



Women's Transportation Seminar
Greater Dallas/Fort Worth Chapter

Policies/Procedures Manual

Updated: 2012

WOMEN'S TRANSPORTATION SEMINAR (WTS)

MISSION

National - The Women's Transportation Seminar is dedicated to excellence in transportation through the achievement and success of women.

Local - The Greater Dallas/Fort Worth (D/FW) Chapter of WTS provides opportunities for networking, professional development, and leadership for women in all fields of transportation. WTS fosters the exchange of ideas among professionals and education in local, regional, state and national transportation issues in an effort to put our members on the forefront of industry change.

HISTORY

National - Founded in 1977, WTS was created through the efforts of forty women involved in transportation in the Washington, D.C. area who recognized that a mechanism was needed to enhance personal advancement as well as to develop industry and government recognition of the increasing involvement of women in the fields of transportation. After nearly twenty-five years of growth and development, WTS is now a national organization of more than 3,500 transportation professionals, consisting of both men and women. Over thirty-eight chapters have developed throughout the years, serving the local needs of WTS members across the country.

Local - The Greater Dallas/Fort Worth Chapter of WTS was incorporated in 1989. Membership has continued to increase steadily through a variety of programs and professional development seminars, as well as through recognition of outstanding achievement through awards and scholarship programs. Past Presidents include the following: Wanda Schafer (1990 & 1991), Michelle Saye (1992), Rose Anderson (1993), Nancy Johnson (1994-95), Wilma Smith (1996-97), Cheri Bush (1998-99), Kay Shelton (2000-2001) and Janice Crow (2002-03).

GOALS

In 1998, the National Board adopted a three-year strategic plan for WTS with the following objectives:

1. Be the pre-eminent multi-modal transportation organization.
2. Advance the professional development of women.
3. Provide access to a diverse, national network of transportation professionals.

ACTIVITIES

WTS seeks to fulfill its mission by offering a wide range of services and activities to its members at both the National and Local level.

**WOMEN'S TRANSPORTATION SEMINAR
GREATER DALLAS/FORT WORTH CHAPTER**

POLICIES AND PROCEDURES

1. ADMINISTRATION

A roster with all the names, addresses, phone numbers, fax numbers and email addresses shall be updated and provided quarterly by the Secretary with the board meeting packets.

2. BOARD OF DIRECTORS

Attendance at Board Meetings

All elected Board members (President, Vice President, Secretary, Treasurer, Immediate Past President and four Directors) are required to attend Board meetings. Committee Chairpersons are strongly encouraged to attend.

Standing Board Reports

All elected Board members are required to provide a written report to the Secretary for inclusion in the board packet. All Committee Chairpersons are strongly encouraged to provide a written report to their corresponding Director for inclusion in the board packet.

Format for Motions

For presenting an action item for formal Board action, the following must be included, the motion in written form, background and justification and financial impact.

Quorum

The presence of two-thirds of the Board of Directors shall constitute a quorum at Board meetings.

Board Meeting Sites

Board meeting sites shall typically be held in a central location; however chapters may rotate meeting sites as desired. Sites for two years are usually selected immediately after the installation of the new Board.

