



ILLINOIS SECTION

Institute of Transportation Engineers

Executive Board and Director Roles and Responsibilities

May 2003

Purpose: The purpose of this document is to inform the ITE Illinois Section Board Members of their role and responsibilities and guide them in fulfilling their commitment to all Members of the Section.

This document shall be reviewed and updated on a yearly basis by the Section Executive Board as required.

EXECUTIVE BOARD

The Section Executive Board shall include a: President, Vice-President, Secretary, Treasurer, Past President, and 4 Directors (who are Institute Members), and one Section Affiliate Director (who is an Affiliate Section Member). All Board Members shall read the Illinois Section Charter, Illinois Section By-Laws, and District IV documents.

OFFICERS

The Officers of the Executive Board are comprised of four Section and International Members who shall hold the title of President, Vice-President, Secretary, or Treasurer. In addition to the duties of their elected office, each Officer shall assist at least one Director with their group as stated below. The Immediate Past President will assist the fifth Director position.

PRESIDENT

1. To direct the activities and development of the Section.
2. To preside over all general membership and Section Executive board meetings.
3. To be an ex officio member of all committees, except the nominations committee.
4. To notify the Section of issues identified by District IV and International ITE.
5. To serve as a spokesperson for the Section.
6. To serve as a liaison with other professional organizations.
7. To appoint all committees and their chairs with the approval of the Section Executive Board.
8. To direct the operations of the Section in accordance with the Section Charter and Bylaws.
9. To invite a representative of District IV to the annual business meeting in December.
10. To author a President's Message for each issue of the *ITEMS* newsletter.
11. To assist the Public Affairs Director.
12. To report the names and addresses of all elected officers to the District Director within 30 days of the election.

VICE PRESIDENT

1. To assume the duties of the president in his/her absence.
2. To serve as the Section membership chair, including the solicitation and processing of new member applications. New applications should be forwarded to the Ambassador and Records and Mailing committees as well as the Section Treasurer.
3. To serve as the Section's representative to the District IV membership committee.
4. To update the Yearly Calendar for scheduled events and critical dates.
5. To submit a written annual report to the District Board two months in advance of the Annual Meeting of the Institute.
6. To email monthly all Board Members advising them of upcoming critical dates.
7. To assist the Activities Director.
8. To review the Section Affiliates annually and encourage those who are eligible for Institute membership to apply.
9. To appoint a Nominating Committee of five Section members no later than August 15th and serve on that Committee.

SECRETARY

1. To maintain all official records and the seal of the organization.
2. To prepare minutes of each Section Executive Board meeting and provide copies to each board member and the District IV director.
3. To run the election process, including the dissemination and receipt of ballots, according to the Bylaws.
4. To affix the seal to all official documents and certificates.
5. To provide a summary of each board meeting to the editor of *ITEMS*.
6. To send a list of candidates nominated by the Nominating Committee to the members of the Section by October 1st according to the By-laws.
7. Record any new write in candidates and mail final ballot by November 1st.
8. To assist the Technical Director.
9. To maintain list of annual award winners for official record

TREASURER

1. To maintain records of all financial transactions.
2. To prepare a financial statement for each Section Executive Board meeting.
3. To pay all bills in a timely fashion.
4. To deposit all receipts in a timely manner and verify that they have been properly credited.
5. To mail, or coordinate with International to mail, a first dues notice and membership information update form by November 1.
6. To mail, or coordinate with International to mail, a second dues notice and membership information update form by January 31.
7. To provide a list of all paid members and membership information updates to the directory and mailing committee by February 15.
8. To provide the Section Executive Board with a list of unpaid members by June 1.

**ITE Illinois Section
Roles and Responsibilities
May 2003**

9. To coordinate the receipt of dues from new members with the Section Vice President.
10. To report the financial condition of the Section at the December Annual Meeting.
11. To develop the next year budget from input of the Executive Board for approval at the current year December meeting.
12. To maintain a comparison between actual and budgeted income and expenses.
13. To assist the Operations Director.

IMMEDIATE PAST PRESIDENT

1. To serve as a member of the Section Executive Board.
2. To coordinate the past president award process, including:
 - To appoint a committee of at least four other past presidents to select the recipient by the December business meeting.
 - To make arrangements for the attendance of the recipient at the annual January installation of directors and officers night.
 - To provide the name of the award recipient to the treasurer immediately after the December business meeting.
 - To present the award at the January meeting.
 - To assure that only the incoming treasurer and the past presidents award committee know the name of the recipient.
3. To assist the Student Affairs Director.

