



## ASHE HARRISBURG SECTION COMMITTEE & SUBCOMMITTEE ASSIGNMENT PROTOCOL

The ASHE Harrisburg Section reorganized and consolidated Committees & Ad Hoc Groups into nine Committees and Subcommittees in April 2009 with the following objectives:

- Developing a succession plan within the Committee structure
- Better distribution of officer duties
- Accommodating future growth of our section, and
- Streamlining reporting thereby reducing monthly meeting times

Listed below are the nine Committees as identified in the Bylaws. Subcommittees that have been established by the Section or that are required by National are listed below. Subcommittees are assigned based on similar functions and objectives and for operational efficiencies to one of the nine Committees. Recommendations for assignments for Committee Chairpersons, Subcommittee Chairpersons, and members of Committees and Subcommittees are also shown.

Standing Committee & Subcommittee	Committee /Subcommittee Chairperson	Committee/ Subcommittee Vice-Chairperson	Other Committee /Subcommittee Members
<b>A. Administration &amp; Operations Committee</b>	President	First Vice-President	Administrator & Secretary
Administration Subcommittee	Administrator		
Constitution & Bylaws Subcommittee*			
Archiving Files/Historian Subcommittee			
ASHE National Liaison Subcommittee			
Ethics & Practices Subcommittee*			
<b>B. Finance &amp; Audit Committee</b>	Treasurer	Asst. Treasurer	First Vice-President & One Year Director
Finance Subcommittee	Treasurer	Asst. Treasurer	
Audit Subcommittee*			
Budget Subcommittee*	Administrator	First or Second Vice-President	First or Second Vice-President
<b>C. Program &amp; Professional Development Committee</b>	First Vice-President	Second Vice-President	One-Year Director
Lunch/Dinner Program Subcommittee			
ASHE/PennDOT Conference Subcommittee			
Nominating Subcommittee*	Immediate. Past President		
<b>D. Scholarship &amp; Student Development Committee</b>	Second Vice-President	One-Year Director	One-Year Director
Scholarship Subcommittee			
Student Development Subcommittee			
Educational Events Subcommittee			

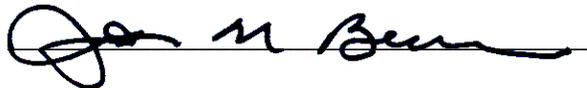
E. Public Relations Committee*	One-Year Director	Two-Year Director	Three-Year Director
Photo Contest Subcommittee			
Engineers Week & Awards Subcommittee			
Adopt-A-Highway Subcommittee			
Charity Events Subcommittee			
F. Membership Committee	One-Year Director	Two-Year Director	Three-Year Director
Young Member Focus Subcommittee			
Contractor/Government Involvement Subcommittee			
Membership Development Subcommittee			
G. Legislative & Government Affairs Committee	One-Year Director	Two-Year Director	Three-Year Director
Advocacy Subcommittee			
Legislative Tracking Subcommittee			
H. Communications Committee	One-Year Director	Two-Year Director	Three-Year Director
Technical Subcommittee*			
Awards & Recognition Subcommittee			
Website Subcommittee			
Profile Subcommittee			
I. Fellowship Committee	One-Year Director	Two-Year Director	Three-Year Director
Golf Outing Subcommittee			
Picnic Subcommittee			
Dinner Coordination Subcommittee			First Vice-President

General Notes (Applies to all Committees/Subcommittees as noted)

1. Officers of the Board (President, First Vice-President, Second Vice-President, all One-Year Directors, and Treasurer) will Chair each of the nine (9) Committees shown. The President will select the Committee Chairperson from the pool of One-Year Directors.
2. The President will coordinate (with the Committee Chairperson) the selection of the Vice-Chairperson and Members of Committee from the pool of Two-Year and Three-Year Directors.
3. The Committee Chairperson, along with the Committee, will select Subcommittee Chairperson & Subcommittee Members where none specifically designated
4. Subcommittee Chairperson(s) need not be a Member of the Board
5. There are five One-Year Directors, five Two-Year Directors, and five Three-Year Directors. The objective is to evenly distribute Committee efforts evenly amongst the nine Committees.
6. \* Indicates Committee/Subcommittee required by ASHE National.

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Officer Signature:



Name & Title:

John M. Becker, President

Date Approved:

March 1, 2010