

# **2025 WTS PORTLAND CHAPTER PROTOCOLS**

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## **1. INTRODUCTION**

This manual is intended to provide guidance to the WTS Portland Chapter Board and Committee Chairs on the responsibilities and operations of the Chapter.

## **2. HISTORY**

Since 1977, WTS International, then called Women's Transportation Seminar, has focused on promoting the advancement of women in the transportation industry.

Women were largely discouraged from participating in professional associations - unless the activities were deemed educational. In response, a pioneering group of women organized luncheons and workshops, deemed acceptable as “seminars.” They supported one another, used their connections to advance each other, and began to idealize a more diverse, inclusive and equitable transportation industry.

Today, WTS International is a vibrant and essential part of an industry of more than 40,000 transportation professionals. WTS has more than 8,500 members and 65 professional chapters.

The Portland Chapter of WTS was established in 1985. Grace Crunican, former Director of the Oregon Department of Transportation, was our first president. Membership has grown from 30 members in 1986 to over 200 in 2022.

**Presidents:**

1986 - 1987	Grace Crunican
1988 - 1989	Lee Hames
1990 - 1991	June Carlson
1992 - 1993	Margery Post Abbott
1994 - 1995	Paula Calvin
1995 - 1996	Kim Knox
1997 - 1998	Leslie Howell
1999 - 2000	Lynn Demuth Bailey
2001 - 2002	Chris Deffebach
2003 - 2004	Karen Schilling
2005 - 2006	Julia Kuhn
2007 - 2008	Matt Hastie
2009 - 2010	Margaret Middleton
2011- 2012	KC Cooper
2013 - 2014	Theresa Carr
2015 - 2016	Susan Wright
2017 - 2018	DeeAnn Sandberg
2019 - 2020	Sumi Malik
2021 - 2023	Megan Channell
2023 - 2025	Lisa Patterson

### **3. WTS INTERNATIONAL MISSION, VISION, GUIDING PRINCIPLES AND VALUES**

**Mission**

WTS attracts, sustains, connects, and advances women’s careers to strengthen the transportation industry.

**Vision**

Equity and access for women in transportation.

## Guiding Principles

- WTS is an international organization dedicated to shaping the future of transportation for the public good through the global advancement of women.
- To achieve our shared vision of One WTS, we are a dedicated and aligned organization focused on supporting students, members, and chapters.
- Advancing women in transportation is key to advancing transportation and ensuring a diverse, inclusive, and equitable workforce.
- WTS is committed to ethical leadership, integrity, and respect for all as we shape future generations of transportation leaders.
- WTS actively collaborates with its transportation community that includes corporations, public agencies, associations, and learning institutions.

## Core Values

Our success hinges on conducting ourselves in accordance with a set of core values- our operating principles- in everything we do. Together.

- **We are collaborative.** Our ability to be influential and impactful hinges on cultivating a culture of teamwork. We welcome and seek ways to collaborate within and beyond WTS with both traditional and non-traditional organizations to support our vision, mission, goals, and objectives. We believe we are better together.
- **We are future focused.** We embrace change as proof that we are making progress. Our long-range goals drive today's decisions and actions, however, we are agile and innovative as we anticipate and respond to new opportunities and challenges for current members, students, and the future workforce.
- **We are professional.** Everything we do is linked to delivering better benefits and services to our members and our community. We approach everything we do with honesty, transparency, and integrity. We are committed to doing what's best for our members through responsible actions.
- **We are inclusive.** WTS is a safe place to find one's voice, develop, learn, and thrive. We embrace the belief that all people have value and the right to belong. We are committed to fostering a culture of mutual respect and creating an open environment that is equitable and accessible to all, where differences of thought, life experiences, and backgrounds are appreciated and welcomed, and contributions are valued.

## 4. COMMUNICATIONS

The following are guidelines for the Portland Board and Committee Chairs on how to communicate to its members and non-members. These guidelines also reflect the Chapter's Sustainability Policy (see appendix) in reducing the paper use by conducting business electronically whenever possible:

- Disseminate local board and committee minutes, memos, ballots and reports via email.

