



***WOMEN IN DEFENSE***  
***MID-ATLANTIC CHAPTER***

# **Operations Manual**

**Version 6.0**

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# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

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## Operations Manual

### 1 Introduction

This Mid-Atlantic Chapter Operations Manual provides guidance established upon the National Defense Industrial Association (NDIA) and Women In Defense (WID) National Council. The Mid-Atlantic Chapter Operations Manual is the “go to” source for all chapter operations. This document serves as a guidebook to assure continuity of this organization and its operations.

### 2 WID National

#### 2.1 WID Mission

To cultivate and support the advancement and recognition of women in all aspects of national security.

#### 2.2 WID Vision

Women In Defense provides women a formal environment for professional growth through networking, education, and career development.

#### 2.3 WID Value Proposition

A diverse national security workforce of people who have more knowledge, leadership skills, and connections and are better equipped to serve the nation.

#### 2.4 WID Background

##### 2.4.1 Affiliation with NDIA

WID is an affiliate of the National Defense Industrial Association, which is like being a wholly-owned subsidiary. By having its own board, bylaws, dues structure, and culture, WID will serve its members while having administrative support and the reputation of NDIA behind it. WID membership includes NDIA membership. However, NDIA membership does not include WID membership. WID is one of four NDIA affiliates.

##### 2.4.2 A Historical Perspective

Women In Defense began in the Fall of 1979 as the brainchild of seven dynamic women who met for dinner at the conclusion of a major trade association conference. The organization was incorporated as a nonprofit 501(c)(6) organization on December 19, 1985 in the District of Columbia.

In the 1990s, Women In Defense expanded its focus to include all aspects of national security, which opened membership to non-defense organizations and added to its name the phrase “A National Security Organization.”

WID established the HORIZONS Foundation as a separate, tax-exempt non-profit organization in 1987, and its articles of organization were signed June 1988. This Foundation was designed to award scholarships to those pursuing higher education that would lead to a career in national defense and national security.



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In February 1995, the organization was restructured and affiliated with American Defense Preparedness Association (ADPA). WID remained a separate organization, retaining its charter, tax-exempt status, and board, and a Regional Director position was established.

In March 1997 ADPA merged with the National Security Industrial Association to form the NDIA. NDIA bylaws and WID bylaws govern the operation of WID. Where WID bylaws are silent, NDIA bylaws prevail. The affairs of the organization are managed by the Board of Directors, which is composed of the five officers: the President, the Vice President, the Secretary, the Treasurer, and the Immediate Past President.

### **2.4.3 WID National Council Functions**

The WID National Council has autonomy to set the course for the organization, develop and execute programs, and manage its funds. The role of the WID National Council is to facilitate the growth of the organization, to provide infrastructure and support, and to develop chapters. The WID National Council provides overarching policies and procedures and maintains the fiduciary and legal responsibility for the organization. The WID National Council has responsibility for the chapters and focuses on large-scale issues and activities and works on behalf of all members. Chapters derive their existence and legitimacy from the National organization.

The WID National Council and Chapters function in accordance with (IAW) the WID's Chapter Management Manual.

The WID National Council is responsible for marketing WID, maintaining communications vehicles, fostering professional development, and holding an annual membership meeting and training for chapter leaders. Member dues are used to grow and sustain the organization, including supporting the necessary infrastructure. The WID National Council is also responsible for developing leadership succession to assure continuity.

The WID National Council has overall responsibility for administrative functions and delegates the execution of those responsibilities as needed. These include providing member services, maintaining the membership database, and providing materials and other organization items.

Please refer to the WID website—<http://wid.ndia.org>—for the most recent

- WID National Council of Directors
- WID National Bylaws
- Chapters

## **3 WID Mid-Atlantic Chapter Governance**

WID Mid-Atlantic is governed by a Board of Directors elected by the membership. Standing and Special committees carry out the chapter's mission. IAW the Operating Principles for the Mid-Atlantic Chapter approved 26 July 2018, by the WID Executive Director, the Board of Directors is defined as the President, Vice-President, Treasurer, and Secretary. The Chapter Officers are defined as the Board of Director and



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Historian, Communications, Membership, Scholarship, Sponsorship, and STEM Outreach Directors. Committee Leads may be appointed to assist the Chapter in the performance of its duties.

### 3.1 Operating Principles

The Mid-Atlantic Chapter is governed IAW the approved chapter Operating Principles. The chapter Operating Principles, including the chapter organization are attached in [Appendix 3.1-Operating Principles](#) and may be found on the chapter website, [www.widmidatlantic.org](http://www.widmidatlantic.org).

### 3.2 Chapter Structure

Please refer to WID Mid-Atlantic Operating Principles, Article VI, entitled Structure. See [Appendix 3.2-Chapter Structure](#), Chapter Organization.

### 3.3 Parliamentary Procedures

The Mid-Atlantic Chapter follows parliamentary procedures as established in the latest edition of Robert's Rules of Order. Chapter members should read the parliamentary guidance to understand how to bring a motion to the floor and voting procedures. See [Appendix 3.3 - How to Run a Meeting Using Robert's Rules](#).

### 3.4 Membership

WID was established to provide women a formal environment for professional growth through networking, education and career development. Membership is open to professional women and men whose professional activities relate to national security.

The Women In Defense (WID) Mid-Atlantic Chapter serves our members who support national defense and national security in Baltimore City, Baltimore, Harford and Cecil Counties in Maryland. Membership is open to all professionals who are responsible as well as those who want to be affiliated with this chapter.

Please refer to WID Chapter Management Manual: Memberships and Chapters section for membership details.

## 4 Chapter Operations

WID Mid-Atlantic's leadership is the face of the chapter and the direct link to WID members. Chapters are organized geographically for the purpose of encouraging local activities that support the organization's vision, mission, and goals.

WID Mid-Atlantic provides opportunities consistent with the WID mission and vision that interest and benefit chapter members. Such activities may include: professional development/educational events and programs, opportunities to exchange ideas and experiences, opportunities for community outreach, and networking with government and industry colleagues. Each chapter must focus on the interests of its members, their preference for types of activities, and the availability of appropriate resources, such as speakers.



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Chapters are responsible for highlighting national security topics. Chapter programs must cover expenses and be self-sustaining.

### 4.1 Assigned Area of Responsibility for the Mid-Atlantic Region

WID Mid Atlantic Chapter's zip code parameters currently cover Baltimore City, Baltimore County, Cecil County, and Harford County in Maryland. The specific zip codes may be found in **Appendix 4.1 – Area of Responsibility**.

### 4.2 Approval to Operate on APG as Private Organization

In accordance with AR 210-22, Private Organizations on Department of the Army Installations, which is the governing regulations for private organization and DoDI 1000.15, WID Mid-Atlantic chapter is approved to operate as a private organization on Aberdeen Proving Ground, Maryland and is contingent upon compliance with all applicable regulations and is valid for a period of two (2) years, effective 31 May 2018.

Renewal **must be submitted every two year**, in accordance with Presidential elections.

## 5 Chapter Procedures and Practices

The Mid-Atlantic Chapter's primary purpose is to serve the community through scholarship, education, professional development, and networking outreach programs. The chapter accomplishes this by awarding scholarships to local high school students who are pursuing a four-year degree in a STEM career field that supports national defense and national security. The chapter support philanthropy needs of multiple organizations, including but not limited to, Harford Community College, Harford and Cecil County Public Schools, Harford County Public Library, Cecil College, Harford County Boys and Girls Club, Habitat for Humanity, Girl Scouts of Central Maryland, and Harford County Women of Tomorrow.

The Mid-Atlantic Chapter conducts annual programs to connect and increase our visibility in our respective communities, raise funds to advance our communities educationally, award scholarships, and encourage membership participation. On average, the chapter hosts eight annual events designed to increase the awareness of women in leadership positions, encourage STEM education for youth, mentor young leaders, and link the network of women leaders. See Appendix D, Annual Programs.

The annual board meeting, where the President reports on the state of the chapter, is held each October in conjunction with Think Pink—our breast cancer awareness fundraiser.

### 5.1 Chapter Events and Activities

WID Mid-Atlantic activities are self-supporting and provide the fiscal support the chapter requires to administer its responsibilities. Sample WID Mid-Atlantic activities include:

- Meal events (luncheons, dinners) with speakers (from industry, military, local, state and federal government)
- Charitable endeavors that relate to the WID mission (Dress for Success)
- Scholarship programs and fundraising



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- Half-day, one-day conferences on defense-related topics; training symposium
- Joint Events

Co-sponsoring events with other organizations can be an effective way to make the most of resources. When WID Mid-Atlantic partners with other organizations, the Chapter's Leadership should specify in writing the chapters' expectations before committing, especially regarding payment of expenses, receipt of revenue, and division of labor. The chapter should also consider hosting events with your local NDIA chapter, NDIA divisions, or other affiliates of NDIA. Working with other defense-related associations is another option.

Annually, the Chapter is responsible for hosting several events. [Appendix 5.1a – Chapter Events](#) list these events and when the events should be held.

WID MAC is required to report attendance of events to National. Therefore, a specific registration process has been documented to ensure accurate numbers. Please see [Appendix 5.1b – Event Registration Process](#) for details.

The WID Mid-Atlantic Chapter is a member of the Aberdeen Proving Ground Professional Associations Network (APG PAN) in Harford County. Typical calendar events will be the third Thursday of each month in order to de-conflict with other PAN members' events in the APG area.

### 5.2 Communications and Social Networking

WID Mid-Atlantic uses our website, social media, email blasts, and online marketing tools to fully communicate with chapter members and associates about the chapter's activities in order to increase participation and membership. All social marketing tools used must be an approved expense by the Executive Committee prior to implementation. WID Mid-Atlantic produces, at a minimum, a quarterly newsletter to facilitate greater communications within our area of responsibility.

### 5.3 Charitable Giving Guidelines

The Mid-Atlantic Chapter's charitable giving mission is to provide philanthropic support to assigned areas of responsibility as funds are raised to meet funding requests. The distribution of funds for the charitable giving process is managed by the chapter's treasurer as approved by the Board of Directors. Chapter Officers and members may recommend charitable giving donations that supports the chapter's mission.