C. STANDING COMMITTEES

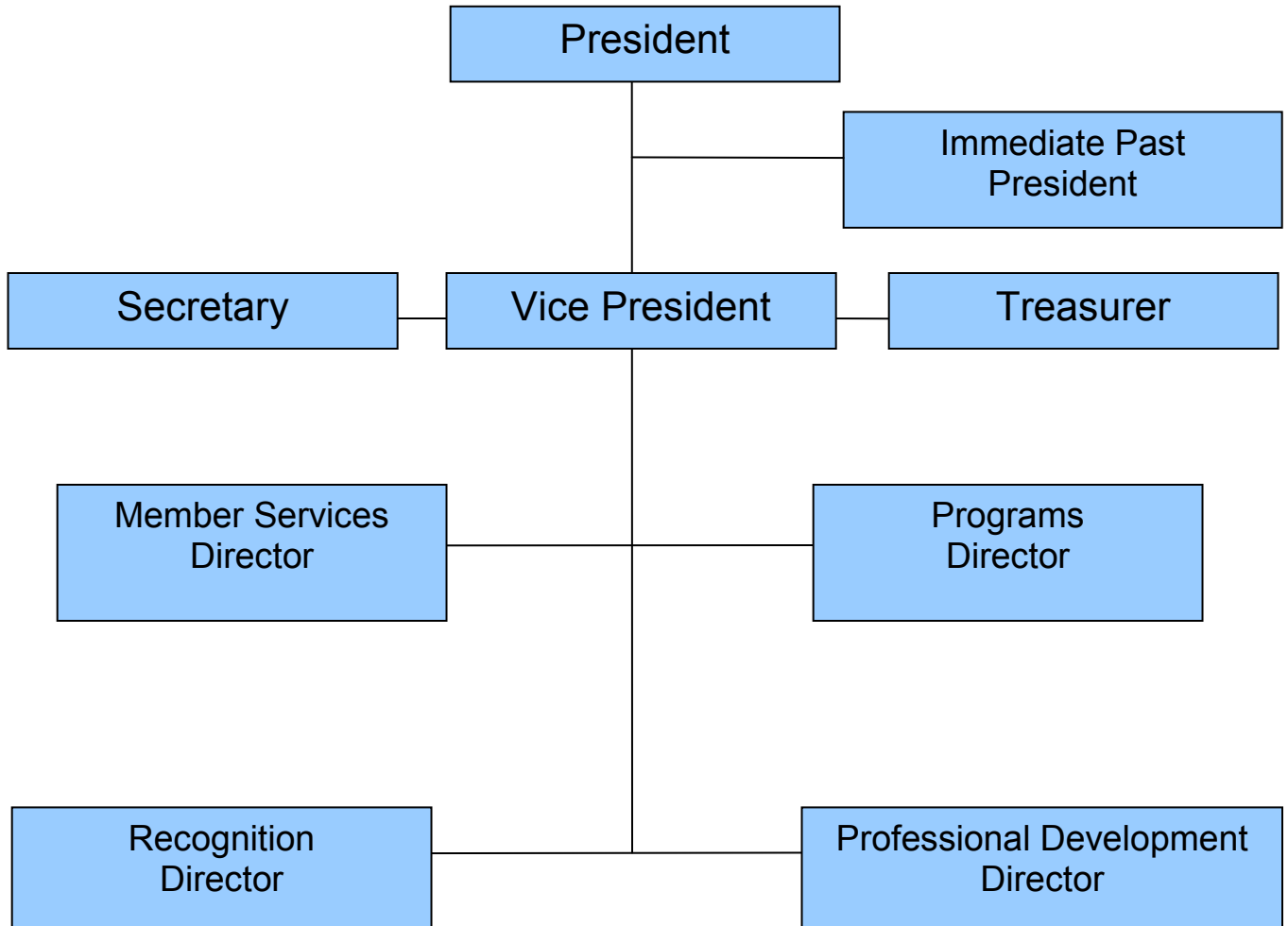
Appointment of Committee Chairpersons

The elected Directors shall make Committee Chairperson appointments as soon as practicable after elections.

Responsibilities of Committee Chairpersons include the following:

- Appointing members to the committee and designating team leaders when required.
- Developing goals and objectives in conjunction with that of National.
- All committee tasks, including typing and other secretarial duties.
- Developing committee budgets and submitting them to the Treasurer for approval by the Board.
- Updating committee descriptions and responsibilities and forwarding to the Vice President.

**GREATER DALLAS/FORT WORTH CHAPTER
BOARD OF DIRECTORS**



Standing Committees

WTS has established the following Standing Committees and Committee Chairpersons, as appointed by the corresponding elected Director:

1. Programs Director (one of the Programs Chairpersons will also serve as Director)

A. Programs

- Programs Chairperson – Dallas
- Programs Chairperson – Arlington
- Programs Chairperson – Fort Worth

B. Facilities

- Facilities Chairperson – Dallas
- Facilities Chairperson – Arlington
- Facilities Chairperson – Fort Worth

2. Member Services Director

- A. Membership Development Chairperson
- B.]Corporate Membership Chairperson
- C. Newsletter Chairperson
- D. Communications Chairperson
- E. Graphics Chairperson
- F. Database Chairperson
- G. Website Chairperson

3. Recognition Director

- A. Awards Banquet Chairperson
- B. Scholarship Chairperson
- C. Silent Auction Chairperson

4. Professional Development

- A. HOME Fund Chairperson
- B. Appointments Chairperson
- C. Diversity Chairperson
- D. Job Bank Chairperson
- E. Mentoring Chairperson
- F. Student Liaison Chairperson
- G. Transportation YOU Chairperson
- H. Golf Tournament Chairperson
- I. Professional Development Activities Chairperson

D. Ad Hoc Committees

The President may establish ad hoc committees as needed. The following ad hoc committees currently exist:

- National Conference Planning
- International Board Meeting Reception Planning

STANDING COMMITTEES

1. PROGRAMS DIRECTOR

A. Programs Chairpersons

Position Description

The Programs Director and Programs Chairpersons are responsible for providing well planned, informative, and interesting programs at each regular Chapter meetings.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Coordinate membership programs.
 - c. Work in tandem with Facilities Chairpersons.
2. Program Preparation
 - a. Survey membership to assess interests, suggestions for topics, speakers, and formats.
 - b. Review programs of other organizations/chapters.
 - c. Recommend programs, formats, and guest speakers for the program year.
 - d. Compile/maintain draft program listing one (1) year in advance, as approved by Board.
 - e. Update final program schedule from acceptances including dates and topics; provide quarterly with the board meeting packets.
3. Program Activities
 - a. Letter of invitation (call if known personally) with date, time, and location as well as topics and format. Provide brief Chapter biography (marketing brochure) and response deadline.
 - b. Prepare and provide meeting announcement to Facilities Chairperson.
 - c. Arrange transportation for speaker(s) if necessary.
 - d. Meet and greet speaker(s).
 - e. Circulate among attendees, introducing new members and non-members to members.
 - f. Introduce speaker at meeting.
 - g. Provide closing remarks; provide speaker(s) with gift.
4. Follow Up
 - a. Provide information to Vice President so she/he can send thank you letter to speaker(s).
 - b. Collect evaluation forms.
 - c. Report to Board.
 - d. Provide all correspondence to Secretary.
 - e. Provide all information to Historian.

PROGRAM TIMETABLE

January – March	Compile program list.
March	Present to Board.
Six (6) to eight (8) weeks	Formal invitation.

SPEAKER ARRANGEMENTS

Two (2) months prior	Confirm speaker/program.
Three (3) weeks prior	Prepare meeting notice.
Varies	Notify appropriate person of needed room arrangements.
Three (3) days prior	Check room/equipment arrangements.
	Provide final count.
One (1) week after	Assure thank you letters have been sent.

