



## ITE San Diego Section Roles and Responsibilities

### Past President

- Provide guidance to the other Executive Board members.
- Submit an annual report to the District 6 Board of Direction describing the Section activities as specified in the Charter.
- Accept other duties as the President designates.

### President

- Coordinate with the Secretary on agenda items for monthly board meeting and run each board and Section meeting.
- Monitor progress of and coordinate with other board members with respect to Section activities, meetings and events.
- Prepare announcements, introduction and presentation of speaker(s) at Section meetings and events.
- Make appointments to fill vacant committee chair and student chapter advisor positions. Create new positions as necessary.
- Help coordinate board activities, including on-going communication with officers and committee chairs.
- Attend Student Chapter meetings to swear in new officers, promote ITE, elevate the transportation industry and/or make technical presentations.
- Review and respond to correspondence from ITE International, District, and Student Chapters.
- Write President's message for monthly newsletter.
- Perform all other duties ordinarily devolving upon the office of President.

### Vice-President

- Responsible for the Holiday Dinner Banquet Ceremonies at end of year including assigning table seating (if needed), organizing awards, and finding sponsors.
- Find volunteers for various committees prior to taking on the role as a President.
- Have the first Newsletter "Message" about ready to go as soon as you assume Presidential duties.
- Work with future local arrangements committee on the next San Diego District 6 annual meeting.
- Serves as the secondary San Diego Section public relations, communications, and marketing officer.
- Defines the marketing and communication goals, objectives, and strategies in support of the San Diego Section mission.
- Advises the President and other officials on strategic communication and media planning and response.



## ITE San Diego Section Roles and Responsibilities

- Oversees the development and enforcement of the newsletter publication and World Wide Web policies and guidelines, and graphic style and graphic standards.
- Participates in development, public service and fundraising activities which advance the mission of the San Diego Section.
- Ensures that monitoring systems are in place to track compliance with all ITE articles of incorporations and regulations, and that all San Diego Section members have the training that they need to comply with relevant regulations.

### Treasurer

- Check bank statements for accuracy and draft monthly financial report for review and approval at executive board meetings.
- Write checks to pay invoices for section expenses and keep receipts/records of all expenses.
- Create receipts to give for luncheon/workshop payments.
- Collect cash/checks for luncheon meetings/workshops and provide receipts at the door.
- Keep track of newsletter sponsorships and advertisements and send invoices.
- Deposit all revenues such as luncheon meeting fees, newsletter advertisement and sponsorship income, other sponsorship revenue, golf tournament fees, and holiday party ticket sales.
- Purchase holiday party raffle prizes.
- Create annual financial report for the Annual Section Report.

### Secretary

- Keep the minutes of the Section meetings and Executive Board meetings and provide to Webmaster on a regular basis.
- Submit the minutes of the Section meetings to Western ITE on a regular basis.
- Prepare an agenda for the Executive Board meeting with the input from other Board members.
- Prepare and distribute correspondence regarding Section meetings.
- Assist in checking in people at the monthly Section meetings.
- Sell raffle tickets at each Section meeting.



## ITE San Diego Section Roles and Responsibilities

### Awards Committee

- Provide an award that encourages and promotes involvement in activities promoting the purposes and objectives of ITE.
- Solicits and reviews nominations of members for the Young Professional and Outstanding Service awards.
- Advises the board on revisions of existing awards and the addition of new awards.

### Directory/Roster

- Maintain an updated list of members/participants for the San Diego Section of ITE, including names, addresses, companies, positions, emails, etc.
- Prepare updated hardcopy and electronic copy of the Roster Directory for distribution every two years.
- Coordinate and distribute hard and electronic copies of the Directory at monthly meetings and through email.
- Hand out and make announcements at monthly meetings concerning the status of the Directory.
- Coordinate with Membership and Newsletter Chairs for updated distribution lists.

### Golf Tournament

- Solicit and Evaluate Golf Course Proposals and Sign Course Contract "Hold Golf Course".
- Set Event Date and Timeline.
- Develop Golf Tournament Plan.
- Coordinate/Produce Golf Tournament Flyer to be included in Monthly Newsletter and on ITE San Diego Section Website.
- Solicit Potential Sponsors.
- Prepare Registration List.
- Assign Volunteer Job List.
- Purchase Raffle and Contest Prizes for Event.
- Meet with Course Management, Coordinate Food and Beverage.
- On the Day of Event, Deliver Materials to Course, Supervise Volunteers with Registration and Contests. Coordinate Signage for Hole and Prize Sponsorship. Conduct Contest Awards and Raffle after Golf.
- Prepare Final Budget Summary for golf tournament.

### Meeting Location

- Arrange meeting and/or workshop location



## ITE San Diego Section Roles and Responsibilities

- Coordinate with speaker(s) on presentation needs (projector, screen, extension cords, etc.)
- Coordinate with the catering department with final head count
- Summarize the luncheon/workshop list of attendees
- Check people in for each luncheon/workshop
- Coordinate with other chapter meeting location chair for joint meetings
- Prepare name tags for registered attendees
- Take a picture of each speaker/presenter at each Section meeting and upload to ftp site.

