

**Guidelines for Committee Membership
Intermodal Freight Transport Committee (AT045)**

January 2002
(Updated February 2005)

I. TRB Guidelines on Appointments

The TRB Executive Director, on behalf of the Chair of the Executive Committee, appoints the committee members for a 3-year period. Reappointments are limited by the National Academy of Science's requirements for substantial rotation of membership. Interim appointments are for a period designated by the Executive Director.

Members of a committee are selected on the basis of their interest in and ability to contribute to the study of the subject or to the solution to the problem under consideration. A reasonable balance in the employment or professional connections of members should be sought. A balanced committee might be composed of research and operating personnel from transportation departments and representatives of federal and local government, industry, consulting firms, universities, and other appropriate agencies or organizations especially interested in the committee's scope and objectives. Appointment of more than one member from an organization is not usually considered conducive to balance and diversification of interest but may be justified when the additional members bring needed additional talents and viewpoints to the committee. Membership on committees is on an individual basis. Members do not represent their organizations on a committee.

II. Committee AT045 Membership Guidelines

A. Statement on Diversity

Committee AT045 recognizes the importance of maintaining personal and professional diversity in its membership. The committee seeks to maintain a reasonable balance of interests so that its programs and priorities adequately reflect the diversity of the intermodal freight industry. The committee chair makes appointments to the committee to maintain an appropriate balance of professional backgrounds, industry segments and expertise in transportation issues. The committee chair also seeks to maintain a balance of personal characteristics such as age, race and gender in the committee membership.

B. AT045 Guidelines on Membership

1. Professional Background

Committee AT045 strives to maintain diversity in its membership from different geographic areas, industry sectors, and levels of government. The following describes the various levels of professional diversity that the committee seeks to achieve:

- A. Geographic Areas: The committee should include members from across the US and Canada, as well as various international representatives.
- B. Industry Sectors: The committee should include representatives from private-sector transportation companies, governmental agencies, universities, and other organizations.
 - a. Private Industry: This should include transportation service providers, equipment suppliers, and engineering / consulting services. Where possible, the committee should seek to appoint members that are directly involved in those occupations, or members of associations that represent these industries across various modes (road, rail, water, air and intermodal).
 - b. Government: This should include representatives from the federal government (including the various modal administrations in the US Department of Transportation and other agencies); state DOTs; and local/regional agencies such as Metropolitan Planning Organizations, Port Authorities or local planning agencies.
 - c. Universities: The committee should seek to include a balance of representatives from large and small universities.
 - d. Other: The committee should include representatives from other organizations with interests in intermodal freight transportation. These could include associations that represent key industry stakeholders, such as transportation associations, government agencies, or transportation users. As a secondary priority, the committee should appoint members that represent general transportation policy and research interests without a specific emphasis on freight transportation.

2. Professional Contributions

The committee recruits members that have demonstrated experience and interests in intermodal freight transportation. The committee seeks to involve members that have made professional contributions to the transportation industry through work or research experience. This can be reflected in many ways, including years of professional experience in the transportation sector; demonstrated research experience such as studies, papers or presentations; or achievement of a high level of responsibility for freight transportation issues in a government organization.

3. Contribution to Committee Activities

Committee members are expected to participate in committee activities, such as annual and summer meetings; membership in at least one subcommittee; timely responses to occasional requests for information and input from committee and subcommittee chairs; and other committee duties outlined in Section IV below. Members who are not able to participate in committee activities should resign from the committee.

III. Method of Selection

Prospective new members may be asked to submit brief statements of interest to the committee chair, who distributes them to the membership subcommittee chair along with his/her recommendations or other information. The membership subcommittee reviews the materials and makes recommendations to the committee chair based on the following:

- Contribution to the diversity of the committee
- Demonstrated professional contributions to the field of intermodal freight transport
- Potential and actual contributions to committee activities, including subcommittee activities

The committee chair recommends appointments based on the current composition of the committee, recommendations of the membership subcommittee, and current developments in the field of intermodal freight transportation. The TRB Executive Director makes committee appointments.

IV. Duties of Committee Members

The duties of AT045 Committee members are to:

1. Serve on task forces of the Group at the request of the Group Council
2. Offer their own papers for presentation and publication by TRB and encourage others to do likewise;
3. Assist in the preparation of committee reports;
4. Assist in the review, summarization, and evaluation of available research findings on specific problems for the purpose of drawing conclusions and making recommendations for the practical use of these findings;
5. Prepare problem statements of needed research;
6. Make recommendations to the committee chair concerning needed research in other areas;
7. Assist in the preparation of reports on current practices or recommended practices, or both;
8. Review papers and other documents referred to them;
9. Attend committee meetings for the transaction of necessary business that cannot be easily conducted by correspondence, for the discussion of research papers, for the preparation of recommendations, and for the fulfillment of other purposes or functions of the committee;
10. Answer committee correspondence and keep committee officers and TRB staff representatives advised of their current mailing addresses;
11. Advise the committee chair and staff representative of appropriate research that comes to their attention;
12. Assist in the planning and development of committee-sponsored conferences and workshops;
13. Assist in the compilation of bibliographies and the preparation of state-of-the-art reports.