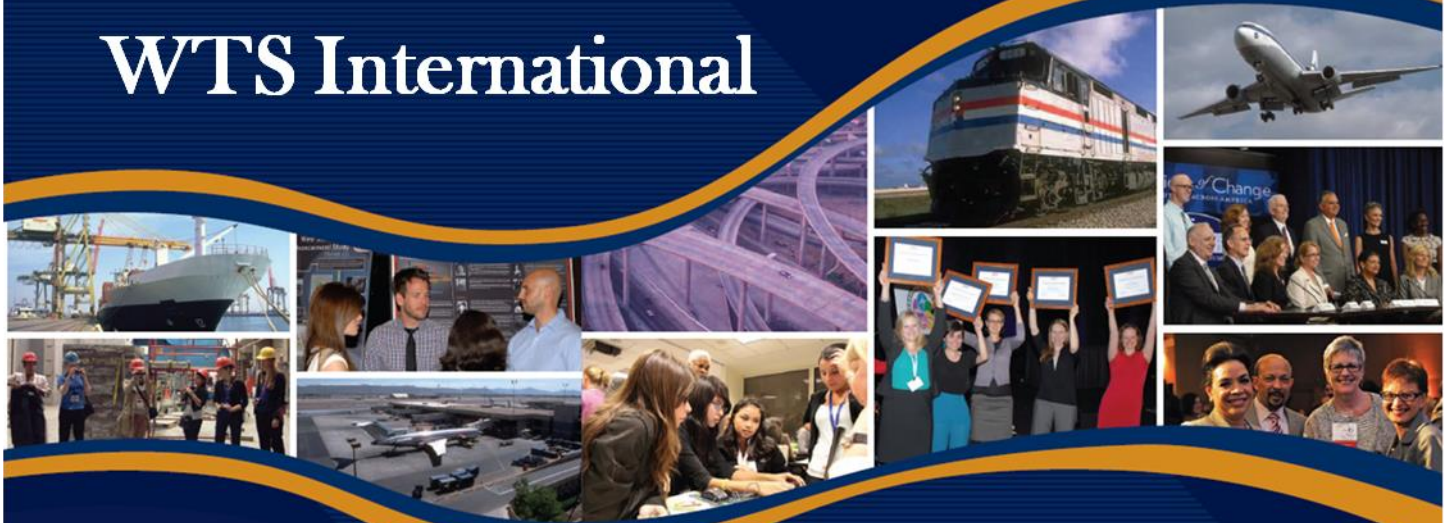




*Advancing Women in Transportation*

# Global Chapter Development Manual

## WTS International



ATTRACTING, RETAINING,  
AND ADVANCING WOMEN  
IN TRANSPORTATION

WTS International 1701 K Street NW, Suite 800  
Washington, DC 20006 USA  
+1-202-955-5085

## **Mission**

### **Building the future of transportation through the global advancement of women.**

WTS International seeks to promote lifelong careers in transportation—attracting, retaining, and advancing women in the industry. Its vision is to be recognized worldwide as a network of transportation subject matter experts.

Members of WTS are part of a global community that includes more than 5,000 women and men dedicated to supporting the WTS mission. Join WTS International from anywhere in the world.

## **WTS Chapter Benefits**

**Global Networking:** WTS chapters are your connection to a global network of high-ranking industry professionals. Members of WTS Chapters have access to an international membership directory to connect with other transportation professionals around the world.

**Professional Development:** WTS chapters create monthly programs that facilitate member interaction with distinguished industry speakers. Professional development programs are an opportunity to engage transportation leaders in discussions about the most vital transportation issues of the day.

**Career Center:** The WTS Career Center is the premier electronic recruitment resource for the industry. If you are looking for a new job, or are ready to take the next step in your career, the WTS online career center can help you find the right opportunities.

**Chapter Websites:** All WTS chapters are provided with their own website to promote their event programming, networking events, and local industry information.

**Newsletters and Chapter Leader Communications:** Chapter members stay current on the WTS global network with the monthly newsletter, *TranShorts*, and special chapter leader communications, *Chapter Leader Notes*, which contains information and tools to help grow WTS membership.

