

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

SECTION COMMITTEE RESPONSIBILITIES

The following are suggested procedures for forming and operating section committees.

These committees listed are representative of typical ASHE Section Committees.

Section President shall, within (30) days after the annual meeting of the Section, appoint committees from the active membership. These may include:

- a) Public Relations/Hospitality Committee
- b) Section By-Laws Committee
- c) Ethics and Practices Committee
- d) Budget Committee
- e) Auditing Committee
- f) Nominating Committee
- g) Technical Committee
- h) PDH
- i) Sponsorship
- j) Young Members
- k) Student Chapter
- l) Technology/Website
- m) Membership
- n) Newsletter
- o) Golf Tournament
- p) Special Committees (At discretion of President)

Each of the committees shall consist of members who shall be appointed annually by the President, who shall also designate the chair of each committee.

Each committee shall inform the Board of its activities at least once during the year, or as

otherwise directed by the Section President.

No committee shall, without specific authorization from the Board, issue public proclamation or news releases without prior approval of the Section Board. Committees are formed for the purpose of implementing the objectives of the Section. While it is expected that the leadership and membership of each Committee will be members of the Section, the inclusion of non-members in some circumstances may be appropriate. Effective control of the Committee shall be retained through the Chair.

Following are typical activities undertaken by the section committees:

a) Public Relations Committee

- Contacts editors of local newspaper and offers Section services as informational resource on technical issues.
- Prepares articles, or collects background information for articles on highway related subjects, and submits them to local publications.
- Establish a speaker's bureau to address local audience on highway related subjects.
- Publicize Section activities on social media.
- Promote radio and TV appearances in conjunction with Section meetings, Engineer's Week, legislative dinners or other special occasions that would focus media attention on Section activities.
- Gives audiovisual presentations before local audiences on highway related issues.
- Publishes a monthly newsletter containing information on both the upcoming Section meeting and news on current activities.
- Appoints an information person to gather and report Section news.
- Publicizes actions on issues of mutual interest with other highway industry organizations.
- Present awards to individuals or organizations.
- Solicits the engineering viewpoint on specific issues of local interest, such as

design/build, partnering, ITS, construction management and codes.

- Keep public informed about the engineering viewpoint and actions through public statement and news releases.

b) By-Laws Committee

- Review Section By-Laws yearly in light of changes in National By-Laws, policies, procedures and priorities of ASHE.
- Recommends and implements revisions to the Section By-Laws.
- Interprets the Section By-Laws.

c) Ethics and Practices Committee

- Investigates, reviews and reports unethical conduct or practices to the Section Board of Directors.

d) Budget Committee

- Prepares annual Section budget.
- Considers all non-budgeted expense requests and makes recommendations, in writing, to the Section Board of Directors.
- Works with Section Officers to develop methods to increase Section income and means for funding future programs.
- Documents all long-range budget planning.

e) Section Auditing Committee

The Section Auditing Committee reviews the Section books and financial statements at the end of the fiscal year. The Committee also reviews and certifies the Annual Section Financial Report (Form 990), as prepared by the Section Treasurer. The Committee is comprised of at least three Section members who are appointed by the Section President. Any Section Officer with the authority to sign checks shall not serve on this committee.

The Section Audit Committee examines at least the following documents:

checkbooks, ledgers, and other books of accounts, bank statements, receipted bills for expenses and authorizations for same, pertinent papers and documents, letters of transmittal and an inventory of the Section's fiscal property. The responsibilities go beyond a mathematical check and extend to a thorough and necessary review of the Section's financial record keeping and control systems.

The audit function is essential to the effective operation of any organization. The duties of the Committee are as follows:

- Examination of canceled checks, accounting for numerical sequence and examining endorsements.
- Review of bank statements and reconciliations.
- Examination of documents supporting disbursements.

The Committee Chair submits a final report to the Section Board outlining the Committee's procedures and findings. This audit is attached to the financial report and forwarded to the National Office.

f) Nominating Committee

For the purpose of nominating candidates for office, a Nominating Committee of at least five members shall be appointed by the Section President. The members of the Nominating Committee shall qualify as follows:

- One member shall be the Section Secretary.
- One member shall be the Immediate Past Section President.
- Other members shall be members of the Section who have held membership for a least one year and do not hold office.

In addition to the Nominating Committee, nominations may be submitted by petition as outlined in the By-Laws.

g) Technical Committee

- Inform members of technical publications and articles related to the highway industry.

- Prepare and edit articles to be printed in the scanner.
- Assist Program Committee to obtain technical programs of interest to membership.
- Provide technical data for Section Newsletter.
- Establish and coordinate CEU Credit Programs for membership.

h) PDH Committee

- Ensure that Section is following the Professional Development Hours (PDH) policy developed by the National Board.
- Prepare and distribute PDH certificates at Section meetings in accordance with National Policy.
- Prepare and submit annual report of PDH's awarded in the format requested by National.
- Maintain records of PDH's awarded in accordance with National policy.

i. Sponsorship Committee

- Develop and operate sponsorship program in accordance with direction from the Section Board.
- Solicit sponsorships from members and affiliates to support Section activities.
- Work with Section Treasurer to maintain accurate records of finances associated with Sponsorships.

j) Young Member Committee

- Develop criteria for definition of Young Member and publicize to Section.
- Organize and run activities for Young Members in cooperation with the Board of Directors.
- Prepare and submit annual report to Section Board of Directors on activities.

k) Student Chapter Committee

- Promote formation and continued support of student chapters at nearby universities and colleges.

l) Technology Committee

- Ensure that information technology (IT) is used appropriately for ASHE.
- Establish and maintain Section website.
- Coordinate Section activities with respect to ASHE Cloud.

m) Membership Committee

- Monitor membership and membership data for ways to increase membership and increase member retention.
- Work with Student Chapter committee to monitor student chapter and promote membership growth and retention.

n) Newsletter Committee

- Solicit information from Board members, committee chairs and members for publication in newsletter.
- Publish newsletter on regular basis as directed by Board of Directors. Work with Technology Committee to distribute newsletter to members.

o) Golf Committee

- Recommend date and venue for Section golf outing to Board for approval.
- Develop budget, including fees, for golf outing.
- Solicit sponsorships and door prizes from membership.
- On day of outing, arrange for registration and work with venue for event execution.
- Work with Section Treasurer to maintain accurate financial records.

p) Special Committees (at discretion of President)

- From time to time, the President shall appoint Special (Ad-Hoc) Committees to perform certain functions. These committees shall be formed for a distinct purpose and shall be disbanded upon completion of the specified function.