

Charter
for the
Professional Development Committee
of the
Dallas Section
of the
Institute of Transportation Engineers

Under the direction of the President of the Section, the Professional Development Committee is tasked with identifying and promoting professional development opportunities for the members of the Dallas Section of TexITE. This includes identifying training opportunities and coordinating the resources necessary in providing those opportunities to the membership.

The primary, but not exclusive, source for the Committee to consider would be the many webinars sponsored by the Institute throughout the year. Other training opportunities may also be available and should be considered. The lack of a coordinated effort in the Section has led to missed opportunities and also to multiple, redundant offerings by various agencies, leading to poor attendance and utilization. A dedicated, standing committee to identify potential opportunities and to help coordinate professional development offerings can reduce the number of missed opportunities, promote and maximize utilization of the opportunities that are presented, and minimize any single agency from being overburdened in trying to provide professional development opportunities for their own staff and fellow section members. This Committee would be available to assist individual agencies with their offerings, as well as providing offerings on its own.

The Professional Development Committee will work with the Institute, the North Central Texas Council of Governments, and other training agencies to identify potential training being offered and gauge member interest in these opportunities. The Committee will organize the resources to see that training with popular interest is available and utilized within the Section. The Committee will coordinate with Section members and their employers to promote and advertise training opportunities that each may be providing individually, both to reduce redundant offerings and to increase the attendance at these events.

The Committee will determine the schedule for training that is being offered. The Committee will identify and procure appropriate facilities within the section that can host the training. The Committee will gather the necessary funds, from the Section or through donations from Section members and their employers, and arrange for the training opportunity to be given. The Committee may solicit additional funds to provide snacks or refreshments during the training. The committee will advertise the opportunity to the membership to promote maximum utilization. The Committee may assist with or help provide any or all of these activities in support of an individual firm or agency offering training on its own.

Committee organized offerings should not conflict or compete with Section or District activities.

A secondary goal of the Committee will be to provide a greater range of service opportunities within the organization for members outside of elected Section office. The Committee shall consist of three members in staggered 18 month terms. New members recruited every sixth month should come from firms or agencies not currently represented among the elected leadership. The two continuing members on the Committee shall assist the President in identifying and recruiting each new member. Committee members may be appointed by the President for consecutive terms based on mutual consent of the Section President and all committee members.

Ideally, at least three times per year, the Committee members will solicit Section members and their employers for the resources to provide a webinar to the membership. This will include getting the donation of a facility with web, projection, and conference call capability. It will include the donation of money to pay for the webinar subscription, and possibly will also include the donation of money for refreshments and snacks. The donations for any one session should come from multiple Section members or employers, and donating employers should be strongly encouraged to send their members to the training opportunity. Any agency or firms helping to fund a particular offering should be recognized and prominently thanked during the presentation. If sufficient donations are not available, the Committee may apply to the elected leadership to fund an offering from Section finances or an attendance fee may be imposed.