Monthly Meeting Schedule - Example

Year 1

Month	Location	Speaker
January	Dallas	
February	Fort Worth	
March	Arlington	Annual Awards Banquet
April	Dallas	
May	PD Seminar	
May	National Conference	
May	Fort Worth	
July	PD Seminar	
September	Arlington	Fall Membership Drive
October	Dallas	Fall Membership Drive
October	PD Seminar	
November	Fort Worth	
December	Arlington	

Year 2

Month	Location	Speaker
January	Dallas	
February	Fort Worth	
March	Arlington	Annual Awards Banquet
April	Dallas	
May	PD Seminar	
May	National Conference	
May	Fort Worth	
July	PD Seminar	
September	Arlington	Fall Membership Drive
October	Dallas	Fall Membership Drive
October	PD Seminar	
November	Fort Worth	
December	Arlington	

STANDING COMMITTEES

1. PROGRAMS DIRECTOR B. Facilities Chairpersons

Position Description

The Programs Director and Facilities Chairpersons are responsible for welcoming all attendees at the monthly meetings and providing a congenial atmosphere for networking. The committee should consist of a representative for Dallas, Fort Worth and Arlington and strive to make all guest and members, particularly new members, feel welcome, thereby promoting WTS.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Coordinate logistics of meetings.
2. Facilities Preparation
 - a. Research catering options/pricing.
 - b. Prepare and provide meeting announcement to Member Services Director, and Newsletter, Website and Publicity Chairpersons for distribution.
 - c. Coordinate specific activities with Programs Director.
3. Facilities Activities
 - a. Ensure new members are identified at their first meeting.
 - b. Develop icebreakers and mixers for general meetings to encourage networking.
 - c. At each meeting:
 - i. Staff registration table, distribute name tags and receipts, and other tasks as needed.
 - ii. Coordinate facility arrangements, catering, floor layout, audio needs, and other physical room arrangements.
 - iii. Provide similar support at special events, as needed.
4. Follow Up
 - a. Provide speaker information to Vice President for thank you letter(s).
 - b. Provide all information to Historian.
 - c. Provide all correspondence to Secretary.
 - d. Provide list of no-shows to Treasurer for billing.
 - e. Provide copies of sign-in sheets to Secretary.

**PROGRAM SIGN-IN LIST - EXAMPLE
DATE**

LAST NAME	FIRST NAME	MEMBER	ORGANIZATION	AMOUNT DUE	AMOUNT PAID



Women's Transportation Seminar

**RECEIPT - SAMPLE
DATE/EVENT**

Received from _____

Member _____
\$cost

Non-Member _____
\$cost

XXX, D/FW WTS Treasurer

STANDING COMMITTEES

2. MEMBER SERVICES DIRECTOR

Position Description

The Member Services Director is responsible for all phases of chapter membership activities, specifically facilitating membership processing, retention and recruitment.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Assist with all fundraising activities, as they relate to membership.
 - c. Notify members/potential members of upcoming events.
2. Membership Preparation
 - a. Prepare membership survey for distribution at the general meeting of the membership.
 - b. Develop marketing plan that focuses on at one major recruitment effort per year.
3. Membership Activities
 - a. Membership is based on the calendar year (not date of payment).
 - b. Prepare and deliver membership report including names of renewing, non-renewing, corporate representatives, new members and total membership count at Board meetings.
 - c. Work in tandem with National, Treasurer, and Corporate Sponsor Chairpersons in coordinating membership records.
 - d. Ensure accuracy of membership records for transmittal to National.
 - e. At meetings:
 - i. Staff registration table; ensure membership recruitment information is available.
 - ii. Discuss benefits of joining WTS with guests.
 - f. New Members:
 - i. Review membership applications for accuracy. Contact applicants with any potential questions and/or clarifications.
 - ii. Identify new members for newsletter spotlights.
 - iii. Contact Committee Chairperson in which applicant expressed an interest.
 - g. Current Members:
 - i. Record renewals and update records/mailling lists.
 - ii. Process/monitor membership renewals; follow up with non-renewals.
 - iii. Prepare/update membership mailing list for newsletter.
 - iv. All memberships expire on December 31; make every effort to encourage local renewals prior to expiration period.
 - h. Potential Members:
 - i. Prepare/maintain potential membership mailing list for Annual Awards Banquet and other special events, as needed.
 - ii. New members who join between October 1 and December 31 for the following year are recorded immediately and receive the bonus months free.
 - i. Coordinate with Board of Directors for news and announcements.
 - j. Notify members/potential members of news and information provided by other committee chairs and/or National.

4. Membership Types
 - a. Regular Membership: includes one chapter affiliation; additional chapters \$30.
 - b. Corporate Sponsorship.
 - c. Student: reduced rates available for full-time students.
 - d. New and lapsed members are charged a \$10 processing fee.

5. Follow Up
 - a. Provide all information to Historian.
 - b. Provide all correspondence to Secretary.

STANDING COMMITTEES

2. MEMBER SERVICES DIRECTOR

A. Corporate Membership Chairperson

Position Description

The Member Services Director and Corporate Sponsor Chairperson are responsible for the partnership between the Corporate Sponsors and the programs and services provided by WTS.

Specific Responsibilities:

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Assist with all fundraising activities, as they relate to Corporate Sponsorship.
2. Corporate Sponsorship Preparation
 - a. Recruit members from existing Corporate Sponsors.
 - b. Conduct Corporate Sponsorship renewal campaign in October/November of each year for the next year's membership period.
3. Corporate Sponsorship Activities
 - a. Complete Corporate Member Designee forms for all Corporate Sponsors and submit along with corporate payments to National and Member Services Director.
 - b. Ensure Corporate Sponsor funds are allocated to the correct accounts.
 - c. Serve as the Corporate Sponsor's initial point of contact for:
 - i. Membership matters
 - ii. Requests for volunteers/donations to assist with the chapter's activities.
 - d. Coordinate activities with the following Committee Chairpersons:
 - i. Newsletter - include at least one (1) Corporate Spotlight article in each issue of the local Chapter newsletter.
 - ii. Programs - include at least one (1) Corporate Spotlight guest speaker at each regular regular Chapter meeting.
 - iii. Awards Banquet - sell Corporate tables at the annual awards banquet and solicit door prizes for raffle.
 - e. The contribution levels and benefits of corporate sponsorship are established by the Board of Directors.
4. Follow Up
 - a. Write thank you letters for every contribution, including but not limited to, membership contributions, door prize donations, volunteer activities, and in-kind gifts.
 - b. Provide all correspondence to Secretary.
 - c. Provide all information to Historian.

