



EXECUTIVE POSITION DESCRIPTIONS

PRESIDENT

The President shall undertake the following duties:

CHAIRPERSON OF DISTRICT EXECUTIVE COMMITTEE

The President shall be elected to a two-year term of office by the CITE membership and is officially introduced to the position by taking the oath of office at an Annual Business Meeting.

Responsibilities include:

- Schedule District Executive and Board meetings, as well as conference calls with these groups
- Prepare agendas for District Executive Committee meetings, District Board, and District Annual Meeting.
- Preside at all District Executive, District Board and District Annual Meetings.
- Appoint, with the approval of the Executive Committee, chairperson and members of standing committees.
- In accordance with the CITE Advocacy Guidelines, present positions to governmental and other agencies on behalf of the District.

MEMBER OF DISTRICT EXECUTIVE COMMITTEE

Appoint an individual who is a member in good standing in the District, to conduct a year-end financial review.

- Table an Annual Report to the District Annual Meeting.
- Prepare a column in Transportation Talk.
- Meet with local Sections during term.
- Host the Annual Awards Banquet.
- Arrange for award certificates.
- Arrange for new stationery when officers of District Executive Committee change.

EXECUTIVE MEETINGS

Provide extra copies of agendas for guests

Ask any Sections submitting conference proposals to provide 20 copies (enough for Board + Executive)

Review agenda and update: consensus was to put new business items further up as more brainpower needed to review them, less on old items (will limit discussion on less important items)

Consider including approximate times on Board agenda to assist in moving the meeting forward

At the first meeting with the new executive:

- Review Executive duties, line of command and responsibilities
- Review Executive calendar
- Request Executive to read the Executive manual

VICE-PRESIDENT

MEMBER OF DISTRICT EXECUTIVE COMMITTEE

- The Vice President shall be elected to a two-year term of office by the CITE membership and shall begin term once accepting oath of office at an Annual Business Meeting. Duties include:
- In absence of the President, assumes the President's responsibilities as Chairperson of Executive Committee.
- Table an Annual Report to the District Annual Meeting.

CHAIRMAN OF THE DISTRICT TECHNICAL COMMITTEE

- Oversee the technical program and encourage the development of new technical projects.
- Be familiar with ITE International guidelines for technical committee membership and encourage District members to participate on these committees.
- Act as the Canadian contact for the International ITE Student Paper Competition and co-ordinate the selection of a Canadian representative for the competition. Also coordinate the process for the Stantec Student Paper competition in Canada. This process consists of the following activities:
- ITE Headquarters sends information to all student members and ITE Student Chapter advisory early in the calendar year.
- Notify other universities/colleges.
- Papers are submitted to the Vice President for review.
- Notify Executive of winner.

CO-ORDINATE STUDENT CHAPTER AWARD:

- ITE Headquarters sends information to Student Chapters.
- Student Chapters submit materials to District Executive Committee for review.
- District nominates one student chapter for ITE International Competition, and notifies other chapters of decisions that submitted materials.
- Co-ordinate the scholarships program (currently the John Vardon Memorial Scholarship and the Dr. Michael van Aerde Memorial National Graduate Award):
- Send announcement of scholarships to universities/colleges, provincial professional associations, and ITE Sections.
- Receive applications and references.

- Submit competition results to Executive Committee.
- Arrange for payment of Scholarship.
- Coordinate fundraising efforts to ensure that the capital funds for the scholarships remain at a self-sustaining level.
- Make proposals to the Executive Committee for changes to the scholarship program to better match the Strategic Plan goals (e.g. consider undergraduate scholarship, technologist scholarship).
- Chairman of Nomination & Election Committee for H. Robert Burton Distinguished Service Award. Call for nominations in the fall of each year (to be inserted in the Fall issue of Transportation Talk), and coordinate review of nominations, leading to selection of award recipient. Maintains the list of nominees year to year.
- Coordinates the Section Activities Award process:
- ITE Headquarters sends information to Sections.
- Sections submit materials to District Executive Committee for review.
- District nominates one Section for ITE International Competition, and notifies other Sections that submitted materials of the decision.
- Manages the process for selection of winner of student trip to District Conference, drawn at random from the winners of the Section Student Presentation competitions
- Conducts an annual review of the CITE website contents and format, and works with the Webmaster to update the content. Makes recommendations to the Executive Committee for updates to the format and function of the website
- Report to membership of technical activities at District Annual Meeting.
- Update functions and responsibilities for all executive officers at end of year.
- Update the Strategic Plan and identify priorities on an annual basis.