- Disseminate newsletters and chapter annual reports by email to members and interested parties.
- Send all invitations for luncheons, special events, professional development, via email.
- Submit reports to WTS International electronically.
- Use smart board technology when available to reduce paper materials at meetings.
- Post materials on the WTS website (newsletters, bylaws, other documents).
- Conduct voting and polling via email.
- Offer virtual meeting option for WTS Board and committee meetings.

### **Emails**

Electronic communication among members is encouraged, as it allows for quick, informal exchanges of information and networking. The Portland Board President must approve all emails that are distributed to the Portland membership unless s/he specifically delegates this approval to another Board member. Email subject line should begin with “WTS” to distinguish it from other emails. Instructions for using the WTS Gmail accounts for group emails, such as monthly luncheon invites and member only events, is noted in the appendix.

If a WTS member would like to send an email to the Portland membership list, the request must be approved by the President before it is sent. If the topic is not related to any particular Committee, then the member proposing the communication shall ask a Board member to present the request to the Board.

Email announcements from other organizations requesting distribution to our email list will be approved at the President’s discretion. Under limited circumstance (no more than 2-4 times per year), announcements of relevant non-WTS special events may be distributed to our email list, subject to the following:

- WTS Portland’s preference is to distribute outside information at our monthly lunch programs and events, and/or provide brief listings of upcoming events and classes in our quarterly newsletters, rather than use our email list;
- the amount of WTS-based email during this period is within the normal range and additional email would not push this limit;
- there is a transportation focus (required) and topic is of interest to the WTS Portland email list; and
- the sponsoring agency’s ability to tap traditional communication channels is limited with preference given to those with very limited outreach capacity.

Materials to be considered for email distribution are to be sent to the Outreach Chair and approved at the discretion of the President or designee. Any approved emails distributed will clearly state the event is not WTS-sponsored.

### **Written Correspondence**

Use of the Chapter stationery is restricted for WTS purposes only. The stationery may be used for event announcements, correspondence, and invitations. Those using the

stationery should have the approval of their Committee Chair. Additional stationery is available from the Chapter Secretary who orders it from WTS International.

### **Membership**

Portland Chapter letter templates and other materials pertaining to membership are included in the appendix.

### **Events**

There are a number of events that require the preparation of invitation letters and thank you notes to speakers, including but not limited to the following events:

- Monthly Luncheons
- Special Events - “A Conversation with....” events and tours and receptions
- Spring and Winter Award Events
- Professional Development - Program seminars through the year, including mentorship program and Transportation YOU

This section documents the procedures for these items:

#### **Invitations and Thank You Notes**

Invitations and thank you notes to speakers are important. The Chair(s) are responsible for providing confirming letters prior to the event and a hand-written thank you note as soon as possible after the event. Fundraising ask and thank you notes are included in the appendix.

#### **Speaker Gifts**

The appropriate Chair provides a gift for luncheon program speakers and speakers at other special events as appropriate.

## **5. BUDGET**

The Treasurer works with the Officers and committee chairs to develop a budget, and brings a draft budget to the Board in October each year. Committee Chairs are responsible for submitting their requests and justifications by October 15 to the Treasurer, Vice President, and President. The Treasurer, Vice President, and President develop a draft budget and present it at the November Board meeting. Comments are gathered and a final budget adopted at the December Board meeting.

The Board as a whole and Committee Chairs are responsible for adhering to the budget. Committees can spend within their budgeted amount without a Board vote. The budget may be amended by a Board vote if the circumstances warrant it. A review of the budget is conducted mid-year each year, usually at the summer retreat.

No contracts are to be signed on behalf of WTS Portland except by the Chapter President or someone designated by the President to have the authority on their behalf.

The Treasurer shall submit a monthly budget update at each Board meeting. All payment requests shall be sent to the Treasurer with a written request authorizing the expenditure, providing an invoice/receipt, indicating whether a check or debit card payment is expected, and information on where to send payment. Revenue received shall be given to the Treasurer with an explanation for proper accounting.

The current Portland Chapter Budget is contained on the website and in the appendix.

The Treasurer is also responsible to file IRS form 990 with the IRS by May 15 each year. Example forms and tax exempt information are in the Treasurer folder [02\\_taxForms](#).

