

The "LTC Report" is intended to provide leaders from Regions, Sections and Branches, with highlights of recent and upcoming activities, and recommended web links to valuable relevant resources.

ASCE's Leader Training Committee Fall Meeting

The Leader Training Committee (LTC) held its meeting on July 12-13 in Portland, Maine.

LTC Members

Lauren Swett , P.E., M.ASCE	Region 1, Chair
Shawn Kelley , Ph.D., P.E., M.ASCE	Region 1
Greg Kuklinski , P.E., M.ASCE	Region 2
Monica Sartain , P.E., M.ASCE	Region 4
Melissa Wheeler , M.ASCE	Region 5
Clay Forister , P.E., M.ASCE	Region 6
Aaron Frits , P.E., M.ASCE	Region 7
Bob Lamoreaux , P.E., M.ASCE	Region 8
Tony Akel , P.E., M.ASCE	Region 9
Nancy Berson , Aff.M.ASCE	Staff Contact

Please visit the LTC website at:

<http://regions.asce.org/leader-training-committee/> for upcoming events, Section and Branch Awards information, and a multitude of other useful resources and links. We are constantly updating the website so visit often for new topics.

INSIDE THIS ISSUE

1	Conference Calls, Webinars
2	2019 Presidents and Governors Forum
2	Potential Region Governor Webinar
2	Section & Branch Website Support
3	Best Practices
3	Best Practice of the Month Articles
3	Talking Points
4	2020 Multi-Region Leadership Conferences
4	Section and Branch Action Calendar
4	Outstanding Section and Branch Website Award
4	Struggling Section and Branch Webinar
4	LTC Social Media
5	LTC Website Updates
5	Region Recap
5	Final Thoughts from the Chair

Conference Calls and Webinars

Hundreds of ASCE leaders have participated in our conference calls and webinars with their peers. Similar opportunities will be offered again for the new Section, Branch, and Region leaders. If you miss the opportunity to participate, the recording links and PowerPoints can be found on the LTC website and below.

- [Section and Branch Exchange](#)
October 2, 2019 at 2:00 pm EDT
October 3, 2019 at 2:00 pm EDT
- [Region to Region Exchange](#)
November 14, 2019 at 2:00 pm at 2:00 pm EST
- [Section & Branch Best Practices Webinar](#)
October 31, 2019 at 2:00 pm EDT
- [Region Best Practices Webinar](#)
November 12, 2019 at 2:00 pm EST
- [Struggling Section & Branch Webinar](#)
October 8, 2019 at 2:00 pm at 2:00 pm EDT
- [Potential Governors Webinar](#)
September 26, 2019 at 2:00 pm EDT
- [Potential Directors Webinar](#)
October 15, 2019 at 2:00 pm EDT
- [Region Governors Refresher Webinar](#)
August 13, 2019 at 2:00 pm EDT
- [Social Media Webinar](#)
September 2020
- [Ask the President](#)
TBD
- [Geographic Services Conference Calls](#)
TBD
- [Committee Chair Training Webinar](#)
Fall 2020
- [Legal Webinar for Sections and Branches](#)
Spring 2020

2019 Presidents and Governors Forum



The 2019 Presidents and Governors Forum (PGF) will be held September 22-23 at ASCE Headquarters in Reston, VA. Sessions will begin early Sunday morning and end Monday mid-afternoon.

A one-day subsidy has been budgeted for one attendee from each Section and Branch in the amount of \$135. We realize this will not cover your airfare or total expenses, but it will hopefully help defray some of your costs.

The PGF is held annually for the benefit and training of Region Governors, Directors, Section and Branch Presidents. The overall purpose of the PGF is to provide a venue for current Section, Branch, and Region leaders to gain the knowledge needed to effectively and efficiently run their local units, as well as familiarize local leaders with Society goals, concerns, issues and current programs. This forum provides a summary of various Best Practices developed by Section/Branch leaders, existing tools to effectively run Sections and Branches, how to utilize Region Governors, and how to be a better leader. The PGF provides an excellent opportunity for networking with peers, Society leaders, and staff at ASCE Headquarters. Please make sure your incoming President is aware of this great opportunity!

