



February 25, 2019

To The National Council of Tau Beta Sigma National Honorary Band Sorority, Inc.:

I am excited to submit my application to be considered for the National Leadership Team in the position of Board of Trustees. Since my initiation in the Summer of 1999 as charter member of the Theta Phi Chapter at Hampton University, I've mentored and assisted collegiate members to execute the mission of Tau Beta Sigma by encouraging them to stay active, learn more about our organization's goals and mission, and leading by example within their bands.

In my profession I'm the Disadvantage Business Enterprise Manager with the responsibilities of program management, compliance, oversight, and staff management. I believe with these skills I can fulfill the requirements of the Board of Trustees. I currently attend outreach events to identify opportunities our company provides to vendors and the community. On our current project my responsibility is to meet our \$53 million goal. I also manage all of the Department of Labor and TXDOT federal requirements we are required to meet with our 200+ contractors on a weekly and monthly basis. Each day I find ways to build relationships with community leaders and vendors to make sure we advertise the benefits of doing business with our firm and identify the ways they can work with our team.

I'm seeking the position of Board of Trustees to encourage the organization to focus on maintaining the **Sorority Awareness, Alumni Giving, and Music Awareness**. Achieving these three goals can provide Tau Beta Sigma with a stronger image both internally and externally and allow the sharing of ideas and opportunities with a widespread audience.

- **Sorority Awareness:** Encouraging chapters to support the organization by planning outings, activities, and projects that will allow them to communicate to the community the need and purpose of Tau Beta Sigma.
- **Alumni Giving:** Helping our members understand that alumni giving includes money and time. As we give in both areas it makes the organization stronger. With workshops to explain the organization Trust to educate our members on what it is, how it benefits the organization. These ideas will help grow our members knowledge of how to support the Trust initiatives before they graduate.
- **Music Awareness:** The organization can support and educate the younger generations that will one day makeup the next set of band programs. The sorority can host workshops and administer showcases to exhibit why music programs are important and identify their benefits to the student and their institutions.

I will help implement these goals and current tasks of the Board by developing a strategic plan and creating best practices I have learned throughout my career. Each goal will help our membership to understand how to give back and help the members to better provide support to Tau Beta Sigma to make sure it maintains its longevity. I feel it is important for the chapters to see district and national leaders not only to discuss issues of concern but, to hear positive feedback, to learn how to improve, how to stay in compliance and build career opportunities. By building communication to our members on the local, district and national level, we will improve our reputation, gain community support for more chapters, and facilitate future growth on a global level.

Thank you for your time and service,

Rosalyn McDonald

Rosalyn L. McDonald
Theta Phi Chapter, Life Member #2343
SWD Chapter Visitation Assistant

Rosalyn L. McDonald
(214) 498-9540
rosalynmcdonald@tbsigma.org

SERVICE IN TAU BETA SIGMA

Collegiate Service:

- Charter Member of the Theta Phi Chapter of Tau Beta Sigma
- Initiated into Theta Phi Chapter on June 26, 1999 on Hampton University Campus
- Member & Captain of Flag Auxiliary at Hampton University Marching Force - 4 years
- Member - clarinet section of Hampton University Concert Band - 4 years

Alumni Service:

- Life Membership 1999 - #2343
- Created, implemented the Theta Phi Local Alumni Association, 2006
- Colony/Chapter Mentor, Paul Quinn College, Iota Iota Chapter
- Assisted with planning & implemented activities of 2015 NED Southern Precinct Conference
- Southwest District Chapter Visitation Assistant, 2015
- Southwest District Convention 2016, 2017, 2018
- Initiated into Tau Beta Sigma Tau Chapter as Honorary Member, 2017
- Initiated into Tau Beta Sigma Southwest District Chapter as Honorary Member, 2018
- TBSAA Gold Star Club, 2018

National Participation:

- Attended National Convention , Orlando, Florida, 2007
- Attended National Convention , Orlando, Florida, 2017

CORE COMPETENCIES

Master Compliance Admin.
Program/Staff Training
Program Development

Strategic Planning
Team Building/Leadership
Process Improvement

Performance Evaluation
Project Management
Compliance Software

EDUCATION

Dallas Baptist University, Dallas, TX *MBA: MIS and eBusiness*

Devry University, Irving, TX *BS: Information Technology*

Hampton University, Hampton, VA *BS: Business Management*

American Contract Compliance Association (ACCA)

Master Compliance Administrator & Executive Compliance Master Certification

COMMUNITY INVOLVEMENT

Dr. Emmett J. Conrad Leadership Program, Dallas, Texas

Intern Coordinator

May 2002 - Present

- Liaison to Senator Royce West and the Executive Director
- Assist in the creation of the program schedule & intern database
- Conduct candidate selection interviews & orientation activities
- Implement events, programs and coordinate volunteer initiatives

North Central Texas Regional Certification Agency (NCTRCA), Arlington, Texas

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Board Member, Gala Chair & Certification Committee Member **Aug 2011 - Present**
Conference of Minority Transportation Officials (COMTO), Dallas, Texas
North Texas Chapter 1st Vice President **March 2018 - Present**
National Association of Minority Contractors (NAMC), Dallas, Texas
Dallas/Fort Worth Chapter Board Member & Membership Chair **Feb 2019 - Present**

WORK EXPERIENCE

Ferrovial Agroman US Corp.

North Tarrant Infrastructure, LLC, Fort Worth, Texas

DBE Manager - Segment 3A (35W) **Jan. 2018 – Present**

- Review and approve utilization plans for Disadvantaged Business Enterprises (DBE) and Civil Rights initiatives.
- Research and maintain compliance for Texas Department of Transportation (TxDOT) reporting.
- Approve subcontractor DBE participation on project solicitations and contracts.
- Review and approve change orders, amendments and subcontracts agreements with DBE participation.
- Prepare reports for company Board of Manager meetings to identify DBE project participation.
- Identify potential DBE firms that can perform project scope of work needs.
- Create, develop and implement company Diversity Management compliance software.
- Assist Diversity Director with corporate outreach initiatives for potential projects in the US.
- Manage DBE staff in the review approval DBE and labor compliance according to federal guidelines
- Create and manage department budget
- Attend, host, present and create outreach events to educate vendor how to do business with potential clients

DBE Coordinator - Segment 3A (35W)

May 2013 – Jan. 2018

Bluebonnet Contractors, LLC, North Richland Hills, Texas

DBE Coordinator - Segment 1 & 2 (820, 121 & 183)

Aug. 2010 – Apr. 2015

- Review and approve utilization plans for Disadvantaged Business Enterprises (DBE) and Civil Rights initiatives.
- Research and maintain compliance data for Texas Department of Transportation (TxDOT) reporting.
- Approve subcontractor DBE participation on project solicitations and contracts.
- Review and approve change orders, amendments and subcontracts agreements with DBE participation.
- Prepare reports for company Board of Manager meetings to identify DBE project participation.
- Identify potential DBE firms that can perform project scope of work needs.
- Create, develop and implement company Diversity Management compliance software.
- Assist DBE Manager with corporate outreach initiatives for potential projects in the US.

City of Fort Worth, Fort Worth, Texas

Contract Compliance Specialist

Mar. 2009 – Aug. 2010

- Assign reasonable and responsible MWBE participation goals on contracts
- Monitor contractor/vendor compliance with contract specifications
- Conduct site visits to audit subs or contractor contract compliance; analyze operations; present findings; report any discrepancies; make recommendations for corrective action
- Attend pre-bid conferences to answer questions on program requirements; evaluate proposals and make recommendations to departments