WID Mid-Atlantic will consider all philanthropy programs in the assigned area of responsibility that meet one or more of the following criteria, and may donate money or provide an in-kind donation:

- Community programs that support education, networking, scholarship, leadership development, career development.
- Community programs that meet immediate, basic needs of women, children, soldiers, veterans and/or families.
- Consideration will be given to community programs that



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- Increase WID Mid-Atlantic's visibility;
- Directly or indirectly can assist with the chapter's annual fundraising initiatives;
- Publicly promote the WID Mid-Atlantic's initiatives in the community;
- Support higher education or certification of chapter members.

Women In Defense will not consider organizations or philanthropy programs that meet one or more of the following criteria, and may not donate money or provide an in-kind donation:

- Programs that do not serve an entire community whereas only a selected group may participate;
- Annual giving or capital campaigns;
- Sponsorship of other non-profit events as our funds are raised through community fundraising events, unless an in-kind donation is provided such as gift basket donated with items from the members; and
- Political activities.

An eligible organization is considered to be a charitable organization exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code or an academia or other professional organization whose purpose is aligned with the WID mission and vision.

An organization or WID member in good standing may request funding from WID Mid-Atlantic no more than one time per year for a specific event or organization. Sponsorship requests are not considered charitable giving requests since WID benefits from event participation. WID Mid-Atlantic will consider partnering with other organizations to promote community awareness of the chapter's mission and vision. The relationship should be promoted through public relations means. WID Mid-Atlantic does not promise or guarantee continued funding of any charitable donation; all awards are single awards.

Reporting requirements are required to obtain the funds from the chapter. If an organization is given funds by WID Mid-Atlantic Chapter, the requestor or head of the organization must sign a statement agreeing to spend the money for the purpose it was requested. The requesting organization must complete the Charitable Giving Guidelines Request Form (found in [Appendix 5.3 - Charitable Giving Guidelines Request Form](#)) to request funds from the WID Mid-Atlantic Chapter.

### 5.4 Chapter Scholarship Program

The Mid-Atlantic Chapter will award annually at least two scholarships, one to a deserving high school student and one to a chapter member or family member in their area of responsibility.

The Chapter will support the National WID HORIZONS Scholarship as decided by a chapter vote.

Up-to one scholarship each will be awarded annually, based on the financial solvency of the Chapter, and will be awarded at the annual chapter meeting.

Collectively, these scholarships further promote and recognize the outstanding accomplishments of all chapter members, encourages chapter membership, and provides opportunities to advance the recognition of the chapter across all tenant organizations at Aberdeen Proving Ground (APG).



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The chapter scholarship program is not a permanent award and at any time may be reviewed by the Board of Directors to be updated or changed as required. *Any changes to the Scholarship program requires WID National Council approval.*

The two-chapter scholarships will be the WID Mid-Atlantic Chapter STEM Education Scholarship and the WID Mid-Atlantic Chapter Achieving Excellence Scholarship and will be given at the annual RW3 Leadership Symposium luncheon or other scheduled programmed event.

### 5.4.1 WID Mid-Atlantic STEM Education Scholarship

The WID Mid-Atlantic Chapter STEM Education Scholarship should remain as a single annual-female only high school senior scholarship award in the amount of \$2,500. All applicants must meet the criteria as set forth by the scholarship committee in the application.

### 5.4.2 WID Mid-Atlantic Achieving Excellence Scholarship

The WID Mid-Atlantic Chapter Achieving Excellence Scholarship supports qualified applicants (male and female) who are active chapter members (or family members of active members) who meet the award criteria of:

1. Making a significant contribution in STEM, national security and defense, and/or
2. Seeking an educational degree or professional certificate, and  
Demonstrates financial need or assistance.

## 6 Chapter Officers and Duties

The Board of Directors is the governing body of the chapter and votes on any changes to procedures and practices unique to our chapter operations. A favorable vote is a majority vote.

Annually, the Board of Directors shall hold a strategic planning meeting to facilitate the future year's plans. Only events with identified project leads will be place on the calendar for chapter execution.

### 6.1 President

- Oversees annual planning, including activities and budget.
- Reviews WID Mid-Atlantic financial condition and approves all expenditures.
- Develops policies, as appropriate, to aid in administering Chapter events.
- Implements WID national policies at the chapter level.
- Represents or ensures WID Mid-Atlantic representation at the National meetings.
- Ensures proper protocol for guests and visitors is observed.
- Represents or ensures WID Mid-Atlantic representation at APG events, NDIA local chapter, and other organizational meetings as appropriate.
- Signs all contracts on behalf of the WID Mid-Atlantic.
- Ensures chapter board members are WID members in good-standing.
- Ensure chapter operating principles are reviewed every two years and approved by chapter leadership and WID National upon the election of a new President.



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- Ensure chapter leaders have working knowledge of the content in WID Mid-Atlantic Chapter Operations Manual.
- Participates in the bi-monthly chapter call conducted with WID National.

### 6.2 Vice President

- Fulfills the duties of President when necessary.
- Oversees all program events for the chapter to include working with Committee Leads or designated individuals to lead an event and ensure guest speaker, venue, and marketing of each event is done.
- Ensures meetings and WID Mid-Atlantic business are conducted IAW Robert's Rules of Order.
- Performs duties as delegated by the President.
- Oversees By-law updates.
- Ensures current WID Mid-Atlantic events are included in the WID Mid-Atlantic website homepage.
- Manages the Storage Facility using a controlled entry roster and provides cost to Treasurer for future years budget request.

### 6.3 Treasurer

- Receives and maintains all WID Mid-Atlantic income.
- Distributes accounts payable as authorized.
- Obtains projected budgets from Board of Directors, Officers and Committee leads as appropriate.
- Maintains all WID Mid-Atlantic financial recordkeeping; prepares monthly reports, arranges for and assists during any independent review of financial records.
- Recommends to the Board of Directors distribution of sponsorships and donations based upon received community requests and approved budget.
- Submits audited, annual financial report within required date as requested by WID National Council.  
(See [Appendix 6.3 - WID Chapter Financial Report Template](#))
- Leads the Finance Committee and ensures the annual chapter budget is drafted by the Finance Committee. Collects and disburses monies for WID Mid-Atlantic functions and programs.
- Supports Sponsorship Chair and oversees sponsorship program, including synchronizing different events/programs and tracking individual sponsorship status.
- Acts as signatory for all contracts on behalf of the Chapter in the absence of the President and sends all contracts to WID National Council for approval.
- Ensures WID Mid-Atlantic is financially self-sustaining with income exceeding expenses.

### 6.4 Secretary

- Supports EXCOM and Committee Directors as needed.
- Prepares agenda for Executive and General Board meetings. (See [Appendix 6.4a – Sample Meeting Agenda/Minutes](#), the actual templates can be found on the Chapter's google drive under 1. Administration, Secretary Documents)



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- Agendas are used to record meeting minutes.
- All meeting minute documents should be saved on the Google Drive under 1. Administration, EXCOM and Board Meetings and then under the appropriate year.
  
- Records and distributes minutes for all Executive and General Board meetings.
- Maintains Post Office box key and collects mail from the Chapter's mail box monthly. (See [Appendix 6.4b-Chapter Information](#)).
- Provides post office cost to the Treasurer for future years budget request.
- Maintains chapter documents on Google Drive.
- Processes the Chapter's email account weekly.
- Creates and maintains the Chapter's on-line Calendar of Events. (See [Appendix 6.4c- Chapter Calendar](#))
- Coordinates upcoming local events with WID National and PAN to prevent schedule conflicts within a geographic area.
- Leads the Election Nomination Committee and ensures only member votes are recorded.
- Submits annual paperwork to maintain Chapter's eligibility to operate on APG as a non-profit. Information should be found on the Google drive under 1. Administration, Secretary Documents.
- Attends all Chapter Sponsored Events; may be asked to attend other community events.

### 6.5 Historian

- Maintains records of all events and files within WID Mid-Atlantic's documentation repository.
- Maintains chapter historical records on Google Drive.
- Prepares annual Historian Report for WID National as required.
- Prepare annual Historian Report for annual meeting.

## 7 Committees Directors and Duties

Committees are appointed by the President to assist in carrying out the chapter's purposes. The President by default is a member of each committee.

WID Mid-Atlantic utilizes Standing Committees and Special Committees to carry out the chapter purposes. A Standing Committee is a deliberative body established in a permanent fashion to aid the Board of Directors in accomplishing its' duties and requires a chapter vote to be official. The Standing Committees are the functional arms of the chapter and are led by a Director, who is an officer of the Chapter. The Standing Committees are:

- Communications Committee
- Finance Committee
- Membership Committee
- Scholarship Committees
- Nominations/Elections Committee
- Sponsorship Committee
- STEM Outreach Committee



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The Special Committees are temporarily formed for special purposes and maybe led by chapter members to support chapter activities. The Special Committees are:

- Breast Cancer Awareness (Think Pink) Committee
- Real Women, Real World, Real Work Leadership Symposium Committee
- Small Business Engagement Committee

Below is a list of all chapter committees with detailed duties and responsibilities. Committees report out on significant events and initiatives at each General Board meeting. Currently, there are seven standing committees and three special committees.

### 7.1 Standing Committees

All directors are required to report on their committee activities at the monthly General Board meeting scheduled for the second Friday of each month from 12:00 – 1:00 p.m. Board members may participate via telecom or in person, if available. Directors are to use the report format in **Appendix 7.1-Committee Report**. Directors can find a template for this report on the Chapter's Google Drive under "Templates." All Directors should submit reports electronically prior to the meeting.

