

Regional Chair Checklist

Contact all new members within a week (of official welcome letter or of unofficial notice by the State DOT) – Regional Chair may delegate this role to the Vice Chair.

- Welcome to RAC and to our region
- Ask them to describe:
 - Scope of their current role
 - Background in AASHTO and/or research
- Email your contact information and the link to the [R&I/RAC website](#) to the new member(s)
- Explain how the region stays in touch with monthly/bi-monthly calls and provide a schedule and call-in information
- Describe the [mentoring program](#) and ask if they would like a mentor. If not let them know that you will check back in a few months
- Provide a link to the [RAC listserv guidelines](#) on the RAC website
- Describe current and/or upcoming opportunities and responsibilities
 - TRB Annual Meeting/RAC Winter Meeting
 - NCHRP balloting
 - [High Value Research Submittals](#)
 - RAC Summer Meeting
 - [RAC New Member Guide and RAC 101 Presentation](#) (PowerPoint)
 - [Task Force Participation](#)
- Ask how you can help them