

Emerging Professionals Committee Handbook



**NATIONAL ASSOCIATION OF
WOMEN IN CONSTRUCTION**

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OVERVIEW OF COMMITTEE

Committee Purpose

Empowering Emerging Professional Women in the Construction Industry to maximize their impact on the job.

Vivid Description

This committee's goals are to help our chapters attract, retain, and bring value to the women who are new to NAWIC and/or the construction industry. We want to bridge the gap between seasoned members and new members by providing a mentoring program, articles, event ideas, and other resources. Our Emerging Professionals will benefit from learning and gaining guidance from existing NAWIC members. Likewise, the Emerging Professionals have a wealth of experiences, ideas, and abilities which will benefit our organization as a whole. We want this group to be inclusive, as it will take all of us to support and engage our Emerging Professionals and help build the best possible future for NAWIC.



National Chair and Co-Chair

NATIONAL

The incoming National Emerging Professionals Co-Chair is selected by the incoming NAWIC National President-Elect based on recommendations from the outgoing Emerging Professionals National Chair and Co-Chair. The Co-Chair serves a two-year term, moving into the position of Chair after completing a year of service as Co-Chair.

Regional Chairs

REGIONAL

The Regional EP Chair is selected by the incoming NAWIC Regional Director. The Regional Chair serves a two-year term, if so requested by the Region Director. The Regional Chair can be assisted by a Co-Chair.

Chapter Chairs

CHAPTER

The Chapter Chair is selected by the incoming Chapter President. The Chapter Chair can be assisted by a Co-Chair, and other committee members (highly recommended).

DUTIES OF EP COMMITTEE CHAIRS

National Chair and Co-Chair

How tasks are delegated from chair to co-chair is up to the women who are holding the positions and may change from year to year. As chair and co-chair of the committee you are responsible for overseeing and executing the committee's goals and core purpose.

Effective communication is key to successful committee interactions.



Tasks that are a *must*:

- Schedule and conduct monthly conference calls with regional chairs and directors and/or NAWIC committee liaisons/staff
 - Prepare & distribute meeting agendas prior to each call.
 - Record minutes for & distribute calls (can be delegated)
- Communicate your communication expectations with regional chairs and directors and/or NAWIC committee liaisons
 - Your estimated 'Response time' via email reply and phone calls
 - Respond to and direct inquiries from NAWIC members' EP related questions/concerns
 - Communicate with NAWIC national/liaison on committee recommendations
- Provide article(s) for NAWIC Today or the Connection as requested (can be delegated)
- Update committee page on national website with resources and content (can be delegated)
- Prepare Mid-Year and Annual reports to National Board of Directors (Chair)

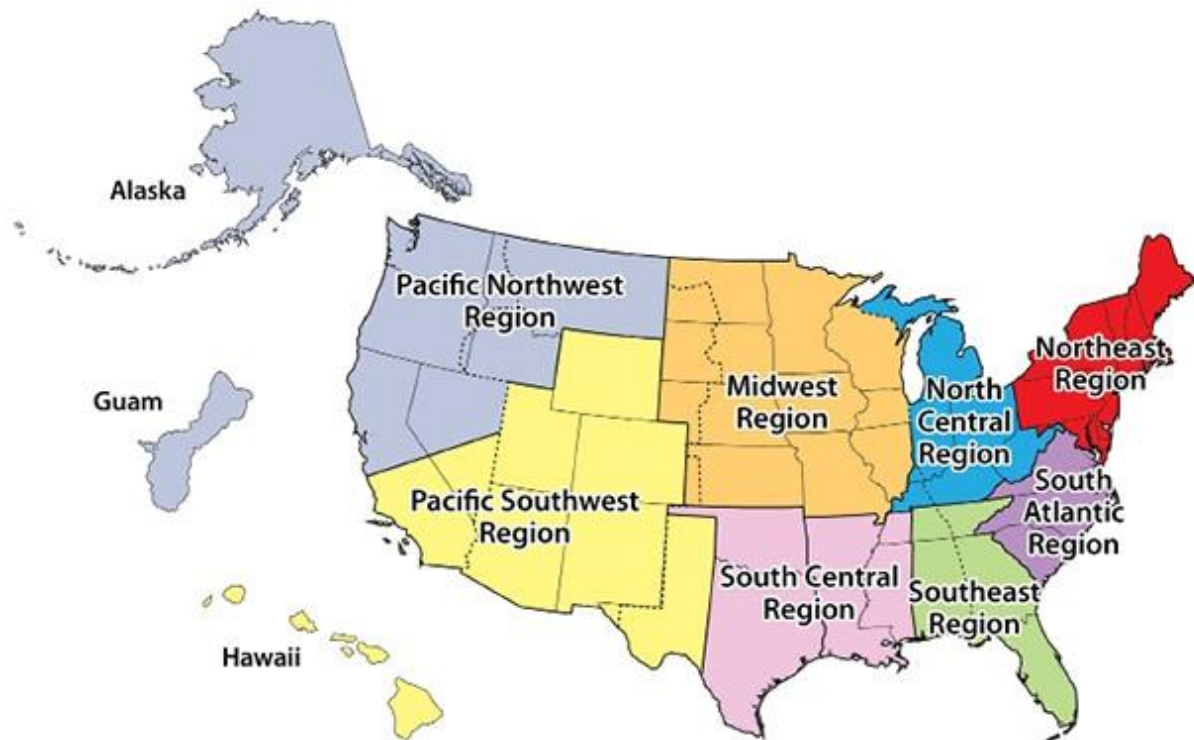
Recommended tasks (with ~some~ flexibility):