DIRECTORS

1. To make recommendations for committee chairs at the January board meeting.
2. To monitor and support the activities of the committee chairs.
3. To regularly attend general membership meetings and other Section events.
4. To regularly attend Section Executive Board meetings.
5. To submit a monthly report to Section Executive Board on committee activities.
6. To ensure that committee activities are appropriately reported in *ITEMS*.
7. To assure the orderly transfer of records concerning committee activities.

ILLINOIS SECTION COMMITTEES RESPONSIBILITIES

The activities of the Illinois Section are a result of its various committees. These committees involve technical/social programs, student activities, legislative affairs, professional development and communications to the membership. The committees provide the members the opportunity for professional growth while also assisting the Section in its activities.

The follow is a listing of each of the **SECTION GROUPS** and their respective **COMMITTEES**.

ACTIVITIES GROUP

PROGRAM COMMITTEE

Purpose: To provide programs of wide appeal and interest to Illinois Section members and other transportation professionals.

Responsibilities:

1. To establish a recommended list of programs for the Board of Directors to review.
2. To confirm programs at least two months in advance.
3. To coordinate audiovisual and travel needs with guest speakers.
4. To introduce guest speakers.
5. To contact the House Committee regarding the provision of audiovisual equipment.
6. To inform the editor of *ITEMS* and the Web Site Committee of upcoming programs.
7. To coordinate the mailing of postcards, for those members without email, notices of scheduled meetings that occur in months where an issue of *ITEMS* is not published.

HOUSE COMMITTEE

Purpose: To provide the Illinois Section members with an appropriate location for regularly scheduled meetings, excepting the annual installation meeting of officers and directors.

Responsibilities:

1. To contract for meeting facility/locations at least three months in advance.
2. To select the menu and establish the price.
3. To notify the *ITEMS* Editor of the location, time, and price.
4. To accept reservations for regularly scheduled meetings.
5. To collect money, provide receipts, and coordinate payment of the bill.
6. To maintain meeting guest register.
7. To maintain name tags.
8. To maintain custody and display of Illinois Section banner.
9. To maintain custody of the Illinois Section slide projector.
10. To coordinate the room setup, including the need for any audiovisual equipment.

SPECIAL EVENTS COMMITTEE

Purpose: To provide the opportunity for social interaction through the scheduling and implementation of non-technical activities, such as picnics, golf outings, ball games, and the annual installation of officers and directors.

Responsibilities:

1. To coordinate the annual installation of directors and officers night, including:
 - To find and reserve the facility/location by October 1.
 - To coordinate with the immediate past-president and the awards committee regarding the past-president's award and the incoming treasurer regarding all other awards (gavel and holder for outgoing president, etc.) by November 1.
 - To establish a committee to prepare and carry out the evening's program by November 1.
 - To accept reservations.
 - To collect money for the event, provide receipts, and coordinate payment of the bill.
 - To coordinate room setup, including the need for any audiovisual equipment.
 - To obtain door prizes and supervise their award.
2. To make recommendations by the March Board of Directors meeting for at least one other special event each year.

**ITE Illinois Section
Roles and Responsibilities
May 2003**

AWARDS COMMITTEE

Purpose: To provide the appropriate awards and certificates for the Illinois Section's activities.

Responsibilities:

1. Manage ordering and purchase of the following awards:
 - gavel award for the incoming President for the January meeting
 - appreciation award for the outgoing section President for the January meeting
 - special recognition awards as determined by the section President or Executive Board.
2. Maintain a file of firms selling awards and recommend the most cost effective firm to the Board.
3. Prepare an annual list of award recipients for the section's yearbook and Section Secretary.
4. Keep a listing of professional awards presented by ITE and other professional societies.
 - maintain a schedule of when nominations must be received by the sponsoring society
 - prepare a listing of upcoming submittals and potential nominations to the Executive Board each month
 - at the direction of the Board the committee will prepare the necessary documents for submittal of the award nomination.