### **Business License and Liability and Board Insurance**

The Board shall keep a valid registration with the State of Oregon. It shall also keep valid liability and board insurance policies. The Treasurer is responsible for payment of these three items. Any changes or adjustments shall be reported to the Board.

## **6. CHAPTER BOARD RESPONSIBILITIES**

The current WTS Portland Chapter Board roster is on the [Chapter website here](#). Committee Chairs may be added or deleted as Board responsibilities evolve.

Board members are empowered to lead the development of events and activities on behalf of the Board. When a Board member has an idea for an event or activity that they would like to develop, it is appropriate to provide a summary of the event, the potential dates (for coordination purposes) along with any potential budget impacts the Board. This should be done via the monthly consent agenda. Then, as more information becomes available, written updates should be provided to the board through the consent agenda.

If specific input is needed or wanted from the larger board, it is best to provide a summary memo of what is happening and what input is being sought from the larger board prior to the monthly meeting. The larger board can then address it more efficiently at a monthly board meeting. Should an emergency arise and input be required from the board prior to the next monthly meeting, this can be conducted via email.

Generally speaking, there is not enough time to develop ideas at the monthly board meeting. In order to make board meeting time as productive as possible, the Consent Agenda should be used as the main communication tool. If at any time a board member has a question or needs guidance as to whether an item needs the Board's approval, contact the President or Vice President for guidance.

All consent agenda items and other materials for the Board's review should be provided to the Chapter Secretary preferably two weeks prior to the monthly meeting.

The following are responsibilities of the WTS Portland Chapter Board:

**All Board Members:**

- Use your volunteers! Keep a list of those who you can count on to help you with specific tasks and be sure to use them. People like to be involved and count on being asked if they sign up to volunteer.
- Have Board members talk to people in check-in line at programs and events.
- Use tag line and "elevator speech" at all events.
- Board members can write welcome letters/notes when they have contact with new person. Check in with Membership Chair first.
- Provide committees with program, event, and professional development topic and presenter ideas.
- Provide Nominations committee with names of potential awardees.

BOARD POSITION - Open for 2025 - 2027	RESPONSIBILITIES
<b>President</b>  (Executive Officer)	Summary: (2-3 sentences - provide an overview of the role) <ul style="list-style-type: none"> <li>● Develop an agenda for monthly Board meetings and have the Secretary notify the Board prior to each meeting.</li> <li>● Preside over Chapter Board meetings, programs, and events.</li> <li>● Attend the WTS International Board meeting and Presidents' meeting.</li> <li>● Attend the WTS International conference in May and represent the Chapter in international and President's meetings.</li> <li>● Participate in quarterly teleconference with other chapters and regional liaison.</li> <li>●</li> <li>● Write annual President's column for Chapter newsletter and Annual Report.</li> <li>● Engage in proactive succession planning in filling board positions, including contacting board member nine months before term expires and encouraging committees to recruit new volunteers for committees and other chapter activities. In identifying and considering new Board members, strive to maintain diversity on the WTS Portland Board, by ensuring a balance of board members representing private firm/public agency,</li> </ul>

	<p>planners/engineers/other transportation professionals, geographic diversity, and male/female board members.</p> <ul style="list-style-type: none"> <li>• Convey pertinent information from WTS International to Portland chair positions and to Portland Board, including ideas about sustainable practices and policies as well as diversity-related events and activities; share Portland chapter ideas with the International organization and other chapters, including ideas related to sustainability and diversity. This can be done through Quarterly Reports.</li> <li>• Encourage WTS International to purchase WTS supplies from sustainable vendor, including sending letter to vendor indicating desired sustainable practices.</li> <li>• Encourage WTS International to invest WTSF funds in socially responsible account.</li> <li>• Assist Fundraising and Scholarship Chairs in managing annual Corporate and Scholarship fundraising efforts. For corporate sponsorship, assist in sending letters, making follow up calls to fundraising committees and sending thank you letters. For scholarship, assist in sending letters (via e-mail), helping coordinate annual event and sending thank-you letters.</li> <li>• Facilitate and support other Board members in achieving their goals and responsibilities related to chapter sustainability and diversity.</li> <li>• Conduct a periodic review of sustainability and diversity efforts in coordination with other Board members.</li> <li>• Help identify other organizational partners and programs that focus on sustainability and opportunities for partnerships between those groups and WTS Portland.</li> <li>• Host Quarterly 1:1 check-ins with Board members.</li> </ul>
<p><b>Vice President</b> (Executive Officer)</p>	<p>Expectations: Barring any unforeseen conditions, this is a six-year commitment; 2 years as VP, 2 years as President, and 2 years as Immediate Past President.</p> <ul style="list-style-type: none"> <li>• Assist the President with follow up on Board tasks, meeting agendas, and special projects.</li> <li>• Backup President and preside over Board meetings and Chapter events and WTS International as needed.</li> <li>• Attend WTS Conference and Chapter Management Training when possible.</li> <li>• Assist President with annual fundraising event and recognitions.</li> <li>• Compile and submit quarterly and annual reports to International Board with a copy to our International Liaison.</li> </ul>