#### 7.1.1 Marketing and Communications Committee

- Publicity (Newsletter) – utilizes online marketing tool to facilitate communications with chapter members and associates.
- Publishes regularly scheduled newsletter once a quarter.
- Provides input to National newsletters as approved by the Board of Directors.
- Assists members with technical aspects of communicating Chapter business.
- Press Releases – timely release of pre- and post- events press releases; utilizes the communications spreadsheet (See **Appendix 7.1.1-Communications Channels**) to provide press releases;
- Website Manager – Manages and monitors content of chapter website to ensure accuracy of board members, upcoming events, community and defense-related issues, NDIA privacy statement; current website is <http://www.widmidatlantic.org>.
- Social Media – Maintains and distributes chapter information via Chapter Facebook and LinkedIn websites/pages.
- Photographer – coordinates photographer for major annual events, RW3, annual meeting and-- Breast Cancer Fundraiser, and other events as required.
- Maintain quality assurance of our branding name by using correct versions of WID, NDIA National and WID chapter logos on all communication vehicles such as website, flyers, letterhead, etc.
- As a minimum, this committee is comprised of the Communications Director, Chapter Vice-President, and Secretary.
- Represents or ensures WID Mid-Atlantic representation PAN organizational meetings as appropriate



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### **7.1.2 Nominating/Elections Committee**

- See WID National and WID Mid-Atlantic Chapter Operating Principles for duties.
- Consists of three active chapter members who manage the elections process.
- Ensures all nominated candidates understand associated responsibilities.
- Prepares the nomination request letter and ballot and election letter and ballot. Ensures only chapter members participate in the nomination and election processes based upon the chapter membership roster.
- Counts voting ballots and provides the Board of Directors the results of the election.

### **7.1.3 Finance Committee**

- Drafts annual budget for chapter.
- Supports the Treasurer to ensure coverage is provided at all events when money is exchanged.
- Completes the audit report for the chapter.
- As a minimum, this committee is comprised of the Treasurer, Immediate Past President, Scholarship Committee Director, and Sponsorship Committee Director.

### **7.1.4 Membership Committee**

- Monitors member status and institutionalizes procedures for tracking and contacting members whose annual memberships are due for renewal or are delinquent to maximize member retention rate.
- Promotes member recruitment and retention. Strives to achieve year over year membership growth by establishing a yearly membership plan.
- Conducts retention and recruitment initiatives to increase and maintain membership and prepares monthly committee report identifying expiring memberships and new members.
- Hosts the annual Membership Appreciation social event to include creating all promotional materials.
- Ensures WID Mid-Atlantic membership distribution list is accurate on a monthly basis (via Constant Contact and Gmail).
- Conducts an annual membership survey to ensure that the needs of members are being met
- Conducts quarterly WID Talks for the purpose of engaging new members and informing existing members.
- Issues letters of condolences, get-well cards, or other appropriate correspondence upon agreement of the Board of Directors.

### **7.1.5 Scholarship Committee**

- Facilitates the Chapter's scholarship program(s) to include scholarship program administration, applications evaluation, and award recommendation(s).
- Participates as a member of the Finance Committee and assists in developing the chapter budget and financial goals for the future year(s).



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- Supports WID National Scholarship through either participation/support to the National HORIZONS Scholarship program.
- Prepares a monthly committee report.
- Updates scholarship packet with the current information. (**Appendix 7.1.6a – Scholarship Packet**)
- Sends scholarship packet to pertaining schools. (**Appendix 7.1.6b - Scholarship High School Guidance POC** contain list of school point of contacts.)
- Use the Scholarship Committee Rubric to score scholarship packets received. (**Appendix 7.1.6c – Scholarship Committee Rubric**)
- Ensures the Board of Directors approve all scholarship recommendations and awards the scholarship(s) in the name of the chapter.
- Ensures timely submission of scholarship payment to institutions of approved recipients.

### 7.1.6 Sponsorship Committee

- Establishes, manages and unifies a strategic sponsorship plan for the fiscal year.
- Coordinates annual sponsor appreciation event/gift.
- Member of the Finance Committee and assists in developing the chapter budget and financial goals for the future year(s).
- Solicits sponsorships of WID events.
- Recommends fund-raising activities.
- Tracks individual sponsorships.
- Prepares monthly committee report.

### 7.1.7 STEM Outreach Committee

- Coordinates annual STEM program luncheon.
- Prepares monthly committee report.
- Coordinates participation in annual community outreach STEM events as appropriate; examples include:
  - Annual APG STEM in Scouting Day – annual Girl Scout Partnership for STEM activities
  - Maryland STEM Festival
  - TechGirlz Workshops
  - CECOM STEM Day
  - ECBC STEM Outreach

## 7.2 Special Committees

The Special Committees are philanthropic and serve to promote community relationships, fund-raising, scholarships, and promote WID Mid-Atlantic’s mission. The special committees serve the chapter by executing special projects. The special committees work within the community to increase awareness and visibility the organization. A special committee may be designated as need to support the chapter’s mission. Special committees may support local community events such as Habitat 4 Humanity, Girls



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Scouts of America, local colleges, high schools and other non-profit organizations events. All special committees will be established IAW a chapter decision.

It is the desire of the Board of Directors to have members volunteer as a Project Lead to lead a program activity/event. At the annual Strategic Planning Meeting, program events will be planned for following years only if a designated project lead is identified to lead the event. This will ensure the chapter has a budget and leadership to execute planned events. Project leads are to utilize the chapter event checklist as their “How To” guide. See [Appendix 7.2-Event Checklist](#) for the chapter event checklist. Only WID chapter members may work on committees for chapter sponsored events to ensure organizational integrity and IAW liability insurance requirements for the non-profit organization.

All special committees operate under the direction of a project lead. The Vice-President oversees and de-conflicts all special events and works with the project lead on the event. The Project Lead is responsible for:

- Work with the Board of Directors to determine the date of the event.
- Create an event committee of other WID MAC members in good standing to assist with the process.
- Follow the “Event Checklist” (Appendix 7.2) to ensure all necessary arrangements are made.
- Provide updates during the Monthly Chapter meetings once the planning process has started for the event.
- Make the necessary arrangements for the successful execution of the event including, but not limited to, obtaining facility; arranging speaker(s); working with the Mktg & Communications Director for advertisement; coordinating with Treasurer on facility payment; etc.

At a minimum, the special committees should contain the following members:

- Designated Project Lead
- Other Members in good standing (minimum of 3)
- Vice-President
- Treasurer or Finance Committee representative,
- Membership Director or committee representative,
- Mktg & Communications Director or committee representative,
- Scholarship Director or committee representative,
- Sponsorship Director or committee representative.

The designated special committees are:

### 7.2.1 Think Pink Committee

The Think Pink event annual fundraiser benefits the Cancer Life Net program at the Patricia D. and M. Scot Kaufman Cancer Center. It includes a breast cancer awareness luncheon, raffle, and silent auction.



## **Operations Manual**

### **7.2.2 Professional Development**

Coordinate, conduct, and execute Professional Development Luncheon.

### **7.2.3 Real Women, Real World, Real Work (RW)<sup>3</sup> Leadership Symposium Committee**

The (RW)<sup>3</sup> Symposium brings leaders and educators together with participants to create a powerful experience to promote personal and professional growth. Generally, the format includes a continental breakfast, a panel discussion, a plenary session, lunch, a keynote address, and workshop presentations centered on education or career development. The committee lead is responsible for drafting the speaker's toolkit.

### **7.2.4 Small Business Engagement Committee**

Coordinate, conduct, and execute Small Business Luncheon for the purpose of encouraging small and large business networking for woman business owners.



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Appendix 3.1 - Operating Principles

The most current Chapter Operating Principles may be found on the WID MAC web page.

[www.WidMidAtlantic.org](http://www.WidMidAtlantic.org) under the Organization Find More link.

Our Organization

A photograph showing a complex network of blue-painted steel beams and supports, likely the interior of a large industrial building or stadium under construction. The perspective is looking upwards, creating a sense of height and structural complexity.

Learn more about our organization and leadership.

[FIND OUT MORE](#)

## Our Structure

---

Chapter ByLaws as of 9/2015 (pdf)

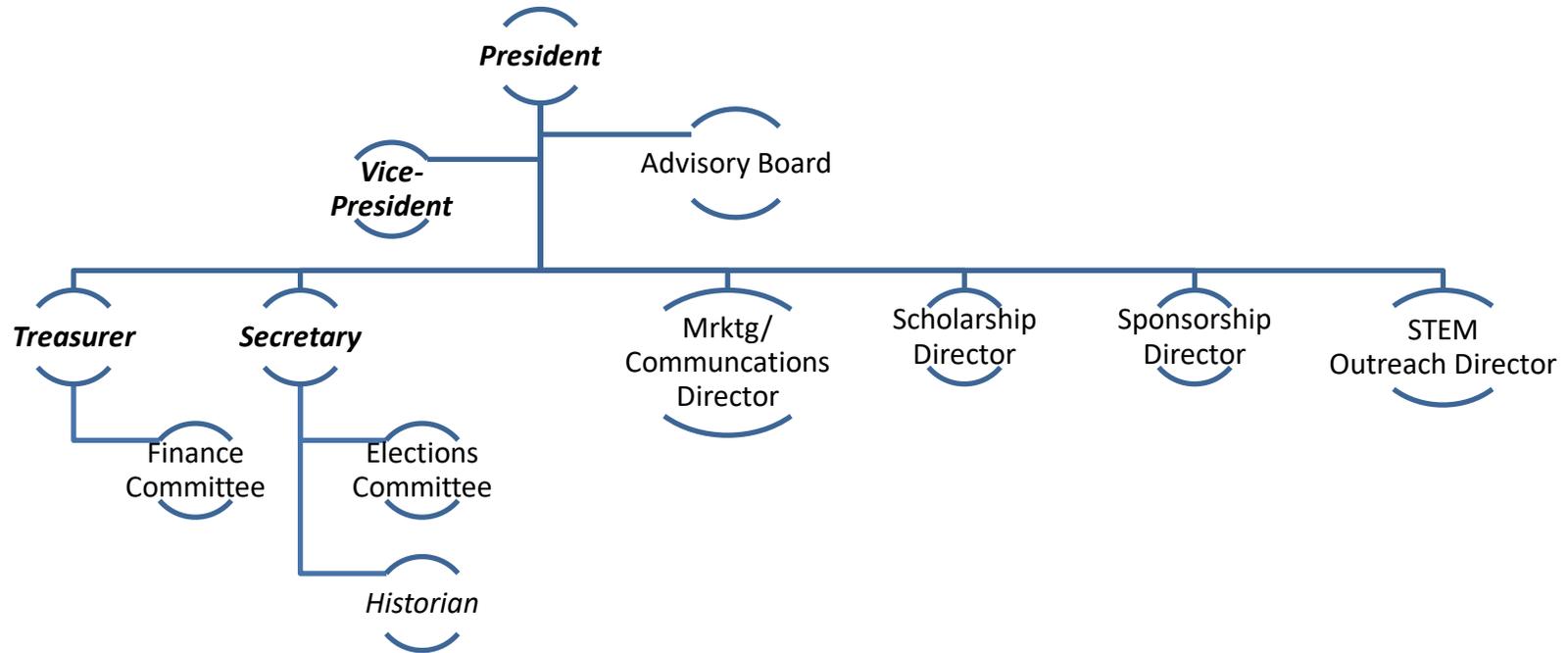
[DOWNLOAD](#)



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

### Appendix 3.2 - Chapter Structure



### *Board of Directors and Officers*



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

# Operations Manual

### Appendix 3.3 - How to Run a Meeting using Robert's Rules

#### AGENDA

**Officer:** Call the meeting to order at {specify the time}

#### APPROVAL OR CORRECTION OF MINUTES

**Officer:** You should have received the minutes from our previous meeting in {state the month}. Knowing you all to be judicious minute-readers, please let me know now if you found any errors.