STANDING COMMITTEES

2. MEMBER SERVICES DIRECTOR B. Newsletter Chairperson

Position Description

The Member Services Director and Newsletter Chairperson are responsible for the coordination/production of the chapter newsletter to serve as a means of communications with the membership. The Newsletter Chairperson and committee shall request articles, collect information, edit, print and distribute the newsletter.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Coordinate quarterly newsletter.
 - c. Work in tandem with President and Member Services Director.
2. Newsletter Preparation
 - a. Establish and provide Board with production schedule.
3. Newsletter Activities
 - a. Request articles from Board of Directors and Committee Chairpersons.
 - b. Maintain contact with people who would be sources of articles.
 - c. Follow-up with Committee Chairperson and Board members who have articles due.
 - d. Solicit articles on current transportation issues (including reprints).
 - e. Identify monthly meeting speaker(s) and topic(s).
 - f. Review National and other chapter newsletters; incorporate ideas as appropriate.
 - g. Various newsletter items include, but are not limited to the following:
 - i. Quarter, Year
 - ii. Chapter website and mailing address
 - iii. List of Board members and Committee Chairpersons contact information
 - iv. Message from the President
 - v. List of Corporate Sponsors
 - vi. Corporate Spotlight
 - vii. Professional Development articles
 - viii. Current transportation issues
 - ix. Transportation legislation
 - x. Member Spotlight
 - xi. Meeting highlights
 - xii. National news
 - xiii. Quotes/brainteasers
 - h. Proofread articles, ensuring proper format.
 - i. Send to printer and distribute newsletter.
4. Follow Up
 - a. Provide all correspondence to Secretary.
 - b. Provide all information to Historian.

STANDING COMMITTEES

2. MEMBER SERVICES DIRECTOR

C. Website Chairperson

Position Description

The Member Services Director and Website Chairperson are responsible for providing current, up-to-date information to the chapter and public.

Specific Responsibilities

1. General Duties

- a. Establish committee as required and meet with committee members.
- b. Ensure current/up-to-date chapter information is posted to the website.
- c. Work in tandem with the Programs and Recognition Directors.

2. Website Activities

- a. Provide monthly updates to the website, including but not limited to the following:
 - Mission, history, goals
 - Calendar of events
 - Chapter newsletter
 - Listing of Corporate Sponsors
 - Scholarship information

2. MEMBER SERVICES DIRECTOR
D. Communications Chairperson

Position Description

The Member Services Director and Communications Chairperson are responsible for developing and executing communication strategies to increase awareness of the Greater Dallas/Fort Worth WTS Chapter. The Chairperson shall promote membership benefits of WTS through all media available (radio, television, magazines, newspapers, and social media).

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Reviewing and editing the Chapter Newsletter.
 - c. Serve as liaison to the media, writing and disseminating news releases, Chapter fact sheet and media kit.
 - d. Establish and managing the chapter's social media initiatives
 - e. Working with other chairs to develop marketing materials to promote chapter programs and initiatives.
2. Communications Preparation
 - a. Establish media contacts by developing and maintaining a current media mailing list, including a general list for use with all media for publicizing meetings/events and lists to supplement the general list for specific audiences.
 - b. Identify media events, including regular monthly meetings, special events, recognitions/events, National events, and member achievements.
 - c. Work in tandem with Director of Programs in securing information related to speaker(s) and topic(s).
 - d. Prepare and distribute press releases, including photos if needed.
3. Communications Activities
 - a. Publicize meetings/events.
 - b. Coordinate WTS media events.
 - c. Ensure photographic coverage of all WTS meetings/events.
 - i. Take photos or arrange for someone else to take photos at all meetings/events.
4. Follow Up
 - a. Maintain a photo archival file for negatives and photos and provide to Historian.
 - b. Maintain an archival file of all media coverage received.
 - c. Provide all information to Historian.
 - d. Provide all correspondence to Secretary.

TIMETABLE

Four (4) weeks prior to meetings/events	Submit press release.
One (1) week prior	Personally call press contact to remind them of the meeting or event and invite them to attend. A maximum of two (2) complimentary press invitations may be ade per meeting/event.



Women's Transportation Seminar
SAMPLE PRESS RELEASE

Local Women's Organization Honors Members

Media Release

Contact:
Phone/Fax/Email

March xx, xxxx (Arlington, TX) On Thursday evening, March xx, xxxx, the Greater Dallas-Fort Worth Chapter of the Women's Transportation Seminar (WTS) recognized select members of the organization at the Annual Awards Banquet at the *Hotel Name* in Arlington, Texas.

The "**Woman of the Year**" award winner was *Name*. In recognition of her dedication to the transportation issues of Texas and through her involvement in....

"**Member of the Year**" award winner was *Name, Position, Employer*. *Name* was recognized for...

Name, owner of *company* received the "**Employer of the Year**" award. *Name* was recognized for....

In addition, WTS awarded a \$1,000 graduate scholarship to *Name*, a graduate student at *Name*, pursuing a Masters Degree in Transportation Engineering.

Name, Chapter President, stated, "WTS is dedicated to advancing women's roles in the transportation industry. These awards are one way of recognizing the strides we are making. Our scholarships are another way we encourage women to pursue careers in transportation, thanks to the generous support of corporate sponsors like *Name (employer of year)*."