	<ul style="list-style-type: none"> <li>• Chair the Board Nominating Committee, which compiles nominations, contacts prospective candidates, and makes recommendations to the Board for the Elections in the fall.</li> <li>• Coordinate and maintain the Portland Protocols with the help of the Secretary.</li> <li>• Assist President in conveying pertinent information from WTS International to Portland chair positions and to Portland Board, including ideas about sustainable practices and policies as well as diversity-related events and activities; share Portland chapter ideas with the International organization and other chapters, including ideas related to sustainability and diversity.</li> <li>• Assist Fundraising and Scholarship Chairs in managing annual Corporate and Scholarship fundraising efforts. For corporate sponsorship, assist President in sending letters, making follow up calls to fundraising committees and sending thank you letters.</li> <li>• Facilitate and support other Board members in achieving their goals and responsibilities related to sustainability and diversity.</li> <li>• Help identify other organizational partners and programs that focus on sustainability and opportunities for partnerships between those groups and WTS Portland.</li> <li>• Assist President and engage in proactive succession planning in filling board positions, including contacting board member nine months before term expires and encouraging committees to recruit new volunteers for committees and other chapter activities. In identifying and considering new Board members, strive to maintain diversity on the WTS Portland Board, by ensuring a balance of board members representing private firm/public agency, planners/engineers/other transportation professionals, geographic diversity, and male/female board members.</li> </ul> <p>Monthly Commitment: 5-8 Hours</p>
<b>Diversity, Equity and Inclusion Co-Chairs</b>	<p><b>The Diversity, Equity, and Inclusion (DEI) Co-Chairs are responsible for supporting and providing guidance and input on the Chapter's DEI Goals and how best to support those goals. This role involves close coordination with the Board and volunteers to meet the goals set up for the Chapter.</b></p> <p>Goals:</p>

	<ul style="list-style-type: none"> <li>• Lead efforts to make our chapter more welcoming and accessible to people of all backgrounds by recognizing and addressing past harms in our industry including racism and related forms of bias.</li> <li>• Support creating inclusive environments in WTS spaces and beyond where everyone can thrive.</li> <li>• Create support systems and measures of accountability to ensure Chapter DEI efforts create results.</li> <li>• Lead creating Chapter DEI goals and objectives.</li> <li>• Create strategies and priorities to reach the Chapter's goals and objectives related to DEI.</li> <li>• Attract and retain Chapter members of all racial, cultural and economic backgrounds.</li> <li>• Work to create spaces for learning about DEI issues. Lead diversity, equity and inclusion through trainings and facilitating the growth of DEI awareness among Chapter members.</li> <li>• Support members' learning and application of DEI learning in professional and personal lives.</li> <li>• Coordinate across Chapter committees to incorporate DEI learnings and initiatives in all Chapter activities.</li> <li>• Support the Board in approaching our work through encouragement, acknowledgement and support of each members' different lived experiences.</li> <li>• Promote a sense of belonging for all Chapter members.</li> </ul> <p>Supportive actions and policies:</p> <ul style="list-style-type: none"> <li>• Recommend to the board budget allocations for DEI activities.</li> <li>• Coordinate DEI training opportunities.</li> <li>• Collaborate across the board to include DEI considerations in all Chapter activities.</li> </ul> <p>/month</p>
<b>Luncheons / Speaker Series Co-Chairs</b>	<p>Luncheons co-chairs organize monthly networking events (lunchtime or happy hour) centered around industry topics. This role leverages the board to identify topics of interests and potential speakers. Co-chairs organize registration and advertising, coordinate venue and catering contracts, provide day of event logistics, and emcee presentations and Q&amp;A discussion.</p>