NOMINATING COMMITTEE – Chair appointed each year by the Executive Board

Purpose: Five-person committee to nominate one or more qualified candidates for each office. (Current Vice-President shall serve as a member of the Committee and shall not serve as the Chairperson.)

Responsibilities:

1. Nominate one or more qualified candidates for each office.
2. Obtain written consent to hold office from each person nominated.
3. Transmit the list of nominees to the Secretary no later than September 15th.

PUBLIC AFFAIRS GROUP

PUBLIC RELATIONS/INTERPROFESSIONAL DEVELOPMENT

Purpose: To increase public awareness of the role of the transportation professional in society and to encourage the exchange of ideas through inter-professional activities.

Responsibilities:

1. To coordinate Illinois Section involvement in Engineer's Week (early February) with the Illinois Engineering Council, including:
 - The preparation of exhibits.
 - Consideration of a joint-society luncheon.
- 2 To inform the Board of Directors of professional transportation activities and programs offered by others.
3. To create and distribute news releases as directed by the board.
4. Maintain a Speakers Bureau that offers the transportation professional the opportunity to speak on transportation subjects to the general public.
5. To prepare a Public Relations/Interprofessional Development article for each issue of *ITEMS*.

LEGISLATIVE AFFAIRS/LAWS

Purpose: To keep the section informed of pending legislation that might affect the profession. To prepare and review changes to the By-Laws.

Responsibilities

1. To serve as section representative to the Illinois Engineering Council.
2. To serve as section representative to ITE Policy and Legislative Committee.
3. To make periodic reports to the Executive Board and to the membership.
4. To draft changes to the By-Laws as requested.

CONFERENCE COORDINATION COMMITTEE

Purpose: To coordinate section participation in the annual traffic engineering conferences (international and district).

Responsibilities:

1. To represent the Section on the conference steering committee.
2. To coordinate the dinner meeting and program held in conjunction with the conferences.
3. To encourage Section members to attend and participate in the conferences.

PAST PRESIDENT'S COMMITTEE

Purpose: To develop and maintain a strategic plan which reflects the Institute's mission and the Section's objectives.

Responsibilities:

To develop a strategic plan and to design a process that would provide for annually monitoring, reviewing and updating of the strategic plan. Activities include investigation to determine how the Section is meeting its current goals, what new goals should be set, and how can membership service be improved. A report is to be prepared each November concerning the Committee's recommendations. The President-Elect is to use the Committee's recommendations to formulate plans for his/her tenure as President. The Committee would be comprised of the following members:

- Immediate Past President as chairperson
- Other Past-President(s) as interested
- Group Director (one or more depending on interest)
- Section Member appointed by President

STUDENT AFFAIRS GROUP

SCHOLARSHIP COMMITTEE (3 Persons Minimum)

Purpose: To award and administer the Illinois Section scholarship and manage the auction at the annual installation meeting.

Responsibilities:

1. Establish criteria for award.
2. Review papers.
3. Make recommendation to the Executive Board for award.
4. Manage the Annual Scholarship Auction. See below for Auction description:

Auction Donations

The scholarship auction takes place in late January of every year just after the annual banquet (same evening). The auction consists of a silent auction (written bids are submitted and the highest bid wins at the end of the evening) and an open auction (where verbal bids are made and winners are announced immediately).

Before the auction:

1. In mid November, letters are to be sent out to all previous donators as well as potential donators. In two weeks, follow-up phone calls are to be made to confirm receipt of the letter and interest in donating. For a donation, arrange delivery, obtain complete contact info and who is to be credited in any advertising. Inform the donator that their name will be advertised at the banquet and in the section's newsletter.
2. E-mails requesting donations are to be sent to the Section's member database in early December.
3. An advertisement is to be placed in the section's newsletter that is issued just before the banquet.
4. Bid sheets are to be created for the silent auction.
5. A donators list is to be created in the form of a poster that can be put on display at the dinner. Leave space for noting last minute donators. Note that 90% of donators will bring their donations to the banquet. Some donations may be brought without advance notice to the banquet.

During the auction:

1. Assist the MC during the verbal auction. Note winners and exact winning bid.
2. At the end of the evening, assist bidders in determining winning bids for the silent auction. Note winners and the exact winning bid.
3. Collect all moneys for both auctions. Note those who cannot immediately pay and determine when and how they will pay.
4. Coordinate disposal of left over items. Keep for following year or dispose.