Established in 1977 by a group of some 40 women in Washington, D.C., WTS is a national organization of transportation professionals involved in planning, engineering, design, finance, operations, management, and administration in various transportation fields. Established in 1989 and with more than 150 members in the Dallas-Fort Worth chapter, the transportation industry is enjoying increasing numbers of women engaged in this highly specialized profession.

-End-

STANDING COMMITTEES

3. RECOGNITION DIRECTOR

Position Description

The Recognition Director is responsible for all phases of National and Local awards, including Employer, Member, and Woman of the Year.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet regularly with committee members.
 - b. Coordinate annual awards/recognition.

2. Award Preparation
 - a. Publicize awards through newsletter, electronic mailings, programs, and website.
 - b. Solicit nominations in December; establish deadline in early January.
 - c. Distribute ballots through newsletter, emails, and website; establish appropriate deadline.
 - d. Compile ballots and announce results.

3. Award Activities
 - a. Notify winners.
 - b. Write congratulatory letters, informing winners of complimentary dinners at banquet.
 - c. Write congratulatory letters to all nominees.
 - b. Forward winners' information to National.
 - b. c. Request scholarship check from Treasurer.
 - d. Request monies for award engraving from Treasurer.
 - e. Provide winners' information to Member Services Director and Newsletter, Website, and Publicity Chairpersons.

4. Follow Up
 - a. Provide winners' information to Vice President for congratulatory letter.
 - b. Provide National winners to Newsletter Chairperson.
 - b. Provide all correspondence to Secretary.
 - c. Provide all information to Historian.

TIMETABLE

December 1	Nomination packages distributed to chapter Presidents.
February 1	All nominations due to National.
March 1	Mailing of ballot packages to Chapter Presidents and National Board.
Late March	Deadline for return of ballot to National Recognition Director.
Early April	Notification of results to National President.

STANDING COMMITTEES

3. RECOGNITION DIRECTOR

A. Awards Banquet Chairperson

Position Description

The Recognition Director and Awards Banquet Chairperson are responsible for all phases of logistic planning for the Annual Awards Banquet. The committee should welcome all attendees, providing a congenial atmosphere for networking, and strive to make all guest and members, particularly new members, feel welcome, thereby promoting WTS.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet regularly with committee members.
 - b. Coordinate logistics of Annual Awards Banquet.
 - c. Work in tandem with Recognition Director and Scholarship Chairperson.

2. Banquet Preparation
 - a. Solicit input from the Board regarding potential keynote speakers.
 - b. Compile and request Board approval of keynote speaker(s), in order of priority.
 - c. Contact potential keynote speaker(s) by early Fall.
 - d. Research centrally located banquet locations and compare prices.
 - e. Compile research and request Board approval of location, in order of priority.
 - f. Provide meeting announcement to Member Services Director and Publicity Chairperson.
 - g. Provide program information, including speaker(s) biographies and photos to Publicity and Newsletter Chairpersons.
 - h. Coordinate budget with Treasurer.
 - i. Provide letter of invitation to keynote speaker, along with WTS brochure.
 - j. Ensure President and Vice President coordinate transcript to Board.
 - k. Coordinate photography coverage.
 - l. Arrange transportation for speaker(s) if necessary.
 - m. Work in tandem with Corporate Sponsor Chairperson in coordinating the floor layout.
 - n. Provide reserved parking for award recipients and speaker(s).

3. Banquet Activities
 - a. Secure and re-check facility, floor layout, and audio equipment.
 - b. Ensure proper registration coverage.
 - c. Ensure awards and scholarship checks are available.

4. Follow Up
 - a. Provide keynote speaker(s) information to Vice President for congratulatory letter.
 - b. Provide all information to Historian.
 - c. Provide all correspondence to Secretary.

STANDING COMMITTEES

3. RECOGNITION DIRECTOR

B. Scholarship Chairperson

Position Description

The Recognition Director and Scholarship Chairperson are responsible for all aspects of the scholarship awards process, including but not limited to, the application, selection, notification, and student outreach.

Specific Responsibilities

1. General Duties

- a. WTS Scholarship is a separate charitable non-profit [501(c)(3)] association dedicated to helping women pursue education and careers in the transportation field. The National scholarships consist of: the Helene Overly Scholarship, established in 1981, which is awarded to graduate students; the Sharon Banks Memorial Scholarship, created in 1990 and renamed for Sharon Banks in 2000, which is awarded to undergraduates; and the Louise Moritz Molitoris Leadership Fund, which is awarded to an undergraduate who exhibits promise as a leader. The Local scholarships consist of: the Wanda J. Schafer Scholarship, established in 1990 and renamed for Wanda J. Schafer in 2002, which is awarded to graduate students; and the Greater Dallas/Fort Worth Chapter Scholarship, established in 1990, which is awarded to undergraduates.
- b. Coordinate scholarship program both locally and nationally.
- c. Recruit previous winners for service on committee.
- d. Assist with all fundraising activities, as they relate to scholarship.

2. Scholarship Preparation

- a. Publicize scholarships through newsletter, electronic mailings, programs, and website.
- b. Distribute scholarship applications to area universities/colleges.
- c. Compile applications and provide to committee for review.
- d. Secure applicants and select winners.
- e. Forward winning applications to National.

3. Scholarship Activities

- a. Notify winners, personally.
- b. Write congratulatory letters, informing them of their complimentary dinner at banquet.
- c. Forward winners' information to National.
- d. Request scholarship check from Treasurer.
- e. Request monies for award engraving from Treasurer.
- f. Provide winners' information to Newsletter, Website, and Publicity Chairpersons, as well as the Member Services Director.

4. Follow Up

- a. Provide winners' information to Vice President for congratulatory letter.
- b. Provide National winners' information to Newsletter Chairperson.
- c. Provide all information to Secretary.
- d. Provide all correspondence to Historian.