**Advance Preparation for Luncheons/Speaker Series Events**

- Identify speakers for the September-April season during the previous summer.
- Strive to have a diversity of topics throughout the year.
- Feature as many women speakers as possible.
- Limit printed materials for programs, and re-use and recycle materials that are printed for programs (e.g. table tents).
- Organize joint event with another organization or professional society (e.g. local chapters of APA, AIA, or ASLA). Feature an innovative topic and plan with Events Chairs.

**Specific Preparation Tasks for Each Luncheon/Speaker Series Events**

- The appendix includes the Programs Checklist, which provides a sequence of tasks throughout the calendar year.
- Develop announcement blurb for newsletter and send out reminder newsletter the week before the luncheon.
- Solicit volunteers to support check-in and registration.
- Set up and monitor online registration.
- Serve as a point of contact for the event - answer member questions.
- Sign and monitor venue contracts, if applicable.
- Coordinate with venue for number of attendees, food and beverage provisions, and AV equipment needs each month.
- Coordinate on catering, venue selection, service, AV availability, and associated costs.
- Ensure that the Treasurer pays invoices.
- Coordinate with service providers, help with registration as needed.
- Coordinate logistics with other organizations when co-sponsoring luncheons.
- Ensure the photographer attends to document events.
- Contact speaker(s) and arrange final topic.
- Send letters of invitation/confirmation to speaker(s).
- Day of program: meet and greet speaker(s), greet volunteers, check AV, provide thank you gift, introduce speaker, show sponsor banner.
- Send thank you note and gift to speaker(s) following luncheon program.
- Send email Professional Development Hours form to those who request it in the registration.

	<p><b>Coordinate with Other Board Members</b></p> <ul style="list-style-type: none"> <li>▪ Brainstorm speakers and topics with Board and volunteer subcommittee. Coordinate brainstorming event with Events and Professional Development Chairs.</li> <li>▪ Keep Board and specifically Outreach, Newsletter, and Secretary informed on all programs.</li> <li>▪ Track attendance numbers for annual report. <ul style="list-style-type: none"> <li>▪ Draft annual report programs section.</li> <li>▪ Draft newsletter program articles.</li> </ul> </li> </ul> <p>Monthly/Yearly Commitment: 8-12 hours per active month</p> <p>SEE APPENDIX U - SPEAKER SERIES CHECKLIST</p>
<b>Membership Chair</b>	<p><b>Responsibility:</b> The Membership Chair is responsible for coordinating and encouraging the recruitment and retention of WTS Portland members and making everyone feel welcome.</p> <p><b>Membership Recruitment</b></p> <ul style="list-style-type: none"> <li>▪ <u>Ongoing</u> - Follow up on all leads for new members (send application, website link, address to WTS International and email listing membership benefits). Membership leads might come from other board members, the WTS email address in Google or from other members at events or to your email address directly.</li> <li>▪ <u>Ongoing</u> - Electronically send welcome letters to members</li> <li>▪ <u>Ongoing</u> - Work with Board on continte with Treasurer and Fundraising Chair to register complimentary corporate members for our Platinum level sponsors.</li> <li>▪ Options to explore to increase membership: <ul style="list-style-type: none"> <li>○ Work with Scholarship Chair to make connections with college students/universities.</li> <li>○ Work with Fundraising Chair to make sure all sponsors are actively engaged with WTS through healthy membership numbers</li> <li>○ Develop a student/buddy event with Events Chairs</li> <li>○ Encourage members-only events</li> <li>○ Engage in targeted recruitment of key regional transportation individuals</li> </ul> </li> </ul> <p><b>Membership Records / Lists / Materials</b></p> <ul style="list-style-type: none"> <li>▪ <u>Ongoing</u> - Membership records are housed with WTS International (<a href="mailto:membership@wtsinternational.org">membership@wtsinternational.org</a> or 202-955-</li> </ul>

5085), but it is necessary to check their roster for accuracy and notify them of corrections. All new and renewing members need to go through WTS International. A common error is to see renewing members on the new member list. We don't want to send a new member welcome letter to a long standing WTS member.

