of the TRB and NASEM missions

- “Provide leadership in transportation” innovation, research needs, practice
- “Provide expert advice” on the transportation issues facing the nation
- Promote “research and information exchange in a setting that is objective, interdisciplinary and multimodal”
TRB Standing Committees

Provide a forum for information exchange among transportation professionals on a given topic:

- Identify research needs and priorities
- Stimulate needed research
- Identify best professional practices, and
- Facilitate adoption of research into practice
TRB Standing Committees

- TRB committees are combined into groups and sections based on the committee topic and scope

- Sections and groups provide opportunities to collaborate on cross-cutting topics and activities
TRB Committee Chairs

➢ Provide TRB Leadership -
  ▪ Convene, plan, lead, direct, engage, empower, strategize and employ TRB volunteers, staff and resources
    - create research ideas, disseminate research, identify opportunities to implement research, share practice experiences
  ▪ Promote an inclusive and diverse program and committee
    - Race/ethnicity, gender, age
    - Geography, sector, discipline, mode, perspective
TRB Committee Chairs

- Implement TRB/NASEM Policy
  - Follow TRB’s Anti-harassment policy
    - No tolerance of harassment by anyone towards anyone at any time for any reason
    - Kindness and common sense are key principles
  - Protect Objectivity/Avoid Bias and Advocacy
    - No committee may develop specific advice or recommendations on public policy, legislation, funding or regulations
    - No marketing of specific products or services
Principle Standing Committee Responsibilities

- Paper Reviews
  - Presentation at TRB Annual Meeting
  - Publication in the Transportation Research Record
- Annual Meeting
  - Develop and execute the program
- Committee Management
  - Triennial Strategic Plans
  - Committee Rotation
Paper Review Process

- Paper Reviews
  - Paper Review Coordinator - critical committee assignment
  - Minimum of 3 reviews per paper for publication;
  - Single blind design - reviewers’ names kept confidential
  - Re-reviews of papers recommended for publication conditional upon a revised draft reviewed against review comments
  - Recommend papers for presentation, publication, both or rejection

- Timeline (approximate)
  - Spring - Calls for Paper accepted and published on MyTRB
  - August 1 - papers due to TRB
  - September 15 - first set of paper reviews completed
  - October 1 - papers selected and programmed into Annual Meeting program
  - November 15 - revised papers due for re-review
  - January 31 - TRR publication recommendations due to TRB
Annual Meeting Planning

- TRB staff coordinate with chairs starting in June each year.
  - Workshop proposals due June 15th
  - Program details due October 1st

- Program
  - Workshops
  - Lectern sessions
    - Papers and Invited presentations
    - ~ 2 sessions per committee
  - Poster sessions
  - Cross Cutting sessions
  - Committee business meetings
Standing Committee - Other Forums

- Convene, Share and Engage
  - Mid year meetings
  - Specialty conferences and workshops
  - Webinars

- Publish, Share, Exchange
  - E-circulars/Conference papers
  - White papers / Critical Issues
  - TR News
  - Wikis and online engagement

- YOUR IDEAS???
Triennial Strategic Plan

- **Mission** - Why does the committee exist?
- **Scope** - Why does the committee exist?
- **Goals** - What does the committee want to achieve?
- **Strategies** - How will the goals be achieved?
- **Action Plan** - What is planned for the next three years to accomplish goals & strategies?
  - Update every 3 years—coordinate with incoming chair if rotating within triennial period
  - Use as an activity to engage committee members
Committee Membership

- Committee Chair - a recognized professional and active committee participant
  - Selected by TRB Staff in consultation with existing chair, group/section chairs, TRB leadership
  - 3-year term (with optional second 3-year term)

- Committee limit is 25 members, with some exceptions
  - 5 International Members (non-US)
  - 4 Young Members (35 years or younger)
  - 2 State DOT employees
  - 3 “Active” Emeritus Members
  - Unlimited number of “friends”

- TRB is committed to a one-third rotation in membership each third year
Blue Ribbon Committee Awards

- **Research** - Identify and advance research
- **Renewal** - Prepare the next generation of TRB contributors with mentoring, leadership, discourse
- **Implementation** - Facilitate the adoption of applied research into practice by transportation agencies
- **Leadership** - Contribute to improving the management and operation of TRB Committees
Committee Chair Survival Guide

- Be creative; think strategically
- Encourage participation
- Delegate, delegate, delegate
- Communicate early and often
- Run organized meetings
- Anticipate deadlines to stay on schedule
- Maintain a sense of humor!
TRB Resources for Committees: Products and Reports

- TRB Critical Issues Report
- TRB Strategic Plan
- Transportation Research Record
- Cooperative Research Program Reports
- TRID and TRB Library
- Research Needs Database
TRB Critical Issues Report 2019

1. Transformational Technologies and Services
2. Serving a Growing and Shifting Population
3. Energy and Sustainability
4. Resilience and Security
5. Safety and Public Health
6. Equity
7. Governance
8. System Performance and Management
9. Funding and Finance
10. Goods Movement
11. Institutional and Workforce Capacity
12. Research and Innovation
Involving Young (and NEW) Members in Committee Activities

- Young Members Council
  - TRB-wide

- Young Member Subcommittees
  - Group-Level Subcommittees

- Involve Young Members
  - 4 Young Member slots, unlimited Friends
  - Provide opportunities for involvement in session planning/moderating, paper reviews, etc.
  - Include a “Young Members” agenda item meetings.
  - Appoint a Young Member as CCC or Secretary.

- Encourage Young Member Participation in TRB
  - Highlight Young Member research in committee meetings or sessions.
  - Encourage participation in or establishment of Group-Level Young Member Subcommittees.
  - Work with Young Member Subcommittees to identify Young Members interested in your Committee.
Remember the Resources

- “Being a Chair” Web Page:  
  - http://www.trb.org/AboutTRB/BeingaChair.aspx

- TRB Division A Leadership Guide:  

- MyTRB.org

- Resource Pages-TRB Annual Meeting  

- and …. Don’t forget your staff officer!
Questions?

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