For more information about the PGF, please visit [LTC's website](#)

Potential Region Governor Webinar

LTC will be hosting a webinar on September 26 at 2pm EDT for those leaders interested in becoming a Region Governor. The webinar will cover Region Governor duties, communication, leadership, and requirements.

Region Governor Qualifications

The linked document outlines the expectations such as projected time commitment and potential out of pocket expenses. It may be accessed at: [LTC Website Resources Page](#)

Applications and associated documents are due December 1st to the Region Chair and Society Secretary.

Section and Branch Website Support

If your Section or Branch is experiencing challenges with the upkeep of your website because of the complexity of maintenance, you might want to consider becoming a part of ASCE's website support program. The program currently includes over 60 participating Sections and Branches. These sites are primarily intended for Sections and Branches who lack the local resources or time to maintain websites. Participating Sections and Branches will receive a template and basic training to update their sites. The site uses Drupal software which is relatively easy to maintain. One of our sample sites can be found at <http://sections.asce.org/cleveland>.

Please remember these are basic websites with a fixed template. If you are interested in finding out more about this resource, please contact Daryl Morais at dmorais@asce.org or at 703-295-6042.



Best Practices

The latest editions of the Section and Branch Best Practices Guides include 95 Best Practices. While the Region Best Practices Guide includes 22 Best Practices. These documents are currently posted on our website at: [LTC Website Resources Page](#)

LTC is always looking for new Best Practices to share with other Sections/Branches and Regions. If you have an activity, event, or process you would like to share, we encourage you to complete and submit a "[Best Practices Guide Information Request Form](#)" – also available on the website. You may also contact LTC member Tony Akel, P.E., M.ASCE, who coordinates the Best Practices effort, at takel@akeleng.com

Best Practice of the Month Articles

Best Practices articles may be found in the monthly Section Informant portion of the Leadership Letter. These articles are put together by LTC Corresponding Members and highlight a Best Practice that you may wish to implement in your Section or Branch.

Talking Points

Are you using our Talking Points? LTC maintains a series of 20 Talking Point documents. These are 1-2 page summaries with PowerPoint presentation templates on the following topics:

ASCE INITIATIVES / STRATEGIES

1. Future World Vision
2. Sustainability
3. Grand Challenge

INSTITUTES

4. Specialty Certification
5. Committee on Technical Advancement
6. Utility Engineering & Surveying Institute
7. Establishing Local Institute Chapters

GOVERNMENT RELATIONS

8. Developing State Report Cards
9. Government Relations

SECTION RESOURCES

10. Best Practices
11. Reasons to Attend the WSBL and PGF
12. Life Member Involvement

K-12 STUDENT OUTREACH

13. Dream Big
14. Pre-College Outreach

MEMBER RETENTION/TRANSITION

15. Outreach to Student Chapters
16. Younger Member Retention
17. Student Member Transition to Associate Member

PROFESSIONAL AND LEADERSHIP

18. Developing Leaders
19. Ethics

ASCE SUPPORT PROGRAMS

20. ASCE Foundation

These are excellent resources for Region Directors, Governors, Section and Branch Presidents, and we strongly recommend using them when addressing your Sections/Branches, Student Groups, or other constituent groups. You can also develop talks to revolve around the programs and activities of the Society.

PowerPoint presentations are also available to accompany the Talking Points. The Talking Points Guide, documents, and corresponding PowerPoint presentations are posted on the LTC website at: <http://regions.asce.org/leader-training-committee/resources>

If you have new ideas for a future Talking Point, please contact LTC member Shawn Kelley, Ph.D., P.E., M.ASCE at skelley2154@hotmail.com

2020 MRLCs

LTC is collaborating with the Committee on Younger Members (CYM), the Committee on Student Members (CSM) and members of the Technical Region to plan the 2020 MRLCs. These Conferences provide a good mix of leadership training and information on ASCE resources and activities. The MRLC will not only assist you in your leadership role, but also provides Professional Development opportunities. Invitations will be sent this fall, so start deciding now who will represent your Section or Branch!

