



DCQI Committees Roles & Responsibilities

Steering Committee

Co-Chairs: Christopher Lawson, Division Administrator, District of Columbia, FHWA
Laurie Lawler, VP of Operations, MTBMA

Mission: The steering committee will direct and infuse energy into the other committees and groups. This committee acts as a conduit for the owner/agency to communicate trends and focus areas of the owner/agency, conversely will serve to communicate industry issues they are seeing with respect to any area of transportation.

General Roles & Responsibilities:

1. Providing strategic direction: The steering committee members are responsible for setting the overall direction and vision for DCQI initiatives and projects. This may involve setting goals, developing plans, and establishing performance metrics; helping guide the direction of the annual DCQI conference.
2. Ensuring compliance: The committee members are responsible for ensuring that all initiatives are compliant with relevant laws and regulations. They must also ensure that initiatives and policies align with the organization's overall mission and values.
3. Managing resources: The committee members are responsible for managing the resources needed to support the DCQI initiatives. This includes identifying funding sources, allocating resources, and monitoring expenses.
4. Building partnerships: The committee members are responsible for building partnerships with other organizations and stakeholders involved in the DCQI efforts. This may involve working with government agencies, private sector partners, academia, and community organizations to advance DCQI initiatives.
5. Monitoring progress: The committee members are responsible for monitoring the progress of the DCQI mission and its subcommittees' projects and goals. They must track key performance indicators, evaluate the effectiveness of initiatives, and adjust strategies as needed.
6. Communicating and promotion with stakeholders: The committee members are responsible for communicating with stakeholders about DCQI. This may involve presenting progress reports, responding to feedback and concerns, and engaging with community members.
7. Advocating for transportation: The committee members are responsible for advocating for transportation initiatives and policies within the organization and the wider community. This may involve educating others about the benefits assigned transportation initiatives, promoting the use of alternative transportation modes, and advocating for policies that support sustainable transportation.

Conference Subcommittee

Co-Chairs: Brandon Buckner, Acting Division Administrator, MD Division Office, FHWA
Ray Moravec PE, VP, Wallace Montgomery

Mission: The conference subcommittee will plan and help host the annual DCQI Conference, which provides members of the DMV transportation industry with opportunities for education, information sharing, networking, and recognition.

General Roles & Responsibilities:

1. Developing conference objectives and goals: The conference planning committee should work together to define the overall purpose and objectives of the conference.
2. Identifying and inviting speakers and presenters: The committee members should identify potential speakers and presenters who can deliver content relevant to the conference theme.
3. Developing the conference program: The committee should create a schedule that outlines the timing and sequence of events, including presentations, workshops, and networking opportunities.

4. Selecting a venue: The committee members should identify and evaluate potential conference venues, considering factors such as location, capacity, and accessibility.
5. Adhering to a budget: The committee should adhere to a budget that accounts for all expenses related to the conference, including venue rental, catering, speaker fees, and marketing materials.
6. Marketing and promotion: The committee members should develop a marketing plan to promote the conference to potential attendees, sponsors, and exhibitors.
7. Securing sponsorships: The committee should identify potential sponsors and work to secure financial support for the conference.
8. Managing logistics: The committee should ensure that all logistical aspects of the conference are organized and executed effectively, including registration, catering, transportation, and accommodations.
9. Evaluating conference outcomes: The committee should conduct post-conference evaluations to assess the success of the event, identify areas for improvement, and gather feedback from attendees.
10. Ensuring compliance with legal and ethical requirements: The committee should ensure that the conference complies with legal and ethical requirements, such as data protection regulations and ethical guidelines for presenters and participants.

Innovation Subcommittee

Co-Chairs: Stephanie Dock, Autonomous Vehicles Program Manager, DDOT
 Thomas Perry PE, Associate VP and Sr. Program Manager/Office Principal, HDR

Mission: The innovation subcommittee will foster a collaborative culture for rapid implementation of outcome-driven innovations to efficiently deliver to our customers a safe, efficient, modern, high-quality transportation system.

General Roles & Responsibilities:

1. Setting the agenda: Committee members are responsible for setting the agenda for meetings and determining the scope of the committee's work. This includes identifying key issues, topics, and challenges related to transportation innovation.
2. Engage participation: Committee members will engage universities, institutes of learning and research centers to foster innovative transportation solutions to address real work transportation applications.
3. Research and analysis: Committee members may decide to research and analyze best practices, trends, and innovations in transportation, including new technologies, policies, and regulatory frameworks, identifying opportunities and challenges.
4. Collaborating with stakeholders: Committee members must work collaboratively with stakeholders in the transportation industry, including industry leaders, policymakers, regulators, and community members.
5. Build awareness: Committee members will be expected to advocate for transportation innovation and its benefits to stakeholders, policymakers, and the public.
6. Promotion: committee members will promote and help support the FHWA Every Day Count (EDC) and State Transportation Innovation Council (STIC) initiatives and efforts throughout DDOT, encouraging participation.
7. Oversight: Committee members may provide oversight of the implementation of transportation innovation policies and initiatives and monitor their effectiveness.
8. DCQI annual innovation showcase leadership: Committee members will work with the DCQI conference subcommittee in the creation and coordination of the annual showcase presented during the DCQI conference, leading this program fulfill this segment with engaging, applicable, and innovative solutions to the DMV region.

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