*{Pause}*

**Continue:** Are there any corrections to the minutes as distributed?

*Secretary records corrections until there are no more.*

#### OFFICER REPORTS

**Continue:**

If there are no (further) corrections, the minute's stand approved as distributed (corrected). The next order of business is officer reports.

*{Call on each officer one by one for their reports ...}*

- 1. President: Review highlights*
- 2. Vice-President*
- 3. Treasurer*
- 4. Secretary: {Review upcoming events, request written committee reports, etc.}*

*{Handle questions: All questions must be acknowledged by the Proceeding Officer}*

**Continue:**

All reports should be provided in written format, if you have not yet submitted them in writing, please be sure to send them to the secretary before close of day today.

*If a decision is needed for further action, a majority vote (2/3 vote) is required.*

*For example, if the need for a purchase is presented by the Treasurer, use the following script ...*

**Someone states the motion:**

*"I motion that WID MA Chapter purchase Quickbooks Pro 2015 for financing report."*

**A member in good standing seconds the motion:** *"I second the motion."*

**Presiding Officer states:**

*"It has been motioned and properly seconded that {motion presented}. Are there any questions?"*

When all questions have been discussed,

**Presiding Officer states:**



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

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“All in favor say Aye.” {pause} “All those opposed say No.”  
“The motion passes/fails, and the recommendation is/is not adopted.”

### **Continue:**

The next order of business is standing committee reports.

### **STANDING COMMITTEE REPORTS**

The chair recognizes the {xxxxx} Director for the {xxxx} Committee report.  
[Script for motions arising from the report]

Thank you.

*Repeat for each standing committee.*

### **Continue:**

Next order of business is reports of special committees.

### **SPECIAL COMMITTEES REPORTS**

The chair recognizes the {xxxxx} Director for the {xxxx} Committee report.  
[Script for motions arising from the report]

Thank you.

*Repeat for each special committee.*

### **NEW BUSINESS**

Is there new business?

The Chair recognizes AB.

[AB makes motion and it is seconded.]

*Handle debate, discuss questions, announce the result.*

Is there any further business to come before the meeting?

### **ANNOUNCEMENTS**

*Ask for any announcements.*

We need to set the date for our next meeting.

### **ADJOURN**

There being no further business to come before the board, the meeting is adjourned.

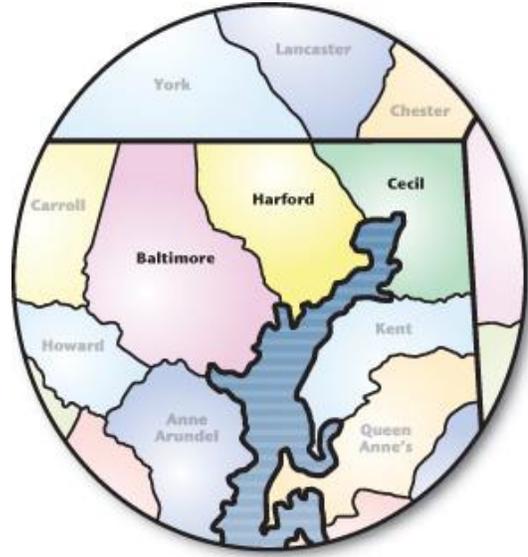


**WOMEN IN DEFENSE MID-ATLANTIC CHAPTER**  
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**Appendix 4.1 - Assignment Area**

**BALTIMORE CITY**

Baltimore ....	21201	21202	21203	21205	21206
	21210	21211	21212	21213	21214
	21215	21216	21217	21218	21223
	21224	21229	21230	21231	21233
	21235	21239	21241	21251	21260
	21261	21263	21264	21265	21268
	21270	21273	21274	21275	21278
	21279	21280	21281	21282	21283
	21284	21285	21287	21288	21289
	21290	21297	21298		
Brooklyn .....	21225				



**BALTIMORE COUNTY**

Baldwin.....	21013								
Baltimore.....	21209		21250						
Boring.....	21020								
Brooklandville .....	21022								
Butler.....	21023								
Catonsville.....	21228								
Chase.....	21027								
Cockeysville.....	21030								
Dundalk.....	21222								
Essex.....	21221								
Fork.....	21051								
Fort Howard.....	21052								
Freeland.....	21053								
Glen Arm.....	21057								
Glyndon.....	21071								
Gwynn Oak.....	21207								
Halethorpe.....	21227								
Hunt Valley.....	21031		21065						
Hydes.....	21082								
Kingsville.....	21087								
Long Green.....	21092								
Lutherville Timonium ....	21093		21094						
Maryland Line .....	21105								
Middle River .....	21220								
Monkton.....	21111								
Nottingham.....	21236								
Owings Mills.....	21117								
Parkton.....	21120								
Parkville.....	21234								
Perry Hall.....	21128								
Phoenix.....	21131								
Pikesville.....	21208								
Randallstown.....	21133								
Reisterstown.....	21136								
Riderwood.....	21139								
Rosedale.....	21237								
Sparks Glencoe.....	21152								
Sparrows Point.....	21219								
Stevenson.....	21153								
Towson.....	21204	21252		21286					
Upper Falls.....	21156								
Upperco.....	21155								
White Marsh.....	21162								
Windsor Mill.....	21244								



*WOMEN IN DEFENSE MID-ATLANTIC CHAPTER*  
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**CECIL COUNTY**

Cecilton .....21913  
 Charlestown .....21914  
 Chesapeake City .....21915  
 Childs .....21916  
 Colora .....21917  
 Conowingo .....21918  
 Earleville .....21919  
 Elk Mills .....21920  
 Elkton .....21921 21922  
 Georgetown .....21930  
 North East .....21901  
 Perry Point .....21902  
 Perryville .....21903  
 Port Deposit .....21904  
 Rising Sun .....21911  
 Warwick .....21912

**HARFORD COUNTY**

Aberdeen .....21001  
 Aberdeen  
   Proving Ground.....21005  
 Abingdon .....21009  
 Bel Air .....21014 21015  
 Belcamp .....21017  
 Benson .....21018  
 Churchville .....21028  
 Darlington .....21034  
 Edgewood .....21040  
 Fallston .....21047  
 Forest Hill .....21050  
 Gunpowder .....21010  
 Havre De Grace .....21078  
 Jarrettsville .....21084  
 Joppa .....21085  
 Perryman .....21130  
 Pylesville .....21132  
 Street .....21154  
 White Hall .....21161  
 Whiteford .....21160

**List of Zip Codes from National**

17500      17699  
 17900      17999  
 18200      18799  
 21000      21499  
 21001  
 21005  
 21076  
 21911      21921  
 21901      21904  
 21930



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

### Appendix 5.1a - Annual Calendar of Events

Month	Event
<b>January</b>	Leadership Breakfast ( <i>Professional Development</i> )
<b>February</b>	Members Appreciation Reception
<b>March</b>	WID Annual Horizon Dinner** WID National Conference**
<b>April</b>	RW3 Leadership Symposium Luncheon
<b>June</b>	Strategic Planning Meeting ( <i>Leadership Only</i> ) WID Service to the Flag Program**
<b>August</b>	Small Business Luncheon
<b>October</b>	Chapter Annual Meeting and Breast Cancer Fundraiser

\*\* Sponsored by WID National.



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

# Operations Manual

### Appendix 5.1b - Event Registration Process

The following Event Registration Process must be followed In order to have efficient and effective registration procedures and gather the information needed for annual reporting.

#### THREE MONTHS PRIOR TO EVENT

- 1) Constant Contact is the only tool to be used for event registration. Prior to the event, Membership Director will be monitoring the registrants to ensure only members have registered as members.
- 2) *After opening event registration*, the Communications Director/Designated Representative ensures guests can select a status (i.e. defense industry/contractor, government, or other) as part of their registration. This information is needed for the National annual report.

#### NIGHT BEFORE EVENT

- 3) The Communications Director/Designated Representative will print guest badges. The badges will be printed in alphabetical order, A-L and M-Z, placed in protective covers and given to the registration table. The Communications Director/Designated Representative will also ensure additional blank badges are available for walk-ins and unregistered persons. Badges should be given to the registration table 45 minutes prior to event start time.

#### DAY OF THE EVENT

- 4) *The day of the event*, the Communications Director/Designated Representative will print two copies of rosters in alphabetical order, A-L and M-Z. Each table receives a copy of the roster.
- 5) A minimum of two registration tables need to be setup for every event.
  - a. **Table 1 – Pre-Registered Guests:** For all paid guests and should be manned by the Membership Director and a second designated registration POC (a designated rep) to welcome attendees to all events. Responsibilities for this table include being setup and ready to accept participants 30 minutes prior to the event, mark the pre-registered participant as present, check membership status, provide membership pamphlet, verify correct email address. After the conclusion of the event, a final tally should be provided to the Treasurer/Finance Committee Representative. Information obtained will be provided to the Communications Director to update distribution lists as required.

All pre-registered participants must pay prior to the event. No payment for pre-registration will be accepted at the door.



