

Awards Chair: With the help of the LRIW Public Relations & Outreach Committee and the guidance of the LRIW Board of Directors, promote and encourage submissions for the Outstanding Women of the Year Award and the Outstanding Member of the Year Award. Your job is outreach to the rail industry with the intent to promote women of high achievement within their field of expertise.

Length of Term: 3 Years | **Time Commitment:** 3-5 hours a month

Characteristics & Skills

- Strong leadership, delegation, and communication skills
- Social media and writing skills

Roles & Responsibilities:

- Develop annual Outstanding Woman of the Year Package
- Managing a committee of 2 people and organizing conference calls as needed
- Help to recruit and retain committee members and delegate responsibilities
- Develop press releases with PR&O Committee when need arises
- Work with Progressive Railroading and other trade press publications to promote the Outstanding Woman of the Year Award
- Maintain the Outstanding Woman of the Year entry packages and audit for completeness and ensure criteria is met by entrant
- Work with third party (currently Progressive Railroading) to determine winner
- Select Outstanding Member of the Year with committee
- Contact the winner and non-recipients, coordinate hotel arrangements for winner, coordinate presentation requirements at the opening session of RSI/CMA and Railway Interchange conferences and invite winner to participate in the LRIW annual conference panel discussion