TIMETABLE

Early June	National Scholarship packages are mailed to chapter Presidents and Scholarship Chairperson.
Mid to late June	Chapters distribute applications to institutions of higher learning and other interested parties.
Late October	Deadline for chapters to receive completed applications.
Early December	Chapter nominee applications due to WTSS National Chairperson. Solicit checks from WTSS.
Mid January	WTSS President notifies all chapters of results.
Mid March	Scholarship checks presented to local winners at Awards Banquet.

**Women's Transportation Seminar
Greater Dallas/Fort Worth Chapter
Wanda J. Schafer Graduate Scholarship**

The Wanda Schafer Graduate Scholarship was established in 2002 by the Dallas/Fort Worth Chapter of the Women's Transportation Seminar (WTS). The scholarship is designed to encourage women to pursue career paths in transportation. The scholarship is awarded to women pursuing graduate studies in transportation or a related field.

As a tribute to Ms. Wanda Schafer, the first president of the DFW Chapter of WTS, the Board of Directors voted to name the annual WTS graduate scholarship, the Wanda J. Schafer Graduate Scholarship, to honor Wanda for her dedicated service to WTS. Wanda became a WTS member and chapter president in 1989. She brought with her 20 years of experience in public service, tremendous organizational abilities, and a spirit of determination that helped WTS nearly double its membership in two years.

The Wanda Schafer Graduate Scholarship is in the amount of \$1,500. The minimum criteria for selection are as follows:

- a. Open to women
- b. GPA of 3.0 or higher
- c. Currently enrolled in a graduate degree program in a transportation-related field, such as transportation engineering, planning, finance or logistics
- d. Plans to pursue a career in a transportation-related field

Applications must be submitted through local WTS chapters. The scholarships are competitive and based on the applicant's specific transportation involvement and goals, job skills and academic record. Minority candidates are encouraged to apply. Local WTS chapters may have their own requirements (such as personal interviews, GPA or statement). Please contact your local WTS chapter at the address listed below for specifics.

In addition, local DFW Chapter scholarship recipients will be forwarded to WTS National for consideration of National scholarships.

**Women's Transportation Seminar
Greater Dallas/Fort Worth Chapter
Undergraduate Scholarship**

Part of the WTS goal of fostering the development of women in the transportation field can be realized by encouraging bright new professionals to undertake careers in the area of transportation. The Dallas Fort Worth Chapter WTS Undergraduate Scholarship is awarded to women pursuing undergraduate studies in transportation or a related field.

The Dallas Fort Worth Chapter WTS Undergraduate Scholarship is in the amount of \$1,000. The minimum criteria for selection are as follows:

- a. Open to women
- b. GPA of 3.0 or higher
- c. Currently enrolled in an undergraduate degree program in a transportation-related field, such as transportation engineering, planning, finance or logistics
- d. Plans to pursue a career in a transportation-related field

Applications must be submitted through local WTS chapters. The scholarships are competitive and based on the applicant's specific transportation goals, academic record and transportation-related activities or job skills. Minority candidates are encouraged to apply. Local Chapters may have additional requirements (such as personal interviews or higher GPA). Please contact your local WTS chapter at the address listed below for specifics.

In addition, local D/FW Chapter scholarship recipients will be forwarded to WTS National for consideration of National scholarships.

Graduate Application Scoring Form

Applicant Name	Career Goals		Curriculum & Grades		Commitment to TR		Writing Skills		Recommendation	
	x 25		x 25		x 25		x 20		x 10	

Undergraduate Application Scoring Form

Applicant Name	Career Goals		Curriculum & Grades		Commitment to TR		Writing Skills		Recommendation	
	x 30		x 25		x 20		x 15		x 10	

STANDING COMMITTEES

4. PROFESSIONAL DEVELOPMENT DIRECTOR

Position Description

The Professional Development Director is responsible for planning and implementing activities, which will contribute to the education and career development of Chapter members.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet with committee members.
 - b. Work in tandem with Programs Director.
2. Program Preparation
 - a. Review membership survey results to assess interests, topics, speakers, and format.
 - b. Develop recommendations for membership educational and/or career development activities.
 - c. Review other professional organizations/chapter's professional development events.
 - d. Provide proposed list of programs to Board.
 - e. Compile final program schedule from acceptances, including dates and topics.
 - f. Consider such ongoing activities as articles for the newsletter.
3. Program Activities
 - a. Coordinate with the Programs Director to obtain input on potential speaker(s) ideas, as well as ensures avoidance of program duplication.
 - b. Maintain accurate records of correspondence and pertinent program information.
 - c. Provide meeting announcement to Member Services Director, Newsletter and Publicity Chairpersons.
 - d. Coordinate program/facility arrangements, including but not limited to, speakers, snacks, and logistics.
 - e. At meeting:
 - i. Secure and re-check room, microphone, podium, audio equipment, and confirm speaker(s).
 - ii. Meet and greet speaker(s) and attendees; direct them to registration and other facilities.
 - iii. Circulate among attendees, introduce non-members and new members to members.
 - iv. Assist with registration, distribute name tags, and perform other services as needed.
 - v. Ensure program evaluation forms available on tables for members completion.
 - vi. Introduce speaker(s).
4. Follow Up
 - a. Collect evaluation forms.
 - b. Report to Board.
 - c. Write thank you letters to speaker(s).
 - d. Provide all correspondence to Secretary.
 - e. Provide all information to Historian.

PROFESSIONAL DEVELOPMENT PROGRAM TIMETABLE

January – March	Compile proposed activity list.
March	Present list to Board.
Six (6) to eight (8) weeks	Notify speakers and identify locations.