- Member lists available: new members, expiring members, current members, members by company (you can also print out a list of scholarship donations as well)
- Ongoing - Make sure Committee Chairs have membership materials available at lunches and events.
- Monthly - Download membership lists from WTS International website as needed (at least monthly - best if done on last day of the month because VP needs member count as of the last day of the month for quarterly reports for WTS International); contact WTS International to allow other board members to download membership lists. Instructions for downloading member reports can be found on [www.wtsportland.org](http://www.wtsportland.org).
- Monthly - Provide names of new members for the President to announce at lunch programs
- Quarterly - Provide names of new members for WTS Portland newsletter and write an article describing the most recent campaign or the upcoming Members Meeting.
- Annually - Provide statistics for our membership for the annual report (% private vs public sector, % increase/decrease in members, etc).
- Annually - Edit and print a WTS Portland Membership brochure to be used electronically and at all events.

#### **MEMBERSHIP RETENTION**

- Monthly - Electronically send renewal reminders to expiring members.
- Monthly - Facilitate board member calls to members nearing renewal. Focus on public agencies and under-represented geographic areas such as Washington County to find out if they will renew and if they are receiving value for their membership. Coordinate with other board members if changes in current practices are needed (for example, occasionally holding an event in another location or the recent luncheon pricing reduction for public agency employees).

#### **MEMBERSHIP MEETING / VOLUNTEER RECOGNITION**

- Annually - Plan and coordinate annual WTS Portland Members Meeting in February in coordination with Annual Report release.
- The Members Meeting has been held at Portland City Grill (111 SW 5th Ave, 30th floor).
- Coordinate with Outreach Chair and get volunteer lists for all WTS Portland events and committees for previous year and create volunteer certificates for the Members Meeting Volunteer Recognition portion of the event.
- Create agenda for Members Meeting and distribute at Board meeting prior to event.
- Create volunteer sign-up sheets to be placed at each table at Members Meeting.

#### **CAMPAIGNER - INTERESTED PARTIES LIST and WEEKLY EMAIL BLASTS**

- Ongoing - Maintain our local “interested parties” list (members and non-members) in Campaigner. Account is accessed by [www.campaigner.com](http://www.campaigner.com) and our user id is [wtspdx1@yahoo.com](mailto:wtspdx1@yahoo.com). Password is wtspdx1.
- Add new members to the Campaigner list (name, company, email)
  - Ongoing - As requests come in
  - Weekly - Add new members - prior to sending out email blast
  - Monthly - Look at event RSVP lists for all WTS Portland events ([www.wtsevents.org/admin](http://www.wtsevents.org/admin)) and make sure all those who attend our events are entered into our Campaigner list.
- Weekly - Send out email blasts to our “interested parties” list on Monday mornings:
  - Email the WTS Board on Thursday or Friday of each week and ask if they have something to place in the email blast for the following week
  - Ask the Board members to write their own blurbs so they communicate what they need to communicate - but make sure each blurb is concise - more information can be posted on either our wtspdx.org site or our site at wtsinternational.org
  - Work with Outreach Chair to post extended information on our two websites and get links to use in weekly email blast.
- Ongoing - Provide troubleshooting assistance to board for Chapter database (Campaigner). Event chairs, Luncheon chairs and Professional Development chair will send out their