LTC will also continue to encourage and embrace the participation of the Institute leaders at the 2020 MRLC's.

Jan. 31-Feb. 1	Regions 1,2,4, & 5 MRLC in Philadelphia
Jan. 10-11	Regions 3,6, & 7 MRLC in Detroit
Jan. 24-25	Regions 8 & 9 in MRLC in San Francisco

Section, Branch & Region Action Calendar

Oct. 10-13	Annual Convention in Miami, FL
Oct. 30	Outstanding Section and Branch Award nominations are due
Nov. 30	Section, Branch and Region Annual Reports are due
Dec. 15	Section Federal Tax Filing due to ASCE's Accounting Department
June 1	Submissions are due for the Outstanding Section & Branch Web Award
Sept. 1	Section and Branch Leadership Reports Due
Sept. 20-21	Leader Orientation for new Governors and Directors in Reston
Sept. 22-23	Presidents and Governors Forum in Reston

Outstanding Section and Branch Award

The Leader Training Committee (LTC) invites you to nominate your Section or Branch for the 2019 Outstanding Section and Branch Award. This program recognizes Sections and Branches that have made an outstanding contribution to the Society and their community through their programs and activities.

Your Section or Branch may have several programs that are worthy of recognition. Please take this opportunity to be acknowledged for your accomplishments. Award information is available on the LTC website, or you may download a copy at: <http://regions.asce.org/leader-training-committee/awards>

Please note that the deadline is October 30, 2019.

LTC Social Media

The Geographic Units Facebook Group, with close to 400 Section, Branch and Region leaders, provides a forum for open discussion and sharing of ideas, activities, photos and other relevant posts. The URL is <https://www.facebook.com/groups/GSDASCE>. If you are not a member, please visit this link and click on the "join" button. The Geographic Services staff will verify and activate your request. Join in on the conversations, add to the discussions, and learn from your colleagues from around the country. For information on joining, please contact Nancy Berson at nberson@asce.org.

Outstanding Section & Branch Web Award Criteria Change

New for this year is an additional scoring criterion to evaluate reliability of websites entered for the Outstanding Section & Branch Web Award. Entries may now be deducted up to five points based on judges' inability to access the site in real time.

Annual Reporting Format Change

LTC is pleased to announce that we now have a new annual reporting platform for Sections, Branches, Younger Member Groups, and Student Chapters! This will allow all levels to review all reports submitted. Don't forget to complete your annual report by November 30!

LTC Website Updates

Check out some of the recent additions to the LTC Website resources page, including:

- [ASCE Section & Branch Officers' Role in State Report Cards](#)
- [Section and Branch Free Drupal Website Program](#)
- [Social Media Cheat Sheet](#)
- [Government Relations Resources](#)

Region Recap

Many LTC actions and resources directly impact Region Directors and Governors. LTC continues to explore additional training opportunities for incoming Region Directors and Governors. If there are specific leadership training programs that the Directors and Governors are looking for, please let LTC know.

Region Governors Refresher Webinar

The Region Governors Refresher Webinar is scheduled for August 13 at 2pm EDT.

LTC Participation in Region Meetings

LTC welcomes the opportunity to participate in your Region Conference Calls. We also look forward to attending your next face-to-face meeting when feasible and offer whatever assistance you need.

Region Annual Report Content

Region Annual Reports are posted in the Region Governors Collaborate Community. LTC encourages all Directors and Governors to review other Region's reports.

Region Operations Handbook

The Region Operations Handbook provide guidelines, resources, and responsibilities for your Region. The Region Operations Handbook, maintained by the Leader Training Committee (LTC), is updated as needed to ensure it aligns with current Society operations.

Final Thoughts from the Chair

I consider myself pretty lucky to get to work with such a great group of people on the Leader Training Committee. We work together really well and we usually have fun too. Never have I worked with a group though who so thoroughly bases their work on the benefit that it provides to others. We all want to make sure that what we do (take a look at the infographic below to see just what that is) is what the members want. So if you ever have any suggestions, let us know!

- Lauren

