Call for Committee Members

ATSIP is reaching out to our members to invite you to serve on one or more committees.

The Association of Transportation Safety Information Professionals (ATSIP) is currently pursuing opportunities for ATSIP members to be active participants of the organization. The ATSIP committee structure has recently been revised to better support the ATSIP mission and more effectively carry out the objectives and goals of ATSIP. The revised and adopted committee structure is listed below including primary roles and responsibilities for each committee.

Please review the committee roles and responsibilities and place an X in the space provided beside the committee(s) and/or subcommittee(s) you would like to serve. Please also fill out your name and contact information at the bottom of the document and return to TaraED@ATSIP.org

Membership Committee

- Responsible for disseminating information to Communications and Public Relations Committee to enhance recruitment efforts.
- Provide input/suggestions to expand/ improve services and add value to membership.
- Provide input/suggestions on how to increase membership to further support ATSIP initiatives.
- Send relevant membership highlights/stories to the Outreach Committee

Communications and Public Relations Committee

- Responsible for all communication efforts and announcements ~~of events~~ for the organization.
- Communicates to past forum attendees who are not currently members.
- Communicates to liaisons and other partners.
- Works with all other Committees to obtain relevant and timely information to disseminate to the public.
- Set timeline/schedule for weekly/monthly highlights/spotlight
- Review content for highlights announcements as other committees feed information to the Outreach Committee
  - o Identify, review and implement young professionals' submissions
  - o Identify, review and implement best practices submissions
  - o Identify, review and implement sponsor highlights
  - o Identify, review and implement liaison highlights

Best Practices Committee

- Identify true best-practices and provide a platform for dissemination and awareness other than TRF
  - o Webinars
  - o Workshops
  - o Newsletters
  - o Email distributions
- Partner with other organizations/liaisons to promote best practices
  - o White papers
  - o Other projects
  - o TRB submissions
  - o TRCC spotlight
- Send relevant best practice highlights/stories to the Outreach Committee

Outreach Committee (*this is essentially the TRCC Committee as delineated in the ATSIP Constitution and includes data integration subcommittee*)

- Continue to conduct TRCC webinars
  - o Survey members to identify interests in other webinar topics.
  - o Encourage quarterly (or more frequent) webinars under the ATSIP name.
  - o Support webinars by any of the domain subcommittees
- Support Forum activities (roundtables, workshops, etc.)
- Additional platforms for dissemination (webinars, newsletters, etc.)
- Partner with organizations (White papers, projects, TRB, Lifesavers, GHSA)

- All outreach to TRCC including TRF announcements, speaker/abstract submissions, etc.
- Provide Best Practices Committee and Best Practices Award Subcommittee with potential candidates/examples.
- Continue to provide training for TRCC Coordinators.
  - o Address Data Governance/Strategic Planning Issues
  - o Survey coordinators to identify training needs.
- Engage Federal organizations including FMCSA, FHWA, etc.

Data integration/data governance subcommittee:
- Continue to conduct Data Integration Group webinars.
- Focus on data integration practices; white papers, workshops, roundtables, webinars, etc.
- Expand beyond injury surveillance.
- All outreach to Data Integration Group including TRF announcements, speaker/abstract submissions, etc.
- Identify other data integration needs, barriers, solutions.
- Send relevant data integration/governance highlights/stories to the Outreach Committee.

Forum Location Committee *(***all contracts will be reviewed by the Executive Director and/or Treasurer. The Executive Director and/or Treasurer will sign and finalize all contracts).*
- Identifies potential conflicts with other organizations.
- Determines hotel options for Board to approve.
  - o Needs to accommodate growth of the organization.
  - o Review comparison hotels as proposed by contractor and disseminate information to Executive Board.

Forum Logistics Committee *(***all contracts will be reviewed by the Forum Chair and the Executive Director. The Executive Director and/or Treasurer will sign and finalize all contracts. All responsibilities of the arrangements committee will not be confirmed without the review and approval of the Forum Chair and the Executive Director)*
- Identify and draft budget.
- Obtain and provide AV options
- Obtain and provide menu options.
- Special Events (opening reception, etc.).
- Obtain and provide Logo/Pin options.
- Obtain and provide Giveaways options.
- Identify photographer (doesn't have to be paid) for Forum.
- Locate and ship all banners and other ATSIP items needed at Forum.

Forum Program Committee
- Secure speakers and obtain info for newsletter, email announcements etc.
- Write CFP.
- Set date for CFP to release.
- Set date for CFP to close (needs to be moved earlier).
- Review abstracts.
- Select abstracts to be presented and notify abstract authors of acceptance or declined.
- Distribute accepted abstracts to Proceedings subcommittee to create grid.
- Send relevant program highlights/stories to the Outreach Committee.

Awards Subcommittee
- Provide information and templates to announce award nominations etc. for newsletter committee, and TSASS (for email announcements & website).
- Provide information to ED for social media announcements.
- Review award nominations for all award (**including best practices award**).
- Present award nominees to board.
- Identify cost for awards and purchase awards.
- Draft award recipient announcements (obtain recipient bios, etc.).

- Distribute awards at TRF.
- Send relevant awards highlights/stories to the Outreach Committee.

Proceedings Subcommittee

- Create grid.
- Draft proceedings for program.
- Design and execute program.
- Select printer and printing options.
- Execute program printing and shipping.
- Save the date cards for subsequent year (coordinate with next year's forum chair).

Sponsor/Exhibitor Committee

- Identify previous sponsors/exhibitors.
- Secure bids for booth/exhibit hall decorator.
- Solicit new sponsors/exhibitors.
- Provide information and templates to announce speakers for newsletter committee, and TSASS (for email announcements & website).
- Provide information to ED for social media announcements.
- Solicit sponsor items for giveaways, raffle, etc.
- *Send relevant sponsor & exhibitor highlights/stories to the Outreach Committee*

ANSI Standards Review Committee

- The policies and procedures for the ANSI Standards Review Committee requires members of this committee to be from different interest groups to include two members of the Board and two members from the general ATSIP membership (see section 3.2).
- Review ANSI Standards and update ANSI D.16 manual as needed.

ANSI audit subcommittee

- Conduct all tasks related to ANSI audit (TBD).
- Send relevant ANSI updates, highlights, and stories to the Outreach Committee.

Strategic Planning Committee

- Develop and maintain strategic plan.
- Determine strategic plan term lengths.
- Revise and renew strategic plan as needed.
- Send relevant strategic planning highlights/stories to the Outreach Committee.

Name   Title

Organization   Email

Phone