	<p>own individual reminders for their events. Coordinate with the various event chairs to make sure that we send no more than 2 notices per week to our membership (no spamming!) - better to send on Monday and Wednesday/Thursday to space it out a little.</p> <ul style="list-style-type: none"> <li>▪ <u>Annually</u> - clean out campaigner list <ul style="list-style-type: none"> <li>○ Delete hard-bounce names</li> <li>○ Delete unsubscribed names</li> <li>○ Check list for inaccurate email addresses</li> <li>○ Check list for people who have moved out of state, etc</li> <li>○ Send list to WTS Portland Board to look at for corrections/additions</li> </ul> </li> </ul> <p>Monthly/Yearly Commitment: 2-3 hours a month</p>
<p><b>Professional Development Co-Chairs</b></p>	<ul style="list-style-type: none"> <li>▪ <u>Coordinate Professional Development (PD) events.</u> A “How-To” document was developed to help with this process and is in the appendix of the WTS Portland Chapter protocols. This includes: <ul style="list-style-type: none"> <li>○ Continuing Education credits: <ul style="list-style-type: none"> <li>▪ Professional Engineers: a Credit Statement for Professional Development Hours has been developed to help Professional Engineers receive credit for WTS Professional Development events, where possible (Appendix P). The person seeking credit is responsible for filling out the form and submitting it to the correct people.</li> <li>▪ American Institute of Certified Planners (AICP): WTS Portland is registered as an AICP credit provider. AICP is the American Institute of Certified Planners which is part of the larger American Planning Association (APA). The WTS must register each year to maintain that status as well as pay a fee. The registration is due at the beginning of the calendar year. Typically the WTS registers as an Annual CM Provider and the Ad-hoc Payment Plan. This allows for the lowest registration fee (\$99), gives the organization a couple of free credits and allows them to register for any number of credits throughout the year rather than having a set amount that must be used. Detailed instructions about how to register an event for AICP credit is included in the How to Produce a WTS</li> </ul> </li> </ul> </li> </ul>

	<p>Professional Development Event in 18 Easy Steps (appendix) under Step 6.</p> <ul style="list-style-type: none"> <li>○ Carrying through with the scheduling, publicity, and coordinating with speakers.</li> <li>○ Provide refreshments at classes.</li> </ul> <p>▪ <u>Chair the Professional Development Committee (PDC).</u></p> <ul style="list-style-type: none"> <li>● The Professional Development Committee is made up of volunteers and should meet once a month (or as often/infrequently as necessary) to brainstorm for event topics and presenters. Additionally, committee members are encouraged to attend all events and help as needed. If committee members are helping at a PD event they do not need to pay a registration fee.</li> <li>● Each committee member is encouraged to organize their own PD event from start to finish.</li> <li>● Minutes should be taken during each meeting and distributed to each committee member.</li> <li>● The PDC helps to organize the following activities: <ul style="list-style-type: none"> <li>▪ PD Events (see above) - The speaker series presents 4 (or more) AICP credit-worthy professional development events each year. The PDC will work with the Chair to identify speaker candidates and then follow through on: contacting, recruiting and scheduling each speaker; arranging all event logistics (location, refreshments), marketing (invitations, RSVPs); Continuing Education credits; and day-of coordination. As noted above there is a “How-To” document in the appendix to help with this.</li> <li>▪ The Oregon Transportation Summit is usually held at the end of the first full week in September. Planning of the event is a coordinated effort with OAPA, ITE, and OTREC. At-least monthly meetings will be held from approximately February through the Summit in September. These meetings are generally attended by the PDC chair though that could be changed. Duties will be determined by the joint planning committee but emphasize speaker recruiting and marketing to WTS membership.</li> <li>▪ WTS Reads Book Club - The book club is usually coordinated by a “super volunteer” and supported by the PDC. The book club meets</li> </ul> </li> </ul>
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	<p>regularly to socialize and network while discussing topics relevant to our industry and careers. Club members select books that are relevant to the transportation profession - leadership, planning, economics, sustainability, politics, etc. Participation is open to WTS members.</p> <ul style="list-style-type: none"><li>▪ <u>Encourage student attendance at events and programs.</u><ul style="list-style-type: none"><li>● Work with colleges and universities to recruit student volunteers to help pass along meeting and event dates as well as WTS scholarship information.</li><li>● Attend or recruit volunteers to attend Career Days and Student Information Fairs promoting WTS and the field of transportation.</li><li>● Promote transportation as a potential career choice to middle school and high school students by supporting the Transportation YOU program.</li></ul></li></ul> <p>Commitment: 2-3 hours a month</p>
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