EVENT ARRANGEMENTS TIMETABLE

Two (2) months prior	Confirm speaker and reserve location.
One (1) month prior	Develop announcement and provide to Member Services Director for distribution.
Three (2) days prior	Check room/equipment arrangements and provide final count.
One (1) week after	Follow up with thank you letters.

STANDING COMMITTEES

4. PROFESSIONAL DEVELOPMENT DIRECTOR

A. Appointments Chairperson

Position Description

The Professional Development Director and Appointments Chairperson are responsible for hosting events to education members on how to get appointments.

Specific Responsibilities

1. Political and Corporate Appointments activities seek to promote the candidacy of WTS members and encourage local transportation agencies, private corporate boards, and governmental boards to consider qualified women for senior positions.
2. Develop a professional development program to present advice and direction to members regarding the pursuit of appointive offices.
3. Work in tandem with National and other chapter Appointments Chairpersons.

4. PROFESSIONAL DEVELOPMENT DIRECTOR

B. Diversity Chairperson

Position Description

The Professional Development Director and Diversity Chairperson are responsible for promoting and encouraging diversity throughout WTS.

Specific Responsibilities

1. Consider programs to increase diversity throughout the D/FW Chapter, i.e. annual MBE/WBE reception.
2. Work in tandem with National and other chapter Diversity Chairpersons.
3. Work in tandem with Member Services Director to develop recruitment efforts and encourage diversity among membership.
4. Involvement with various legislative issues, i.e. WTS position papers.

4. PROFESSIONAL DEVELOPMENT DIRECTOR

C. Job Bank Chairperson

Position Description

The Professional Development Director and Job Bank Chairperson are responsible for coordinating and soliciting employment opportunities throughout WTS.

Specific Responsibilities

1. Coordinate job announcements with Member Services and Programs Directors and Website and Newsletter Chairpersons.

**4. PROFESSIONAL DEVELOPMENT DIRECTOR
D. HOME Fund Chairperson**

Position Description

The Professional Development Director and HOME Fund Chairperson are responsible for all aspects of the HOME Fund process, including but not limited to the application, selection, and notification.

Specific Responsibilities

1. Create annual selection criteria, award amounts, selection process, coordinate with golf tournament chair for fundraising, etc.

WTS HOME Funds Available to Attend the Annual Conference
SAMPLE HOME FUND REQUEST



Active members of the DFW WTS Chapter are invited to apply for grant funding to attend the WTS Elevating Transportation to New Heights National Conference on May 9-11 in Denver, Colorado. The conference will be held at the Sheraton Denver Downtown hotel. Local WTS Chapter funds will reimburse individuals to cover the cost of conference registration and two nights of lodging in Denver, CO. Limited funds are available to those meeting the eligibility requirements and will be distributed on a first come, first serve basis. Applicants must have attended a minimum of **8** events including WTS luncheons, professional development seminars or special events, as well as contributed a minimum of **20** volunteer hours to the Chapter between May 2011 and February 2012.

To apply for the funds, please fill out the attached spreadsheet indicating the events you have attended and hours that you have volunteered. Please include a statement (minimum 50 words) describing why you would like to attend the annual conference and why you need financial assistance from the DFW Chapter to do so. **Applicants can email their completed documentation to tcook@nctcog.org no later than **Friday, February 24th, 2012.****

If you have any questions regarding your eligibility to apply for HOME Funds for the WTS Annual Conference please contact Tamara Cook at 817-608-2395.

Visit the [Annual Conference](#) website to view the Conference at a Glance, Registration Materials, information on the Professional Development Workshop and Technical Tours, and Hotel Reservation information! WTS is also soliciting participants to showcase innovative technical or strategic approaches to transportation issues with a poster session. The Poster Session deadline is March 2 and you can learn more about this solicitation by viewing the [Brochure](#).

4. PROFESSIONAL DEVELOPMENT DIRECTOR
E. Mentoring Chairperson and Co-Chairperson

Position Description

The Professional Development Director and Mentoring Chairperson and Co-Chairperson are responsible for coordinating all aspects of mentoring program.

Specific Responsibilities

1. Coordinate annual mentoring program.
2. Match mentors/mentees.
3. Coordinate and attend mentor/mentee reception at the beginning of the year.
4. Establish a way to measure program success; survey students at beginning/end of program.

4. PROFESSIONAL DEVELOPMENT DIRECTOR
F. Student Chapter Liaison Chairperson

Position Description

The Professional Development Director and Student Chapter Liaison Chairperson are responsible for building a relationship with schools and starting a Student Chapter.

Specific Responsibilities

1. Initial Start-up Responsibilities
 - a. Petition to form a student chapter.
 - b. Identify a faculty advisor and student officers.
 - c. Adopt chapter constitution and bylaws.
 - d. Submit your student chapter application.
 - e. Register as an official campus organization.
 - f. Create a student chapter program and budget.
 - g. Submit an annual report to WTS Headquarters.
2. Continuing Responsibilities
 - a. Coordinate networking functions/happy hours between parent chapter and student chapter.
 - b. Attend Student Chapter meetings.
 - c. Establish a way to measure program success; survey students at beginning/end of program.
3. Follow Up
 - a. Provide all information to Historian.
 - b. Provide all correspondence to Secretary.

4. PROFESSIONAL DEVELOPMENT DIRECTOR

G. Transportation YOU Chairperson

Program Description

The Professional Development Director and Transportation YOU Chairperson are responsible for the promotion and encouragement of supporting STEM programs at local schools.

Specific Responsibilities

1. Initiate contact with local school and establish a primary contact.
2. Discuss transportation and liability issues; off campus or non-school hour activities; survey restrictions.
3. Coordinate ways WTS can provide support (summer shadowing, prep test assistance, etc.)
4. Coordinate new activities or ongoing program(s) the school may find useful (ex. Transportation Open House for selected students and parents at engineering firm).
5. Establish a way to measure program success; survey students at beginning/end of program.