- Confirm access to EP email and freeconferencecall.com (or other online meeting site)
- Establish a committee calendar for the year inclusive of committee calls, webinars, NAWIC conference activities, and other EP-specific events
- Provide content for social media pages as needed (can be delegated)
- Establish goals for regional and chapter EP involvement. Discuss progress on these goals during monthly conference calls.
- Recommend successor (co-chair) for following year

Regional Chairs

A co-chair can assist the Regional chair if desired.

- Actively participate in monthly National EP calls. Active participation includes attending the calls, volunteering to spearhead tasks, and contributing to discussions.
- Communicate with her region's chapter presidents about any National EP challenges. Report any measurement data or feedback to National EP committee and chairs.
- Help create "challenges" for chapter / regional / national level. Communicate ideas to National EP committee and chairs. Once approved, execute within her Region.
- Contribute articles to her regional newsletter and regional conference programs.
- Communicate with her NAWIC Regional Director and her region's chapter Presidents or chapter EP chairs. Report ideas/feedback to National EP Committee.



Chapter Chairs

A co-chair and committee members can assist the Chapter chair (highly recommended).

- Talk with Chapter President and PR/Marketing Chair from the previous year
 - Ask what worked and didn't work for with regards to PR/Marketing
 - What can be improved
- Reach out to your regional and national Emerging Professionals chairs to introduce yourself. Visit the NAWIC Emerging Professionals committee page for resources and additional information.
- Ask for list of contacts for Press Releases from previous President and/or PR/Marketing Chairs
- Ask for list of logins and passwords from Chapter Webmaster for Social Media outlets (Facebook, LinkedIn, Twitter, Chapter website)
 - Use hashtags in all posts
 - Create Save the Date events early, then promote as events get closer to time
- Gather a committee – highly suggested!
 - Social Media guru (website templates on National Website)
 - Photographer
 - Press Releases writer/manager: (templates on National Website)
 - Event document developer: Invitations/Brochures (templates on National Website)
- Check with new Chapter President on upcoming/planned events for coming year.
 - Plan when Press Releases will go out before the events, schedule in time for deadlines for each Publication
 - i.e. The event happens in the middle of next month, but the publication has a deadline of 10th of this month for notices for next month
 - Gather enough information to publicize the event and get the press release to the publication by the 10th of this month
 - The information in the press release can be simple – event name, date, time, location, website link for more info, contact information for more info
 - Have all the details updated on the website link as soon as possible
 - Plan when post-event Press Releases will go out with PHOTOS!
- Gather templates from previous Chair, or find samples on the National Website for Brochures, Letterhead, Presentations, Business Cards
 - Brand your Chapter with the NAWIC brand
- Adhere to the NAWIC Social Media policy found in Section A Policy #11 (page 13) of the NAWIC Operations Manual ([Link to policy on NAWIC website](#))

CHAPTER MENTORING PROGRAM

Program Objectives

The goal of the NAWIC mentoring program is to provide a way for NAWIC members to connect and learn from each other.

The Mentoring Program is a voluntary program for chapters to adopt and offer.

Refer to the NAWIC Emerging Professionals website for the full Mentoring Program Guidelines document.

National Chair and Co-Chair Responsibilities

- At least once per year, verify that the Mentoring Program information available on the NAWIC Emerging Professionals website is accurate and up to date.
- Coordinate efforts with NAWIC National Representative(s) in determining necessary changes to the program to reflect industry or NAWIC strategic directives.
- With help of Regional Chairs, develop and market any polls/data collecting, challenges or drives to promote participation, or other resources to be offered for Chapter Mentoring use.
- Communicate information to the Regional Directors or Chapter Presidents (this can be delegated to Regional Chairs)

Regional Chair Responsibilities

- Assist in any development or improvements to the Mentoring Program at the direction of the National Chair(s).
- Assist in two-way communication with your Region's Director and/or Chapter Presidents, at the direction of the National Chair(s).