### Membership

- Point of contact regarding new/existing memberships
- Aid new/potential members with registration/application membership process
- Coordinate with Newsletter/Directory Chairs regarding updated membership information
- Contact past due members to get them to rejoin ITE. List of past due members is provided by ITE headquarters
- Contact local affiliates to pay yearly dues

### Newsletter

- Obtain information from different sources to be included in the monthly newsletter
- Review the information for accuracy, clarity, and relevance
- Send draft newsletter to board members for review
- Prepare the final version of the newsletter

### Program

- Solicit and select lunch program subjects
- Coordinate with the Meeting Location chair to provide information to the lunch speaker
- Obtain bios for each speaker and provide to Newsletter chair
- Plan for future lunch programs

### Public Outreach/Education

- Coordinate with local schools and organizations to provide volunteer ITE member staffing and informational displays/ materials on ITE and careers in transportation engineering at career fair events
- Coordinate with individual event coordinators to determine dates/locations of events and register to participate



## ITE San Diego Section Roles and Responsibilities

- Maintain a calendar of recommended events for the ITE San Diego Section participation
- Recruit ITE San Diego Section member volunteers to set up and staff booths by writing announcements for the monthly newsletter and making announcements at section meetings
- Coordinate with volunteers to schedule staffing of events
- Arrange for display boards, handouts and give-aways for the events (such as pens, pencils, engineering scales, etc. with ITE logo)
- Report back to the Executive Board on events
- Coordinate with the Executive Board and Transportation Capacity and Mobility Task Force to respond to requests for the ITE San Diego Section to provide technical information or testimony on transportation-related projects or issues. This does not refer to advocating on behalf of any project, which is prohibited by the ITE Bylaws, but rather the potential for the Section to provide factual information as a public service where appropriate.
- Advise the Executive Board on such requests and coordinate responses/action per their direction. Actions may include preparing draft written responses to individuals for the Board's action and approval, and preparing short articles for the San Diego Section Newsletter featuring projects of interest.

### Scholarship

- Receives and reviews scholarship applications and makes recommendations to the Board for final approval.
- Outlines and updates criteria for the scholarships to be awarded.
- Work with the SDSU Student Chapter Faculty Advisor to promote students to apply for the scholarship.

### SDSU Student Chapter Faculty Advisor

- Encourage students to take on a more active role with the student chapter.
- Coordinate internships with various the private and public sector.
- Keep a current list of resumes of students interested in internship opportunities.

### Social

- Create events to encourage members to meet others in a social setting.
- Coordinate with other professional organizations to seek opportunities for a joint happy hour or similar function.
- Coordinate with consultants/vendors to seek for sponsorship opportunities to help offset costs for the event.



## ITE San Diego Section Roles and Responsibilities

- Prepare and distribute event notices.

### Technical

- Provide an award that encourages and promotes members and/or students to submit a technical report for distribution at the District meeting.
- Seek out individuals or organizations who have developed technical solutions to transportation problems and encourage them to disseminate the benefits of this solution to the membership by assisting them in writing papers or developing presentations.
- Compile a list of presentations, papers and speakers for use by the section.
- Assist the program chair in the preparation of the technical sessions at section meetings.
- Continually seek approaches and technologies from other fields that could be applicable to the transportation profession.
- Assist in identifying nominees for the section's technical awards.

### Transportation Professional Organization Liaison

- Develop a list of professional transportation societies within the San Diego region
- Become familiar with the officers in other societies
- Coordinate with other professional organizations on current and future presentation topics
- Coordinate with fellow societies on current and future workshop subjects
- Report/discuss ideas with the ITE San Diego Chapter board members

### Voting Committee

- Solicit names of members who wish to run for Secretary in each respective year
- Concur among committee on these names. Candidates must be active ITE members
- Attend the September meeting. Committee names will be announced in the newsletter and at the September meeting
- Conduct announcements and/or present candidates at general member meeting in October
- Create and distribute ballots (can be done electronically via our website, email or hardcopy via snail mail)
- Receive and count ballots at the November meeting. Announce elected officers
- Re-announce elected officers at the installation ceremony in December meeting

### Webmaster

- Coordinate with the District 6 Website Chair to ensure proper linkage and management of information on the site.



## ITE San Diego Section Roles and Responsibilities

- Coordinate with the Newsletter Chair to post the San Diego Section Newsletter on the Internet. The Newsletter Chair will be responsible for providing the newsletter to the Website Chair in Adobe Acrobat PDF (or other agreed upon) format and it is the responsibility of the webmaster to post the newsletter on the web site.
- Prepare enhanced web pages for the site to enhance its value and usefulness to the San Diego Section and its Board, including conversion of incidental documents to HTML or Adobe Acrobat PDF format for web posting.
- Coordinate with the section's Secretary and/or the section's Newsletter Chair to post advertisers links and ads on the section's website, if needed.
- Provide monthly updates on the website usage.

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