4. PROFESSIONAL DEVELOPMENT DIRECTOR

H. Golf Tournament Chairperson and Co-Chairperson

Program Description

The Professional Development Director and Golf Tournament Chairperson and Co-Chairperson are responsible for all phases of logistical planning and implementation of the golf tournament.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet regularly with committee members.
 - b. Coordinate logistics of Annual Golf Tournament.
 - c. Work in tandem with HOME Fund Chairperson.
2. Golf Tournament Preparation
 - a. Research centrally located golf course locations and compare prices.
 - b. Compile research and request Board approval of location, in order of priority.
 - c. Book a location.
 - d. Determine catering menu.
 - e. Provide golf tournament announcement and request for sponsors to Member Services Director and Publicity Chairperson.
 - f. Provide golf tournament information, including sponsor information and photos to Publicity and Newsletter Chairpersons.
 - g. Coordinate budget with Treasurer.
 - h. Coordinate photography coverage.
 - i. Request donations for goody bags and assemble for event.
 - j. Track RSVPs.
 - k. Coordinate name tags.
3. Golf Tournament Activities
 - a. Secure and re-check facility, check floor layout, center-pieces.
 - b. Ensure proper registration table coverage.
 - c. Ensure awards and are available.
4. Follow Up
 - a. Provide all information to Historian.
 - b. Provide all correspondence to Secretary.

4. PROFESSIONAL DEVELOPMENT DIRECTOR

I. Professional Development Activities Chairperson

Program Description

The Professional Development Director and Professional Development Activities Chairperson are responsible for planning and implementing activities that contribute to the education and career development of chapter members. Find professional development speakers, recommend professional development programs/activities, finalize programs. Maintain accurate records of attendees and event logistics. Track RSVPs for events, coordinate registration table, etc.

Specific Responsibilities

1. General Duties
 - a. Establish committee as required and meet regularly with committee members.
 - b. Coordinate logistics of Professional Development activity.
2. Professional Development Activity Preparation
 - a. Solicit input from the Board regarding potential speakers.
 - b. Compile and request Board approval of speaker(s), in order of priority.
 - c. Contact potential keynote speaker(s) by early Fall. If more than one Professional Development activity is being held within the year contact and approval should be initiated three (3) months in advance.
 - d. Research centrally located facilities and compare prices.
 - e. Compile research and request Board approval of location, in order of priority.
 - f. Book a location.
 - g. Determine catering menu.
 - h. Provide golf tournament announcement and request for sponsors to Member Services Director and Publicity Chairperson.
 - i. Provide program information, including speaker(s) biographies and photos to Publicity and Newsletter Chairpersons.
 - j. Coordinate budget with Treasurer.
 - k. Provide letter of invitation to speaker, along with WTS brochure.
 - l. Coordinate photography coverage.
 - m. Arrange transportation for speaker(s) if necessary.
 - n. Track RSVPs.
 - o. Coordinate name tags.
 - p. Provide reserved parking for award recipients and speaker(s).
3. Professional Development Activities
 - a. Secure and re-check facility, check floor layout, center-pieces.
 - b. Ensure proper registration table coverage.
 - c. Ensure awards and are available.
4. Follow Up
 - a. Provide all information to Historian.
 - b. Provide all correspondence to Secretary.

AD HOC COMMITTEE

1. NATIONAL CONFERENCE PLANNING

Position Description

Coordinate arrangements for the National Conference including a site visit meeting with the National Conference Planning Committee.

Specific Responsibilities

1. The National Conference shall always be conducted in the month of May, preferably during the third week. The Conference Committee should make every effort to hold the meeting during the third week of May unless there are uncontrollable circumstances.
2. The annual WTS Business Meeting is conducted during the Friday breakfast time period of the Conference week.
3. The registration fees, which are subject to a reasonableness set by National, should be set to cover the full cost of the Conference.
4. Budgets should reflect actual anticipated expenditures; in-kind services should not be deducted from the budget figures.
5. The use of "in-kind" services, which will reduce the cost of the Conference, will be primarily a Conference Committee function. Cash contributions will be used to offset the cost of the Conference and will be included in the calculation of net proceeds for the purpose of National-Chapter revenue sharing.
6. The Conference Budget must be reviewed by the National Treasurer in advance of consideration at the Board meeting. The Board will not take action until the Treasurer has reviewed the budget and the Treasurer makes a recommendation to the Board.

EXHIBIT 1: COMMITTEE REPORT TO BOARD

The Secretary shall distribute a report template to the Board of Directors and all Committee Chairpersons at least one (1) week prior to each Board meeting. All Board members and Committee Chairpersons shall provide reports to Secretary by stated deadline. Committee Chairpersons are not required to attend the Board meetings, but must submit reports to the Secretary, as well as their respective Director if not in attendance.

Date: _____

To: _____

From: _____

Subject: _____

Recommended for: _____ Consent Agenda _____ Action Agenda

Desired Board: _____ Action _____ Motion

Detailed Report: _____

Overall Financial Impact: _____

Office or Committee Name: _____

Date of Meeting: _____

EXHIBIT 2: ANNUAL REPORT

The Secretary shall distribute the Annual Report template to the Board of Directors and all Committee Chairpersons in early Fall. All Board members and Committee Chairpersons shall submit reports to Secretary by stated deadline and no later than one (1) week prior to the November Board meeting.

Date: _____

To: _____

From: _____

Subject: _____

Detailed Activity Report: _____

Overall Financial Impact: _____

Potential ideas for next year: _____

Potential Financial Needs: _____

Office or Committee Name: _____

Date of Meeting: _____