

What to Expect as an ITE Illinois Section Board Member

Who is on the Board?

The Section Board includes ten volunteer positions: four members of the Executive Board, five Directors, and the Immediate Past President. The Executive Board includes the President, Vice President, Secretary, and Treasurer positions. The Director positions are for the following groups: Activities, Operations, Public Affairs, Student Affairs, and Technical. The Immediate Past President attends Board meetings, but is not a voting member of the Illinois Section Board. The Immediate Past President typically serves as a member of the Midwestern District ITE Board as the appointed Section Representative.

How long are the terms of Board members?

Terms vary by position. Becoming a member of the Executive Board is essentially a five-year commitment to being involved in the ITE Illinois Section. Individuals are first elected to a one-year term as Treasurer, then successive one-year terms as Secretary, Vice President, and President in that order. The Secretary, Vice President, and President positions are typically unopposed in the election. The President automatically becomes the Immediate Past President after his or her term expires.

Directors are elected to a two-year term. The candidates with the most votes are elected as Directors, and decide after the election who will serve as the leader for each group. The elections are staggered so each year either two or three new Directors are elected. There are no term limits; Directors may run for re-election as often as they wish. It is not common, but Directors may mutually agree to switch positions after the first year of their term.

What are the roles of each position?

President

The President's main responsibilities are organizing, scheduling, and presiding over Board Meetings, including preparing meeting agendas, and assisting with other initiatives as needed. The President also contributes an article to the Section's ITEms Newsletter on a quarterly basis. The President is expected to attend multiple events as a representative of the Illinois Section throughout the year, including the Annual Banquet in January, the formal Engineer's Week Reception in February, the Midwestern District Meeting in June or July, the ITE International Annual Meeting in August, and the Traffic Engineering and Safety (TES) Conference in Urbana-Champaign in October. In addition, it is encouraged that the President also be present at luncheons and other Section events throughout the year.

Vice President

The Vice President maintains the Section's online calendar of events and e-mail account, serves in the President's stead if he or she is not available, assembles a Nominating Committee for the annual election, and prepares entries from the Section to the Midwestern District for various awards. The Annual Report determines the Section Activities Award. There is also a Newsletter Award and a Website

Award. It is encouraged that the Vice President is present at luncheons and other Section events throughout the year.

Secretary

The Secretary attends Board meetings, takes detailed notes, and prepares the meeting minutes, including all action items recorded at the meeting. The Secretary also coordinates the annual election in November, including obtaining biographies from the candidates, mailing biographies and ballots to members, and finalizing the results. It is encouraged that the Secretary is present at luncheons and other Section events throughout the year.

Treasurer

The Treasurer is responsible for preparing the annual budget, preparing monthly reports to the Board, writing all checks from the Section, depositing checks received, and coordinating with ITE International regarding financial matters. A draft budget should be prepared in February in order to allow adequate time to discuss and edit prior to the start of the Sections fiscal year on April 1. It is encouraged that the Treasurer is present at luncheons and other Section events throughout the year.

Activities Group Director

The Activities Group is responsible for planning and hosting most of the Section's events, including luncheons and social events. This includes identifying and securing speakers and venues, and coordinating with other professional organizations if co-hosting events. The Director should expect to plan at least six luncheons or similar events with a main speaker, the annual golf outing, a summer social, a winter social, and the annual banquet. It is strongly encouraged that the Director is present at each of these events. The Director is responsible for writing summaries of their group's events in articles for the ITEms newsletter.

Operations Group Director

The Operations Group is primarily in charge of membership and sponsorship. This role includes coordinating with ITE International to maintain a current membership list for the Section, invoicing and billing Affiliate Members of the Section, soliciting and invoicing sponsors of the Section, collecting fees for advertisements in ITEms or on the website, and sending welcome letters to new Affiliate Members. The Operations Director also reviews the quarterly ITEms newsletter. It is encouraged that the Director is present at luncheons and other Section events throughout the year.

Public Affairs Group Director

The Public Affairs Group is essentially the public voice of the ITE Illinois Section. They are responsible for monitoring legislative affairs and working with the remainder of the Board to determine if the Section should submit comments on any particular issue to elected officials or government agencies, assisting with the planning of the TES Conference, coordinating the Section's involvement with Engineer's Week, and maintaining the Section's website and social media (e.g., Facebook, Twitter) accounts. It is encouraged that the Director is present at luncheons and other Section events throughout the year.

Student Affairs Group Director

The Student Affairs Group is responsible for coordinating and engaging with the student sections of ITE within the State at various universities. This position includes organizing and attending an annual

Student Day event, Student Scholarship, and Student Paper Competition. The Student Affairs Coordinator is encouraged to attend the Transportation and Highway Engineering (THE) Conference and the Traffic Engineering and Safety (TES) Conference in Champaign, both of which usually include events with the University of Illinois student chapter. The Director is responsible for writing summaries of their group's events in articles for the ITEms newsletter. It is encouraged that the Director is present at luncheons and other Section events throughout the year.

Technical Group Director

The Technical Group plans and hosts technical seminars and webinars, which are important to provide professional development and training opportunities for members, as well as providing a source of revenue for the Section. The Director should expect to plan approximately two seminars and six webinars per year, and to provide summaries of the events in articles for the ITEms newsletter. It is encouraged that the Director is present at luncheons and other Section events throughout the year.

Note: Each Director can use Committee Chairs and other volunteers to assist with the group's responsibilities.

How often does the Board meet?

The Board typically meets on a monthly basis. Meetings are scheduled by the President, who tries to accommodate as many members' schedules as possible. Board members who cannot attend in person can call into meetings. A typical meeting tends to last one and a half to two hours.

When are elections?

Elections are held online in November of each year. Ballots are e-mailed to members of the Illinois Section. Following the election, Board members are installed at the Annual Banquet in January.

How do I sign up?

The easiest way to volunteer to run for a position on the Board is to let the Vice President know you are interested in being nominated. The Vice President is responsible for assembling a Nominating Committee in August, which identifies candidates in September. Biographies are sent to members in October, one month prior to the election in November. When determining who is nominated for the Board, the Nominating Committee seeks out individuals who have shown their interest and commitment to ITE. If you think you may be interested in building your local experience with the Section, feel free to reach out to any Board member at any time.