New Committee Chair Orientation
Sunday January 7, 2018
The National Academies
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.
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 Editorial Board  
| Cooperative Research Programs                           | • NCHRP  
|                                                        | • TCRP  
|                                                        | • ACRP  
|                                                        | • BTSCRCP  
|                                                        | • Syntheses  
| Studies and Special Programs                            | • Requested; high-profile studies  
|                                                        | • IDEA  

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 volunteer professionals in the transportation community 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, and strategize with TRB volunteers
  - 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
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

- Identify and Promote Research Needs
  - Discussions begin as early as previous Annual Meeting
  - Prepare Calls for Papers
- Assign reviews
  - 3 reviewers per paper (at the very least)
  - Reviewer’s names kept confidential
- Review Results: Present and/or Publish; Revise for re-review; Reject
- Re-reviews begin. Decisions due in January, after the Annual Meeting
- Paper review webinars are held each year to help you navigate the system
Annual Meeting Planning

- TRB staff coordinate with chairs starting in June each year.
  - Hard deadline for details - Oct. 1st

- Program
  - Workshops
  - Paper or Presentation sessions *(approximately two per committee)*
  - Poster sessions
  - Cross Cutting sessions
  - Committee and Subcommittee Business meetings
  - Session Planning webinars held throughout the year
Triennial Strategic Plan

- **Mission** - Why does the committee exist?
- **Scope** - What does the committee cover?
- **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
Committee Chair Survival Guide

➤ Be creative
➤ Be selective in choosing members
➤ Encourage participation
  - Get to know and play to the strengths of your members
➤ Delegate, delegate, delegate
➤ Communicate early and often
➤ Run organized meetings
➤ Anticipate deadlines to stay on schedule
➤ Maintain a sense of humor!
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???
But, what do TRB committees **Do?**

- Advance Research
- Contribute to TRB and the Transportation Community
- Facilitate Communications Within the Industry
- Community Building and Mentoring
Advance Research

- Develop (and help to advance) research needs statements
- Maintain research needs databases
- Document committee-conducted or sponsored research in reports, white papers, online resources
- Link research projects to opportunities for practical applications
- Assist with disseminating research results and technology transfer
- Etc.
Contribute to TRB and the Transportation Community

- Sponsoring or co-sponsoring conferences
- Workshops
- Webinars
- Developing theme issues and articles for TR News
- Sharing of best practices with other committees
- Etc.
Engage Through Communications

- Websites
- Webinars
- Newsletters
- E-newsletters
- Listserves
- Wikis
- Social media
- Etc.
Community Building & Mentoring

- Engage new members, young members, and international members
- Engage committee friends
- Engage members of other committees
- Reach out to other organizations and groups, involving new stakeholders
- Etc.
Involving Young Members in TRB Activities

- **Young Members Council**
  - Established in 2011 to better serve the Young Member (age 35 and under) community and to consult with TAC.

- **Young Member Subcommittees**
  - Group-Level Subcommittees established in 2010 to consult to the Group and YMC on Young Member issues.
Involve Young Members in Committee Activities

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

- 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?

Jennifer L. Weeks
jlweeks@nas.edu

Bernardo Kleiner
bkleiner@nas.edu