**Social Networks, WTS LinkedIn Group:** Connect, share, and form strategic alliances with transportation professionals around the world on WTS International's LinkedIn and other social media platforms.

**Worldwide and Regional Opportunities:** WTS chapters are connected to their peers through WTS International. Through WTS chapters you have opportunities for regional collaborations as well as participating in worldwide events and activities.



## **International Chapters**

WTS International chapters are geographic-specific groups of volunteer members. Chapters connect members to the overall organization on a local level. By providing professional development, industry education events, mentoring to students and young professionals, and networking opportunities for members locally, WTS membership chapters are extremely important. WTS chapters are open to women and men in every country, in every transportation mode, and at every level in their career.

WTS currently has membership chapters in two countries: Canada and United States, and is dedicated to developing additional chapters around the world. The following information describes how to form a new WTS chapter.

### **New WTS Chapter Formation Procedure**

WTS International chapters for transportation professionals may be formed in any country. WTS chapters are formed by individual members. The professional chapters are for transportation professionals who are already working in an established career. Once a new WTS chapter is approved, the chapter operates locally by providing opportunities for WTS members to connect and network through events and activities.

WTS International chapters for students—student chapters—may be formed at universities, technical schools, or other post-secondary educational institutions. WTS student chapters are formed by student members under the direction of a mentor. A mentor may be a professor, teacher, or advisor who is a WTS International member. Once approved, a WTS student chapter holds events, gives students an opportunity to develop chapter operations skills, and provides connections for students to meet and work with advanced transportation professionals.

Any individual interested in forming a new WTS chapter will be asked to complete and submit the *WTS Chapter Interest* form attached to this manual. It is not necessary to be a WTS International member to submit the interest form. The completed form is submitted to the WTS International office and chapter development staff will work with the individual to start the process of forming a new chapter. *Please note that completion and submission of an application does not guarantee that WTS will form the requested chapter.*



## **WTS Chapter Formation Interest Form**

Please complete and submit this form so we can assist you in forming a new WTS chapter. You do not need to be a WTS member to submit this form. For more information about chapter formation, please send your inquiry to: [skeels@wtsinternational.org](mailto:skeels@wtsinternational.org)

### **Section 1: Contact Information**

Name of the inquirer: \_\_\_\_\_

Sur name: \_\_\_\_\_

First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Male / Female: \_\_\_\_\_

Are you currently a WTS member? Yes\_ No

Mailing address:

\_\_\_\_\_

Company, school, or employer name: \_\_\_\_\_

Role, position, or title: \_\_\_\_\_

Email address: \_\_\_\_\_

Primary phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Skype: \_\_\_\_\_

### **Section 2: Chapter Type**

Please indicate the WTS chapter type you would like to form and include a brief description of the activities/goals of the chapter.

Professional Chapter     Student Chapter

Please describe:

### Section 3: Chapter Formation Proposal

The following information will help WTS International understand the local environment and how to best help you proceed with chapter formation. It is ok to leave the answer blank if you do not know the information.

Location the proposed chapter will serve (use specific geographical terms: country, state, city, province or for student chapters, school or institution name):

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Number of WTS members in this location (It is not necessary to have WTS members in the location before submitting this form, but can help to determine local interest): \_\_\_\_\_

List any legal, ethical, or cultural considerations that may impact chapter formation or continuing operations that WTS should be aware of:

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What are the requirements for incorporating a not-for-profit organization in your area?

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In your country, can a group register as a chapter of a foreign entity? \_\_\_Yes\_\_\_No

Is volunteerism a cultural norm in your area? \_\_\_Yes\_\_\_No

What is the primary or official language spoken in your area? \_\_\_\_\_

**Please submit the completed form to:**

Senia Keels  
Chapter Relations Manager

Email forms to: [skeels@wtsinternational.org](mailto:skeels@wtsinternational.org)

Or mail to: 1701 K Street NW, Suite 800  
Washington, DC 20006