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

# Operations Manual

- b. **Table 2 - Non-Registered Guests:** For any unpaid guests and money collection of raffle tickets and should be manned by the Treasurer/Finance Committee Representative and Scholarship Committee Representative. Responsibilities for this table include being setup and ready to accept participants 30 minutes prior to the event, registering participants who walk in, check membership status (if necessary), provide membership pamphlet, and verify correct email address (if necessary). After the conclusion of the event, a final tally should be provided to the Treasurer/Finance Committee Representative. Information obtained will be provided to the Communications Director to update distribution lists as required.

Walk-ins and unpaid guests should go directly to Table 2 – Non-Registered Guests for payment to expedite their waiting time.

- 6) **Selling of items at events:** All scholarship raffle ticket sales/other items for sale will be handled through Registration Table #2 and sold in conjunction with the Treasurer's table. The Scholarship Committee must ensure a committee member is on hand to disburse tickets and collect funds. The Scholarship Committee may also walk around and sell tickets and return all proceeds to the Scholarship Director to account for all revenue. All for sale items including raffle ticket sales are required to have a ticket sale price sign at the Treasurer's table (i.e. -STEM Scholarship Gift Basket Raffle Tickets - 5 for \$7.00 or 10 for \$10.00). This allows those who are paying by credit card to purchase tickets when entering initially and for all to see and know the prices.

### DURING THE EVENT

- 7) During the event a Designated Chapter Member will perform a headcount and compare to the lists from Pre-Registered and Non-Registered lists. This is to ensure there is an accurate headcount to ensure accurate payment to the venue and to provide National. This information needs to be given to the Treasurer and the quarterly report; reporting on total count of attendees by number of government, number of contractors and number of other.



*WOMEN IN DEFENSE MID-ATLANTIC CHAPTER*  
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**Appendix 5.3 - Charitable Giving Guidelines Request Form**

**WID Mid-Atlantic Chapter Funding Request - 2016**

Requesting Organization: \_\_\_\_\_  
POC: \_\_\_\_\_ Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Organization's Address: \_\_\_\_\_

- 1) State the amount the organization is seeking: \$ \_\_\_\_\_
- 2) State the period for which the funding is needed(month/year): \_\_\_\_\_
- 3) State how the funding will be used:  
\_\_\_\_\_  
\_\_\_\_\_
- 4) State any specifics about the program the funding will support:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) State the benefits to STEM education, women and leadership development, and/or impact to the community:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Appendix 6.3 - WID Chapter Financial Report Sample

Please refer to National Chapter Handbook for updated version(s).

### WID CHAPTER FINANCIAL REPORT

Fiscal Year 20xx

(10/1/past year through 9/30/current year)

WID Chapter Name: \_\_\_\_\_

Please round to nearest dollar.

1. CHAPTER ASSETS (As of 9/30/xx) (line 6d of your FY-xx Report) \$ \_\_\_\_\_

2. REVENUE FY-xx

- a. Meeting Fees (Attendee registrations) \$ \_\_\_\_\_
- b. Donations \$ \_\_\_\_\_
- c. Interest & Dividends \$ \_\_\_\_\_
- d. Sponsorships \$ \_\_\_\_\_
- e. Other (Specify FY-xx rebate, seed money, other) \_\_\_\_\_ \$ \_\_\_\_\_

f. TOTAL \$ \_\_\_\_\_

3. EXPENSES FY-xx

- a. Meeting Expenses (Incurred to conduct events) \$ \_\_\_\_\_
- b. Direct Lobbying \$ \_\_\_\_\_
- c. Grass Roots Lobbying \$ \_\_\_\_\_
- d. Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

e. TOTAL \$ \_\_\_\_\_

4. NET GAIN/LOSS DURING FY-xx Subtract 3e from 2f \$ \_\_\_\_\_

5. CHAPTER ASSETS - As of 9/30/xx Add 1 and 4 \$ \_\_\_\_\_

6. CHAPTER ASSETS BREAKOUT - As of 9/30/xx TOTALS 5 and 6d should be equal

- a. Bank accounts (Checking, Savings) \$ \_\_\_\_\_
- b. Investments (CDs, Investment Accounts, etc.) \$ \_\_\_\_\_
- c. Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

d. TOTAL \$ \_\_\_\_\_

7. CHAPTER FINANCIAL AUDIT (provide type and date of last audit) \_\_\_\_\_

A copy of the audit is attached \_\_\_\_

A copy of the audit will be sent by Nov. 1 \_\_\_\_

(Reference WID Chapter Management Manual, page 5)

\_\_\_\_\_  
Chapter Treasurer Signature / Print Name Date

\_\_\_\_\_  
Chapter President Signature / Print Name Date



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

**WID Chapter Name:** WID Mid-Atlantic

## Chapter Events Held During FY xx

List the events your chapter held Oct. 1, 20xx-Sep. 30, 20xx  
(*excludes* board, committee, or planning meetings).

**Indicate the number who attended from government and from industry.**

Event date	Event Type <i>(for example, luncheon, seminar)</i>	Number of Attendees from <b>G</b> overnment	Number of Attendees from <b>I</b> ndustry

Chapter contact for information about events (name, telephone, e-mail):  
**xxxxxxx**

## FUNDING OF SCHOLARSHIPS

If the chapter provides scholarships, list below. Indicate whether the chapter involvement is simply a donation of funds to another organization or whether the chapter actively controls and manages the scholarship or award item or program. If you do not offer scholarships, please make that note.

Scholarship Program	\$ Amount	# of Awards	Is this a donation only?	Does the chapter manage it?

## SUPPORT FOR SCIENCE, TECHNOLOGY, ENGINEERING AND MATH EDUCATION

What FY 15-chapter activities, awards, benefits, or programs supported education in science, technology, engineering, and math?

## SOCIAL MEDIA

List your chapter's participation in social networking, such as Facebook or LinkedIn.  
How are you using social media? Do you have quantitative results of benefits of using it?  
If your chapter has a web presence other than being hosted on the WID National site, list URL.

## PLANNING

What is your chapter's top improvement objective for the 20xx program year?

## CHAPTER LEADERSHIP

List the chapter officers and board of directors for the new fiscal year 20xx.

	President	Term ends xx
	Vice-President	Term ends xx
	Treasurer	Term ends xx
	Secretary	Term ends xx

## Retain a copy for chapter records.

Questions: Contact WID POC.



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Appendix 6.4a - Sample Meeting Agenda/Minutes

### Sample Board of Directors Meeting Agenda/Minutes

Template is located on the Google drive under 1. Administration, Secretary Documents.

Filename: Minutes 20xx mm BoD.doc



### WID Mid-Atlantic Chapter

#### EXCOM Meeting Minutes

February 9, 11:00 – 12:00

---

**CALL TO ORDER** 12:10 p.m. **President**

**ROLL CALL** **Secretary**

**APPROVAL OF THE MINUTES/REVIEW OF ACTION ITEMS**  
President requested changes to January minutes, and made.  
President made a motion to approve minutes, Secretary seconded it.  
January Minutes approved.

**OFFICER REPORTS**

- **President (Acting)** [X] Sharon Jacobs
  - Reva Oliver has accepted the position of STEM Outreach Director as well as working with Karen on identifying sponsors for RW3.
  - Changes to the Handbook need to be submitted by March meeting (3/9). Please modify an electronic version using "track changes." Send your updated version to [RSVPWID@gmail.com](mailto:RSVPWID@gmail.com).  
*SHARON: Update pamphlet and have 100 copies made.*
  - Need to discuss after event actions so attendance information can get to Treasurer for the audit reports.
  - Need to decide if paying 3% charge from paypay is worth the money loss. Need to discuss how to re-compensate the transactions fees.
- **Vice-President** Robin Hexter
- **Treasurer** [X] Nahid Kabir
  - January 2018 (See Nahid's Email)
  - Submitted the audit report due 1/31 for 2017.
  - Wants to be more prepared for the RW3 event than was the Breakfast.
- **Secretary** [X] Tonya Donithan
  - Calendar review of upcoming events and expected attendance
    - NMTC Awards: Aleena Comm, nominated for mentorship. Need to decide if we have funding to sponsor the event. In the past, we had the golf event that would



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

# Operations Manual

- Still waiting for General Jamison.
- Need a committee
  - Need someone to take the panel, Anita from BrightIdea as the Panel Moderator.
  - Need Protocol Team, Executive Committee (enlist Anissa for help)
  - Need Logistics, parking for VIPs (Sharon to work with Waters Edge),
- **SHARON: Need to revise the RW3 marketing flyer to include newest agenda. 2<sup>nd</sup> week of March. Completed and sent on 3/9/18.**

#### NEW BUSINESS

- Change of ExCom to Directors. Look at changing in the bylaws.

ADJOURNMENT 12:00 PM



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Sample General Board Meeting Agenda/Minutes

Template is located on the Google drive under 1. Administration, Secretary Documents.

Filename: Minutes 20xx mm General.doc



### WID Mid-Atlantic Chapter

#### General Board Agenda, November 10<sup>th</sup> 2017, 12:00 – 1:00

---

**CALL TO ORDER**

**ROLL CALL**

<u>INVITED ATTENDEE</u>	<u>PRESENT</u>	<u>INVITED ATTENDEE</u>	<u>PRESENT</u>
<b>President:</b> Sharon Jacobs	X	<b>Communication:</b> {Vacant}	
<b>Vice-President:</b> Robin Hexter		<b>Membership:</b> Stacy Matassa	X
<b>Treasurer:</b> Nahid Kabir	X	<b>Scholarship:</b> Kim Stevenson	X
<b>Secretary:</b> Tonya Donithan		<b>Sponsorship:</b> Karen Danfelt	X
		<b>STEM Outreach:</b> {Vacant}	
		<b>BCA Event Lead:</b> Anissa xxx	

**President**

**Secretary**

**APPROVAL OF THE MINUTES/REVIEW OF ACTION ITEMS**

**EXECUTIVE COMMITTEE REPORTS**

- President (Acting)
Sharon Jacobs
  - No updates from WID National.
  - 2018 calendar was distributed with the agenda.
  - Modifications for Operation Manual  
Please be making notes on any changes in doing business. The deadline for these changes is March 2018.
  - Communications Channel was set to everyone by Tonya. If you have not received it or don't know where to find it, please contact her.
- Vice-President
Robin Hexter
- Treasurer
Nahid Kabir
  - The 2018 Approved Budget was distributed by Sharon.
  - Scholarship Budget:  
ExCom approved two scholarships, not three. Wish to keep scholarship amount at \$5,000. There were other expenses that were not approved.
    - Approved scholarship included paper inserts, the large check, 2 scholarships at \$2,500 each, meals for scholarship luncheon at RW3 event, postage. Total Budget approved \$5,201.

