

**League of Railway Industry Women
Board of Directors
Board Overview & Nomination Form**



Application Deadline: June 16, 2017

Questions: Contact LRIW Parliamentarian, Mary Schroll at leadership@lriw.org.

The League of Railway Industry Women (LRIW) is soliciting nominations for board members. The three year term will begin in the fall of 2017. LRIW members should consider this an opportunity to represent and promote women in the rail industry. LRIW will contact all nominees and ask for additional information including a biography, statement of interest and a company commitment. Members may nominate themselves. You can view our current board here: <http://lriw.org/our-board/>.

Current LRIW Board Opportunities:

- Scholarship Chair
- Membership Chair
- Awards Chair
- Director

Overview: The League of Railway Industry Women's Board of Directors is made up of approximately fifteen female railway industry professionals, four of which comprise the executive committee. LRIW is a completely volunteer association, thus the board, the committees and the membership as a whole drive our efforts.

The typical office term for board members is three years. The Nominating Committee is charged, to the best of its ability, with taking into consideration the size of the company and disciplines in the industry to help ensure the board fully represents the LRIW membership.

The nominees are vetted by the Nominating Committee and presented to the Board of Directors. The Nominating Committee (under the supervision of the LRIW President) will then present a slate of candidates to the full LRIW membership for election.

The LRIW Board of Directors is responsible for ensuring the organization's long-term financial stability and integrity. Officers and directors ensure that the organization fulfills its mission by doing quality work. Officers and directors recognize that in order to foster the organization's continued viability and growth, their participation in all aspects of LRIW activities is necessary. LRIW Board members pledge to personally contribute their time and talents toward this end.

Requirements:

- Nominee must be an LRIW member in good standing.
- Nominee must be a woman active in the railroad industry or retired from the industry.

Responsibilities:

- Attend in-person board meetings and participate in conference calls
- Actively participate in decision-making.
- Maintain your membership and promote membership to others.
- Share your area of expertise with the board and other members.
- Serve on special committees as assigned.
- Participate in the organization's conferences and meetings

Board Member Qualities:

- **Commitment:** Serving as an LRIW Board Member is both an honor and a reward, but it requires a demonstrated commitment to the organization and its mission and goals. Board members are required to attend each board meeting, serve or assist on committees, and be available to members.
- **Time to Serve:** Participating fully in association activities requires extra time to prepare for travel and attend meetings. LRIW Board Members usually commit to 2-4 hours per month to prepare for and participate on committees and board meetings.
- **Sound Judgment and Integrity:** Being an LRIW Board Member means that decisions you make must be tempered with good judgment and integrity, you must also consider what is in the best interest of the LRIW as whole. Discussions held at board meetings are strictly confidential.
- **Strategic Thinkers:** LRIW is looking for candidates who are strategic thinkers and visionaries who will help determine LRIW’s short- and long-term goals and future direction.
- **Reimbursement:** Board members are responsible for their own travel to and from meetings of the board. There is no financial compensation for serving on the board.
- **Time Commitment:** Attend each board meeting, serve or assist on committees and be available to members, other leaders, estimated to require 2 - 3 hours per month. Board meetings are typically held 3 – 5 times a year via conference call with one in-person board meeting held in conjunction with the LRIW Annual Conference.

Benefits:

- Board members have the opportunity to meet and work with other rail industry leaders.
- Board members have the opportunity to network with colleagues in other segments of the railroad industry.
- Provides an opportunity to identify needs and to support and achieve organization and professional goals.
- LRIW’s Board of Directors helps to shape the organization’s direction and the future of women in rail.

I would like to recommend the following member for nomination (one form for each candidate):

Name: _____

Title: _____

Company: _____

Email: _____ Phone Number: _____

Which position on the LRIW Board would the nominee like the nominee to fill? *You can select up to two.*

- Scholarship Chair
- Membership Chair
- Awards Chair
- Director

Submitted By (Name & Company): _____

Email: _____ **Phone Number:** _____

I am nominating myself.

Please return the completed application to: Mary Schroll, LRIW Parliamentarian at leadership@lriw.org, with a cc to info@lriw.org.

a) Scholarship Chair: With the help of the LRIW Public Relations & Outreach Committee and the guidance of the LRIW Board of Directors, promote and manage the LRIW annual scholarship. Your job is outreach to women with the intent of pursuing an education in the fields of science, technology, engineering and math.

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 essay question and annual scholarship package
- Managing a committee of 2 people and organizing conference calls as needed
- Raise funds for annual scholarships as needed
- Work closely with Membership Committee on status of individual members and corporate members applying for scholarship
- Help to recruit and retain committee members and delegate responsibilities
- Develop press releases with the PR&O committee when need arises
- Work with trade press publications to promote scholarship
- Maintain annual scholarship entry packages and audit for completeness and ensure criteria is met by entrants
- Work with third party judge pre-approved by LRIW Board
- Contact winners and non-winners, obtain bios from winners for publication on website and work with Treasurer with payout instructions (always directly paid to the college/university).

b) Membership Chair: With the help of the Membership Committee and the guidance of the LRIW Board of Directors, promote the LRIW and keep track of membership through the LRIW database. Your job is to work with your committee and grow the individual and corporate membership and encourage membership retention through active contact with members and potential members.

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

Characteristics & Skills

- Strong leadership, delegation, and communication skills
- Good database skills, knowledge of Timberlake membership software a plus

Roles and Responsibilities

- Assemble and lead your membership committee to promote growth of LRIW membership
- Help to recruit and retain membership committee members and delegate responsibilities
- Maintain LRIW membership database, online membership forms, create membership reports identifying membership needs (i.e. what is important to them) and job demographics
- Establish committee meeting dates, times and submit minutes of meetings to the board
- Monitor the progress of committee to ensure tasks are completed
- Develop criteria for new database (Timberlake) for membership renewal process and tracking

c) 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

d) Director Position: The Director is responsible for the successful leadership and management of the LRIW according to the strategic direction set by the board of directors. Your job is also in strategic planning. Since the Director does not have an official committee assignment, the Director will work with the board to set goals and targets. The Director should work to identify and cultivate other women leaders and work closely with the LRIW committees you sit on. You will be one of four LRIW Directors.

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

Characteristics & Skills

- Strong leadership, delegation, and communication skills
- Experience with goal setting and strategic planning

Responsibilities:

- With the other Directors, work on setting goals and targets for LRIW. Each year the Directors will be responsible for submitting a proposal of goals and targets for: the current year, the 3-year and 5-year look-a-head to the LRIW Board of Directors
- Sit on two board committees; one of which must be the Membership Committee
- Ensure that the committees' operations are aligned with the direction of the board
- Ensure that the LRIW's operations meet the expectations of its members and sponsors