

# 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.

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*Effective communication is key to successful committee interactions.*

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### 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)

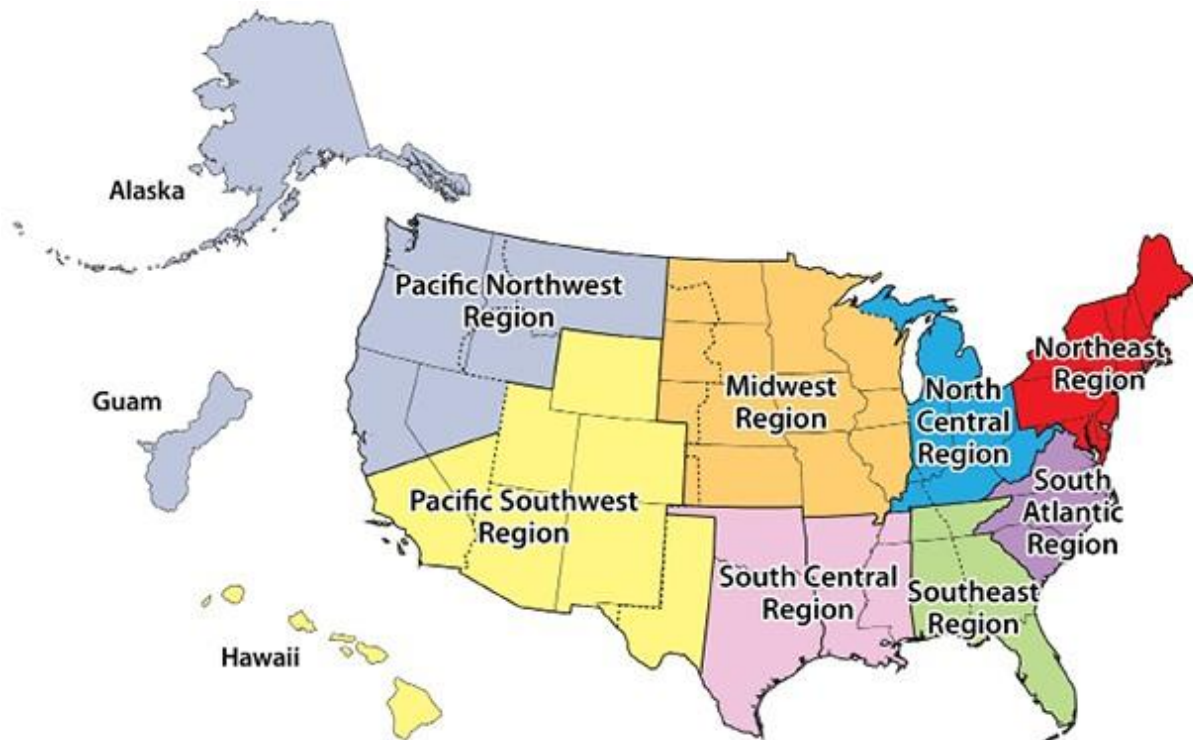
### Recommended tasks (with ~some~ flexibility):

- 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 10<sup>th</sup> 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 10<sup>th</sup> 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).