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# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

### **WID Mid-Atlantic General Board Meeting**

---

- There's no need for printing costs, as all applications should be submitted via email.
- **Projected Revenue**
  - January: Leadership Breakfast, \$30 per person, projected 50 people
  - April: RW3 Event, \$70 per person, projected 100 people, projected \$10,000 sponsorship
  - June: Zumbathon (for Scholarship), projected \$1,000
  - August: Business Networking Luncheon, projected \$1,500 in ticket sales
  - September: CECOM STEM Expo Sponsors
- **Projected Expenses**
  - January: \$1,500
  - March: \$1,000 (Membership Reception expenses)
  - April: \$5,000 (RW3 expenses)
  - June: \$200 (Zoombathon Hall rental)
  - Other Expenses: Get well cards, FEW Award, NMTC Award, NOT, Athena Award, Military Appreciation/Gold Star Mothers, Constant Contact, Advertising, Storage, GoDaddy, etc.
  - While we have other organizations as part of our other expenses (aka FEW Award), participation is not required. It will depend on whether there is a WID Member nominated. We'll have a strategy partnering with HCC, we need something in return.
- For every event, we want at least three sponsors to cover the costs.
- Plan is to raise \$10,000 through sponsorship.
- We currently have \$16,000 giving us an \$11,000 surplus. In the past, we attempt to keep a minimum of \$10,000 in the bank.
- Secretary Tonya Donithan
- Historian Vacant

### **STANDING COMMITTEE REPORTS**

- **Communications & Marketing Committee** Comms Team
  - **Membership Committee** Stacy Matassa
    - Current membership is approximately 141 according to Nationals records.
    - National records do not look like they included any of the newly added members. Will need to vet the list thoroughly.
    - November WID Talk only has 3 RSVPs. Hope to have it increase to at least 10 – 12. Will continue to invite more people on Monday.
-



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

### WID Mid-Atlantic General Board Meeting

---

- **Scholarship Committee**

Kim Stevenson

- Sent 2018 budget to ExCom for approval with out including printing materials. The budget was to be revised and resubmitted.
- Working on campaign to raise funds for the scholarship.
- Beginning in December, applications will be pushed out to the high schools in our area. Trying to make it very visible.
- Information to be going to the Communications Committee, but will submit to ExCom for approval
  - **KIM:** Submit Scholarship Information to ExCom for approval before distribution to Communications Committee.
- Requested that paper weights be ordered as thank you gifts for our donators. We've received more than \$500.
- Per Sharon, Nahid will provide the approved budget to Kim.

- **Sponsorship Committee**

Karen Danfelt

- Budget has been submitted with specific goals:
  - New sponsorship flyer/brochure
  - Post flyer/brochures on site
  - Renew all mission sponsors
  - Two new (one defense/one from county community)
  - Capture two sponsors per event.
  - One additional display table per event.
  - Engage sponsors - speakers/enhanced participation/planning
  - Annual thank you letter and gift (mission and event sponsors)
- Per Sharon, ManTech, NextGen, Future Skies and Boeing want to be on programs. Perhaps they can be a part of the membership talks. ExCom and Scholarship will get with Karen to discuss possibilities.
  - **EXCOMSPONSORSHIP:** To get with Karen about Sponsorship.
- Sharon has some materials that discuss benefits for sponsors. She will forward that to Karen. Karen also has materials from other chapters to provide to Anissa.
  - **SHARON:** Send Karen documentation about sponsorship benefits.
  - **KAREN:** Send Anissa materials from other chapters.

- **STEM Outreach Committee**

TBD

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## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

# Operations Manual

### **WID Mid-Atlantic General Board Meeting**

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#### EVENT COMMITTEE REPORTS

- **January Kickoff** Stacy Matassa
  - Scheduled for Thursday, January 8<sup>th</sup>
  - Per Karen, there's a person in Edgewood, a Director Tier-2 SES from DTRA
  - Deadline for Program is December 1, in order to have things distributed one month in advance.
  
- **RW3 Leadership Symposium** Sharon Jacobs
  - LTG Jamison will be the secondary speaker
  - There will be a morning panel, keynote speaker at lunch and then another keynote in the afternoon. There will be no workshops, two speakers instead
  - Need a topic and committee to bring it up and running
  - Scheduled for Thursday, April 12<sup>th</sup>

ADJOURNMENT ... 12:49 PM



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

### Appendix 6.4b - Chapter Information

#### Mailbox Location

##### Belcamp Post Office

4405 Pulaski Hwy, Ste A,  
Belcamp, MD · 21017  
(800) 275-8777

##### PO Box Access Hours

Mon-Fri    6:30am - 12:45pm  
                 2:00pm - 5:00pm

Sat            6:30am - 12:00pm

Sun            Closed

#### Mailing Address

Women In Defense Mid-Atlantic Chapter  
PO Box 82  
Belcamp, MD 21017

#### Storage Unit Address

Storage King  
1339 Belcamp Rd  
Belcamp, MD 21017

Unit 3312



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

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### Appendix 6.4c - Chapter Calendar

All of the Chapter's activities are captured on the Google Calendar associated with the Chapter's Google Email.

Calendar Name	Purpose
<b>Women In Defense Mid-Atlantic Chapter</b>	Document chapter activities that are not specified below.
<b>Events</b>	Record WID MAC Events. These scheduled events show up on the Chapter's Web Page Calendar.
<b>Newsletter</b>	Schedule newsletter activities.
<b>Reminders</b>	Schedule times as reminders for different deadlines.
<b>WID Audit Calendar</b>	Record reminder and due dates for WID Audit requirements.
<b>WID Talks</b>	Document scheduled WID MAC talks. These dates are published to our Member's Calendar on the Chapter's website.



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Appendix 7.1 - Committee Report Sample



### **WID Mid-Atlantic Chapter Committee Report**

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**COMMITTEE:** {name of committee}

**COMMITTEE CHAIR:** {name of committee chair}

**REPORT DATE:** {date of report}

**DATE COMMITTEE MET:** {date of last committee meeting}

**PARTICIPATING COMMITTEE MEMBERS:** {name of members who participated}

**REPORT –**  
{Membership and Sponsorship report number of members or active sponsors to date and on-going activities; Other committees report past, present, future and/or on-going activities and/or events; Changes from last committee report}

**NEEDED SUPPORT OR ASSISTANCE –**  
{what support/assistance needed from EXCOM, other committee chairs and/or other members}

**OTHER COMMENTS –**  
{other important information}

**SUBMITTED BY:** {name of person completing the report}

---



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

### Appendix 7.1.1 - Communications Spreadsheet

*Note: This is a dynamic document, therefore, please check with the Communications Director to verify the information.*

**WID Mid-Atlantic Chapter**  
**Communication Channels**  
 Updated: 1/19/2018

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Tool	Login	Password	Users	Recovery Info
<b>Constant Contact</b> Newsletter and Event Registration	Widmar	WID2018**	EXCOM Communication Committee	
<b>Facebook Page</b> Events, Announcements, Photos, Promotion	Page Owner:		Communication Committee	
<b>Free Conference Call</b> Check Google Calendar to prevent scheduling conflicts	Call: (712) 437-1500	PIN: 207025#	EXCOM and General Board Members	
<b>GoDaddy</b> Hosts our WID MAC Website <a href="http://www.widmidatlantic.org">www.widmidatlantic.org</a>	MidAWID	WID2018\$\$	Communication Committee	Customer No: 39133989 Support Pin: 2121 Call in Pin: 7354
<b>Google</b> Email/Calendar/File Storage	rsvowid@email.com	WID2018\$\$	EXCOM Committee and General Board Members	Tonya Donithan 410-215-6484 Tonya.Donithan@PlatinumG ATE.Consulting
<b>Google Gmail – Communications</b> Communication for the Communications Committee	CommsWID@email.co	WID2018\$\$	Communication Committee	

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*WOMEN IN DEFENSE MID-ATLANTIC CHAPTER*  
**Operations Manual**

**WID Mid-Atlantic Communication Channels**

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<b>Google Gmail – Scholarship</b> Scholarship related Inquiries			Scholarship Committee	
<b>LinkedIn Group</b> Professional Network			Communication Committee	
<b>Paypal</b> Event Payments			Treasurer	
<b>Square</b> OnSite Payments			Treasurer	
<b>Survey Monkey</b> Surveys and voting			EXCOM and General Board Members	
<b>Twitter</b> Social Media			Communication Committee	



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Appendix 7.1.6a - Scholarship Packet

### Cover Letter



WOMEN IN DEFENSE  
MID-ATLANTIC CHAPTER

### STEM Education Scholarship Award

Dear Scholarship Applicant,

Thank you for your interest in the Women In Defense (WID) Mid-Atlantic Chapter’s Science, Technology, Engineering and Math (STEM) Education Scholarship.

Please review the eligibility requirements and application in their entirety before beginning the application process. A complete application package consists of a sealed official transcript, essay, application form and, upon award, a signed media release.

Applications may be submitted electronically to [WIDMACScholarship@gmail.com](mailto:WIDMACScholarship@gmail.com).

Your sealed official transcript **MUST be postmarked by February 15, 2018:**

Women In Defense Mid-Atlantic Chapter  
STEM Education Scholarship Committee  
P.O. Box 82  
Belcamp, Maryland 21017

**ALL APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 15, 2018.**

**Applications received** by WID Mid-Atlantic Chapter that are **missing any required information or arrive with a postmark after FEBRUARY 15, 2018** will **disqualify you** from consideration—**no exceptions**.