After the auction:

1. Summarize all moneys collected, from whom, for what and in what form (cash or check).
2. Submit summary to section Treasurer.
3. Place article in section newsletter following the banquet summarizing proceeds, major donators and major successful bidders.
4. Send thank you letters to all donators.

STUDENT ACTIVITIES

Purpose: To encourage the involvement of students in section and professional activities.

Responsibilities:

1. To serve as a liaison with student chapters.
2. To coordinate the internship program.
3. To coordinate the student paper competition.
4. To organize at least one student chapter field trip per year.

**ITE Illinois Section
Roles and Responsibilities
May 2003**

STUDENT PAPER REVIEW COMMITTEE (3 Persons Minimum plus Committee Chair)

Purpose and Responsibilities:

1. To establish criteria for award.
2. To review applications
3. To make a recommendation to the Executive Board for award.

STUDENT INTERNSHIP

Purpose: To connect area students with area employers offering transportation internships.

Responsibilities:

1. Contact local employers early in the year (January-early February) to find out about summer internship opportunities.
2. Compile a list of summer internship openings.
3. Distribute the list of summer internship openings to college students through area ITE Chapters and transportation departments. (This step should occur by early March so that students may be able to coordinate interviews during their spring break).
4. Post the list of summer internships on the ITE website.
5. Answer any questions that students or employees may have about the program.

TECHNICAL GROUP

TECHNICAL COMMITTEE(S) – To be determined by Technical Group Chairperson with concurrence by Executive Board.

Purpose: To perform useful research on identified transportation issues.

Responsibilities:

1. To provide a study plan for review by the Executive Board.
2. To execute the study plan in a timely manner.
3. To document the results of the study and to present them to an appropriate forum/audience.

SEMINARS COMMITTEE

Purpose: To increase the knowledge and understanding of transportation issues by conducting seminars at least once each year.

Responsibilities

1. To select a seminar theme and potential audience with concurrence by the Executive Board.
3. To find and reserve a facility.
2. To develop a program with appropriate subjects and speakers.
4. To prepare information for the seminar through appropriate channels.
5. To accept registrations.
6. To maintain all financial records and arrange to pay all the bills with the Treasurer.

OPERATIONS GROUP

RECORDS AND MAILING COMMITTEE

Purpose: To assume the annual update for the Directory and to assume the timely distribution of *ITEMS*.

Responsibilities:

1. To publish and distribute the annual directory by the March membership meeting.
2. To maintain an accurate data base for use in monthly mailings and directory preparation.

AMBASSADOR COMMITTEE

Purpose: To encourage the participation of new members in Section activities.

Responsibilities

1. To invite new members to their first meeting after certificate is prepared.
2. To introduce new members to other members at the meeting.
3. To ask each new member to introduce him/herself as part of the program.
4. To award membership certificates.
5. To update and maintain the Illinois Section Yearbook.

ITEMS COMMITTEE

Purpose: To inform the membership of dates, programs, and upcoming events and to keep the membership informed about current transportation issues.

Responsibilities:

1. To solicit and encourage the membership to submit information for publication.
2. To publish the names of applicants to the section.
3. To publish the names of new members to the section.
4. To publicize programs and scheduled meeting dates.
5. To announce promotions, changes in employment, job openings, and family news.
6. To provide information to the membership from the Executive Board and the District Board of Directors on a regular basis.
7. To print and distribute *ITEMS* at least 10 business days before the next scheduled membership meeting.

ADVERTISING COMMITTEE

Purpose: To solicit for advertising in *ITEMS* and the website, collect payment for advertising, and maintain advertising client information.

Responsibilities:

1. Coordinate advertisement duration and ad information with the *ITEMS* Editor.
2. Send and follow-up on invoices.
3. Review and coordinate rates with the Executive Board for various forms of advertising in *ITEMS* and other Illinois Section publications.
4. Receive payments and deliver to the Section Treasurer.

WEB SITE COMMITTEE – www.ilite.org

Purpose: Maintain the Illinois Section website as an outlet for dates, events, and news affecting the membership.

Responsibilities:

1. Announce upcoming Illinois Section events and dates.
2. Provide information and resources to membership.
3. Send out membership announcements via e-mail.