Kimberly E. Stevenson  
Chairperson  
WID Mid-Atlantic Chapter  
STEM Education Scholarship Committee

**Please include ALL of the items below when submitting your application packet:**

- Completed Application Form
- One Page Student Essay
- Sealed Official Transcript
- Signed Media & Photo Release

***Incomplete or late applications  
will not be considered.***

*I hereby certify that the information contained in my foregoing application is true and correct to the best of my knowledge, information and belief. I authorize use of the content of my application and essay, and if awarded the scholarship, my photo, to be used in promoting the WID Mid-Atlantic Chapter’s mission via various communications, marketing materials and publications.*

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

## Operations Manual

### Instructions



WOMEN IN DEFENSE  
MID-ATLANTIC CHAPTER

### STEM Education Scholarship Eligibility Requirements

The Women In Defense (WID) Mid-Atlantic Chapter STEM Education Scholarship provides funding to female high school seniors pursuing science, technology, engineering and math (STEM) careers related to the national security and defense interests of the United States. The WID Mid-Atlantic Chapter STEM Education Scholarship, valued at \$2,500, is an annual, single-award scholarship. Through this scholarship, WID Mid-Atlantic Chapter helps shape the future defense and national security workforce.

A review panel, composed of WID Mid-Atlantic Chapter Scholarship Committee members, will evaluate the applications and recommend scholarship awards to the WID Mid-Atlantic Chapter Board of Directors. The Directors approve the scholarships on behalf of the chapter.

Awardees are not eligible to win more than one scholarship from WID Mid-Atlantic Chapter in a calendar year.

#### Eligibility Requirements

Applicants must meet the following criteria **without exception**:

1. Identify as a female; be a high school senior working toward a diploma and actively pursuing college enrollment at an accredited public college/university/institute.
2. Be pursuing a higher education (Associates or Bachelors) degree and career related to STEM and national security or defense in the following areas: military history, government relations, engineering, computer science, cyber security, physics, mathematics, law (as it relates to national security or defense), life and physical sciences, homeland security, emergency management, international relations, political science, law enforcement, criminology or economics. Others will be considered if the applicant can successfully demonstrate relevance to a career in the areas of national security or defense. For other examples, see website:  
[http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5257](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5257)
3. Hold a cumulative minimum weighted grade point average of 3.0 as of the 1<sup>st</sup> quarter of the school-year (senior year).  
**An official sealed transcript must be included in the application package.**
4. Be a United States citizen and reside within Baltimore City/County, Cecil County or Harford County.
5. Submit a completed application package, in proper format, by **February 15, 2018**.
6. Demonstrate the need for financial assistance – Write a statement explaining how receiving this scholarship will make a difference in your educational pursuits. (Included on the application)

#### **Deadline, Application, Notification**

All applicants must provide a completed application package including the application form, one-page essay, signed media and photo release statement, and a sealed official transcript. Applicants must sign the media and photo release statement from the cover letter in order to allow the chapter to release their name upon award, and subsequent photo. A photo will be requested from the winner only.



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**All required documentation must be submitted by February 15<sup>th</sup>, 2018.**

Electronically submit the complete application package to [WIDMACScholarship@gmail.com](mailto:WIDMACScholarship@gmail.com).

**Sealed official transcript MUST be mailed to:**

Women In Defense Mid-Atlantic Chapter  
STEM Education Scholarship Committee  
P.O. Box 82  
Belcamp, Maryland 21017

**The successful applicant will** be notified by a Scholarship Committee representative and will be posted on the WID Mid-Atlantic Chapter website at: <http://www.widmidatlantic.org/>.

All applicants may check the website after **February 15, 2018** for the awardee.

### **Selection Criteria**

Awards are made without regard to race, creed, color, or culture. The WID Mid-Atlantic Chapter reserves the right to revise, suspend or discontinue this scholarship without notice.

### **Awardee Information**

If awarded the scholarship, the winner will be asked to:

- a. Provide a photo (in JPG or TIFF format) that allows WID Mid-Atlantic Chapter to use in marketing and media announcements related to the WID Mid-Atlantic Chapter STEM Education Scholarship.
- b. Provide an Enrollment Verification letter from the Registrar's Office of her college/university/institute to the WID Mid-Atlantic Chapter (address above) before funds will be dispersed. All funds will be dispersed directly to the college/university/institute.



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

## Application

### STEM Education Scholarship Application Form

**Applications MUST be completed in full.** To be considered for the scholarship award, applicants must meet all eligibility criteria and complete all sections—no exceptions.  
**Do not include extra items such as copies of awards or certificates.**

#### I. ABOUT YOU

**Name:** Click or tap here to enter text.  
*First Middle Last*

**Address:** Click or tap here to enter text.

**City, State, Zip:** Click or tap here to enter text.

**County:** Click or tap here to enter text.

**Cell Number:** Click or tap here to enter text. **Home Number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Geographical Area** :  Baltimore City/County  Cecil County  Harford County  
 Other: Click or tap here to enter text.

**Are you a United States Citizen?**  Yes  No

**Parent's Name and Contact Number:** Click or tap here to enter text.

#### II. YOUR EDUCATION

**Current High School (Name and Address):**  
Click or tap here to enter text.

**Current Grade:**  12<sup>th</sup> Grade  Other: Click or tap here to enter text.

#### III. SCHOLARSHIP DETAILS

**College/University/Institute (Name and Address):**  
Click or tap here to enter text.

**Major/Minor:** Click or tap here to enter text.

**How did you learn about WID Mid-Atlantic Chapter STEM Education Scholarship?**

#### IV. AWARDS AND HONORS

(DO NOT include copies of certificates.)

**National Awards:** Click or tap here to enter text.

**Community Awards:** Click or tap here to enter text.

**High School Awards:** Click or tap here to enter text.

#### V. LEADERSHIP ACTIVITIES

**Contributions to Community Organizations:**  
Click or tap here to enter text.



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### **Contributions to Professional Organizations:**

Click or tap here to enter text.

### **Contributions to Academic Organizations:**

Click or tap here to enter text.

## **VI. DEMONSTRATION OF FINACIAL NEED**

### **Explain how receiving this scholarship will make a difference in your educational pursuits:**

Click or tap here to enter text.

## **VII. ESSAY: Demonstration of interest in a career in national security or defense**

Attach no more than **one single page** to answer all three of the following topic statements.

Responses must be in **12-point font** and **single-spaced**.

Include your name and date in the header.

### **1. Statement Of Interest:**

Describe your interest in pursuing a career in national security or defense. Include a description of your long-term goals as they relate to that career.

### **2. Statement Of Prior Accomplishments:**

Describe your principal accomplishments that relate to your professional goals, including academic, professional, and/or community activities.

### **3. Proposed Program/Course Emphasis:**

Describe the objectives of your educational program and list your course of study relating them to your national security or defense career plans.

### **Scoring of Application:**

Education/GPA	20 %
Employment	5%
Awards/Honors	20 %
Leadership Activities	15 %
Essay	40 %



# WOMEN IN DEFENSE MID-ATLANTIC CHAPTER

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### Appendix 7.1.6b - Scholarship High School Guidance POC's

#### Baltimore City Schools

*NOTE: Rudy Ruiz, Executive Director, College and Career (I was told that we need to send the scholarship package to this office and he or Ms. April Bell will ensure that the scholarship is posted at each school.)*

High School	POC/Counselor	Phone Number	Email Address
	Rudy Ruiz	443-642-4586	<a href="mailto:rruiz@bcps.K12.md.us">rruiz@bcps.K12.md.us</a>
	April Bell	443-642-4696	<a href="mailto:aebell@bcps.k12.md.us">aebell@bcps.k12.md.us</a>
Baltimore City College		(410) 396-6557	
Baltimore School For The Arts		(443) 642-5165	
Baltimore Polytechnic Institute		(410) 396-7026	
Paul Laurence Dunbar High		(410) 642-4478	
Academy For College And Career Exploration		(410) 396-7607	
Augusta Fells Savage Institute Of Visual Arts		(410) 396-7701	
Baltimore Antioch Diploma Plus High School		(443) 642-2021	
Baltimore Civitas		(443) 642-2938	
Baltimore Community High School		(443) 642-2035	
Baltimore Freedom Academy		(443) 642-2158	
Baltimore Liberation Diploma Plus High School		(443) 642-2055	
Baltimore Talent Development		(443) 984-2744	
Benjamin Franklin High School @ Masonville Cove		(410) 396-1373	
Carver Vocational-Technical High		(410) 396-0553	
Connexions Community Leadership Academy		(443) 984-1418	
Digital Harbor High School		(443) 984-1256	
Coppin Academy		(410) 951-2602	
Eager Street Academy		(410) 209-4091	
Edmondson-Westside High		(410) 396-0685	
Forest Park High		(410) 396-0753	
Francis M. Wood Alternative High		(410) 396-6241	
Frederick Douglass High		(410) 396-7821	
Friendship Academy Of Engineering And Technology		(443) 642-5616	



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High School	POC/Counselor	Phone Number	Email Address
Friendship Academy Of Science And Technology		(443) 642-3182	
Harbor City High School		(410) 396-1513	
Heritage High School		(410) 396-6637	
Independence School Local I		(410) 467-1090	
K.A.S.A. (Knowledge And Success Academy)		443-642-2670	
Maritime Industries Academy		(410) 396-0242	
Md Academy of Technology and Health Sciences		(410) 545-0955	
Mergenthaler Vocational-Technical High		(410) 396-6496	
National Academy Foundation		(443) 984-1594	
New Era Academy		(443) 984-2415	
New Hope Academy		(410) 396-0774	
Northwestern High		(410) 396-0646	
Patterson High		(410) 396-9276	
Reginald F. Lewis High School		(410) 545-1746	
Renaissance Academy		(443) 984-3164	
Southside Academy		(443) 984-3164	
The Reach! Partnership School		(443) 642-2291	
Vivien T. Thomas Medical Arts Academy		(443) 984-2831	
W.E.B. Dubois High		(410) 396-6435	
Western High School		(410) 396-7040	

### Baltimore County Schools

*NOTE: Sharon Holter, BCPS, Guidance Office is the gatekeeper for BCPS scholarships. She has a database of all the schools guidance counselors and she is responsible for getting all the scholarships out to Baltimore County Public High Schools, according to her.*

High School	POC/Counselor	Phone Number	Email Address
	Sharon Holter	443-809-0291	<a href="mailto:sholter@bcps.org">sholter@bcps.org</a>
Hereford High School		(410) 887-1905	
Eastern Technical High School		(410) 887-0190	
Dulaney High School		(410) 887-7633	
Towson High School Law and Public Policy		(410) 887-3608	
George Washington Carver Center for Arts and Technology		(410) 887-2775	
Western School Of Technology & Env. Science		(410) 887-0840	
Loch Raven High		(410) 887-3525	



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High School	POC/Counselor	Phone Number	Email Address
Catonsville High School		(410) 887-0808	
Perry Hall High		(410) 887-5108	
Owings Mills High		(410) 887-1700	
Chesapeake High		(410) 887-0100	
Dundalk High		(410) 887-7023	
New Town High		(410) 887-0000	
Parkville High & Center For Math/Science		(410) 887-5257	
Patapsco High & Center For Arts		(410) 887-7060	
Sparrows Point High		(410) 887-7517	
Baltimore County Detention Center		(410) 887-4360	
Catonsville Center For Alternative Studies		(410) 887-0934	
Evening High School		(410) 887-2270	
Franklin High		(410) 887-1119	
Home Assignments-Secondary		(410) 887-3222	
Kenwood High Ib And Sports Science		(410) 887-0153	
Lansdowne High & Academy Of Finance		(410) 887-1415	
Milford Mill Academy		(410) 887-0660	
Overlea High & Academy Of Finance		(410) 887-5241	
Pikesville High		(410) 887-1217	
Randallstown High		(410) 887-0748	
Rosedale Center		(410) 887-0133	
Woodlawn High Center For Pre-Eng. Res.		(410) 887-1309	

### Cecil County Schools

High School	POC/Counselor	Phone Number	Email Address
Bohemia Manor	Wendy Wilcox - Counselor	410-885-2077	<a href="mailto:wwilcox@ccps.org">wwilcox@ccps.org</a>
Elkton	Sandra Bonds – Counselor	410-996-5002	<a href="mailto:slborns@ccps.org">slborns@ccps.org</a>
North East	Cheryl Gasdia – Secretary	410-996-6202	<a href="mailto:cgasdia@ccps.org">cgasdia@ccps.org</a>
Perryville	Anne Tolbert – Secretary	410-996-6000	<a href="mailto:altolbert@ccps.org">altolbert@ccps.org</a>
Rising Sun	Phyllis Farmer – Secretary	410-658-9115	<a href="mailto:pfarmer@ccps.org">pfarmer@ccps.org</a>

### Harford County Schools

High School	POC/Counselor	Phone Number	Email Address
<b>Aberdeen</b>	Angela Farthing	410-273-5585/5500	<a href="mailto:angela.farthing@hcps.org">angela.farthing@hcps.org</a>
<b>Bel Air</b>	Bruce Riley	410-638-4606	<a href="mailto:bruce.riley@hcps.org">bruce.riley@hcps.org</a>
<b>C. Milton Wright</b>	David Whitfield	410-638-4270	<a href="mailto:david.whitfield@hcps.org">david.whitfield@hcps.org</a>



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High School	POC/Counselor	Phone Number	Email Address
<b>Edgewood</b>	Jessica Piazza	410-612-2071	<a href="mailto:jessica.piazza@hcps.org">jessica.piazza@hcps.org</a>
<b>Fallston</b>	Soubirous Sullivan	410-638-3542	<a href="mailto:soubi.sullivan@hcps.org">soubi.sullivan@hcps.org</a>
<b>Harford Technical</b>	Sandy Carter	410-638-3884	<a href="mailto:sandra.carter@hcps.org">sandra.carter@hcps.org</a>
<b>Havre de Grace</b>	Emily Dewlin	410-939-6603	<a href="mailto:emily.dewlin@hcps.org">emily.dewlin@hcps.org</a>
<b>Joppatowne</b>	Lauren Bauer	410-612-1510	<a href="mailto:lauren.bauer@hcps.org">lauren.bauer@hcps.org</a>
<b>North Harford</b>	Mark Szot	410-638-3650	<a href="mailto:mark.szot@hcps.org">mark.szot@hcps.org</a>
<b>Patterson Mill</b>	Heather Hartman	410-638-4633	<a href="mailto:heather.hartman@hcps.org">heather.hartman@hcps.org</a>



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### Appendix 8 - Voting, Election and Nomination Templates

Women In Defense Mid-Atlantic Chapter  
(Year) Elections

Dear Women In Defense Member

Thank you for your interest in volunteering as a WID officer. As a member driven organization – this is your opportunity to shape what WID does and further leverage the relationships you form through this organization. Positions include (*state open officer positions*). All officer positions are 2-year terms, running from October xx through September xx. Committee Director positions are appointed by the President and are not voted on. The open committee director positions are (*state open officer positions*).

Individual officer descriptions are provided below. Officers are expected to attend the maximum number of chapter events as well as board and applicable committee meetings. Please understand the commitment required for these positions. Following the September election, officer transition is tentatively scheduled IAW the annual chapter meeting in October at a planned chapter event. Our Nominating Committee will review all applications, request clarification as appropriate and prepare a slate, and identify a recommended officer for each position. This slate will be announced via e-mail. All members are encouraged to provide direct comment to the Nomination Director NLT xx. The Nominating Committee will re-convene and present an updated slate NLT xx for general membership vote. Votes will be gathered electronically through email or hardcopy directly to the Nomination Chair.

**Please complete this form for each position you are self-nominating for and provide to the Nominating Committee no later than xx.** The Nominations Director is (*insert Nomination Chair contact information including name, email address, and phone number*). We are encouraging all members to get involved – our volunteers drive our events and programming!  
Regards,

President & Nominations Director

Chapter Officers and Duties

Open Position

(insert duties from chapter handbook for all open officer and committee director positions)



*WOMEN IN DEFENSE MID-ATLANTIC CHAPTER*  
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**Nomination Form**

Women In Defense Mid-Atlantic Chapter  
 Self-Nomination Form

Please complete for stated position and return to the Nominating Chair.

Name:		
Position:		
Are you an official WID member? (required)		
Office Phone:		
Cell Phone:		
E-mail:		
Address:		
Describe your current professional position / responsibilities:		
Describe your background and skills, as applicable to this position:		
Describe current and prior board positions, your role and contributions:		
Do you understand the time commitment and are able to commit?		
Describe your vision for this position:		



## WOMEN IN DEFENSE MID-ATLANTIC CHAPTER Operations Manual

### Appendix 9 - How to Make and Handle a Motion Using Robert's Rules

#### Making and Handling Motions Following Robert's Rules

In an organization that's following Robert's Rules, when that light bulb goes off in your head and you have a great idea, you make a motion to get your idea discussed and a decision made. Here are the eight steps required from start to finish to make a motion and get the decision of the assembly. Each step is a required part of the process.

Step	What to say
1. The member rises and addresses the chair.	“Mr./Madam Chairman.”
2. The chair recognizes the member.	“The chair recognizes Ms. WID”
3. The member makes a motion.	“I move to purchase a copy of <i>Robert's Rules For Dummies</i> for our president.”
4. Another member seconds the motion.	“Second.”
5. The chair states the motion.	“It is moved and seconded to purchase a copy of <i>Robert's Rules For Dummies</i> for your president. Are you ready for the question?”
6. The members debate the motion.	“The chair recognizes Ms. WID to speak to her motion. . . .”
7. The chair puts the question, and the members vote.	“Those in favor of adopting the motion to buy a copy of <i>Robert's Rules For Dummies</i> for your president, say ‘Aye.’ [pause] Those opposed, say ‘No.’”
8. The chair announces the result of the vote.	“The ayes have it, and the motion carries. A copy of <i>Robert's Rules For Dummies</i> will be purchased for your president.”

#### Following the Standard Order of Business

An easy way to remember the Robert's Rules *standard order of business* is with the mnemonic 3R-SUN — you can see it clearly in the following list. This list is a quick reference to make it easy for you to set up a basic agenda for your meeting.

1. Reading and approval of minutes
2. Reports of officers, boards, and standing committees
3. Reports of special (select and ad hoc) committees
4. Special offers
5. Unfinished business and general orders
6. New business



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### Appendix 10 - Sample Recruitment Letter

**Dear Friend of the WID Mid-Atlantic Chapter,**

We are glad you showed interest in our chapter and a desire to stay abreast of the activities in our local community.

We look forward to keeping you updated on our events and activities.. We would like to encourage you to join the WID Mid-Atlantic Chapter, if you have not yet done so. Membership is open to professional women and men whose primary professional activities relate to national security. At a minimum, the membership benefits of joining our chapter include:

**Benefits:**

- A framework for networking and introductions that makes it easier to meet fellow **defense and national security professionals** at the national and local levels.
- Educational and professional development opportunities that are designed with the time constraints of busy professionals in mind.
- **A list of your WID peers** in the *Membership Directory* and a **WID member pin** to distinguish your affiliation.
- Membership to the National Defense Industrial Association (NDIA)—a \$30 value; including a subscription to the monthly magazine *National Defense*.

**Member rates** at events of WID plus NDIA and Affiliates that will quickly save you more than the price of WID membership dues.

- A coordinated and tax-deductible way to give back to the profession through developing educational/networking events, mentoring, or community service activities.
- A source for scholarships in the STEM community.
- A discounted rate for job vacancy postings through our Monster Career Services Portal—[ndia.monster.com](http://ndia.monster.com)—helping you find qualified applicants. Professionals have free access to the job opportunities listings.

Please consider the following links to join or renew your membership with the **WID Mid-Atlantic Chapter**.

NOTE: If you are an existing NDIA member only, you need to register with WID.

- Women In Defense (National): [womenindefense.net/membership](http://womenindefense.net/membership)
- Women In Defense Mid-Atlantic Chapter: [www.widmidatlantic.org](http://www.widmidatlantic.org)

New/Renewing Members Instructions:

- Complimentary one-year membership to all currently-serving military and government employees. (**Recurring yearly with annual recertification as a member**)
- These are the three types of membership:  
Complimentary (FREE) Membership for government and military employees  
All others may apply for Annual (\$40) or Life (\$500) memberships.



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If you have any questions, please contact the Membership Director via email at [rsvpwid@gmail.com](mailto:rsvpwid@gmail.com).

For additional information please go to [www.widmidatlantic.org](http://www.widmidatlantic.org).

Sincerely,

WID Mid-Atlantic Membership Chair