SECRETARY - TREASURER

MEMBER OF DISTRICT EXECUTIVE COMMITTEE

- The Secretary-Treasurer shall be elected to a two-year term of office by the CITE membership and shall begin term once accepting oath of office at an Annual Business Meeting.
- Elected by CITE Membership to District Executive Committee for 2 year term.
- Table an Annual Report to the District Annual Meeting.

SECRETARY

Prepare and distribute minutes of proceedings at District Executive Committee, District Board, and District Annual Meeting.

Distribution of Minutes for the Various District 7 Meetings

EXECUTIVE COMMITTEE MEETINGS, TO:

- Executive members
- Executive Director of ITE International
- All the Canadian Section Presidents

DISTRICT 7 BOARD MEETINGS, TO:

- All Board Meeting attendees
- Executive Committee Members
- Executive Director of ITE International
- All the Canadian Section Presidents

DISTRICT 7 ANNUAL MEETINGS, TO:

- All Annual Meeting Attendees
- Executive Committee Members
- Executive Director of ITE International
- All the Canadian Section Presidents
- Transportation Talk Editor
- Arrange for posting of meeting minutes on the CITE website

TREASURER

- Manages the banking and bookkeeping functions of the District, with the assistance of a professional bookkeeper.
- Supervises all financial transactions.
- Prepare an annual financial statement of the District's revenue and expenditures to be reviewed and presented at the Annual meeting for approval. This statement must also be forwarded to ITE International for their records. The version of this statement which has been reviewed by a member in good standing (as noted above) will be printed in the Spring Edition of Transportation Talk, and timing of the process to this point must be reflective of this deadline.
- Prepare an annual budget for review by the Executive Committee.
- Provide Executive with Mid-year accounting.
- Prepare an annual financial statement for the John Vardon Memorial Scholarship Fund and the Dr. Michel vanAerde Memorial National Graduate Award
- Invoice companies for placing advertisements in Transportation Talk.
- Prepare all honorariums as approved by District Board.

PAST PRESIDENT

MEMBER OF DISTRICT EXECUTIVE COMMITTEE

- Acclaimed to District Executive Committee for 2 year term.
- Table an Annual Report to the District Annual Meeting.
- Oversee by-law revisions, as necessary.
- Undertake special projects and assignments as directed by the President.
- Chair of the Nomination and Election Committee.
- Update of Annual Conference Guidelines. These will be posted on the CITE website.
- Update of District 7 Executive Committee Guidelines. These will be posted on the CITE website.

ANNUAL CONFERENCE EVENT

The CITE Past President will:

- Arrange for the time, date and location of the Past Presidents Club.
- Invite the potential attendees to the meeting. Attendees can be drawn from the CITE membership who are presently, or have previously been, a President of either a Section or District. Student Chapter advisors are also typically invited, as are the ITE International Executive and Presidents of other ITE Districts and Sections.
- Prepare an agenda for the meeting.
- Chair the meeting, or arrange for another CITE member to chair the meeting.
- Prepare minutes of the meeting and submit a report to the Executive Committee.

DISTRICT DIRECTOR

MEMBER OF DISTRICT EXECUTIVE COMMITTEE

- Elected by CITE Membership to District Executive Committee for a 3 year term.
- Table an Annual Report to the District Annual Meeting.
- Prepare column in Transportation Talk.

MEMBER OF INTERNATIONAL BOARD OF DIRECTION

Elected by CITE Membership to International Board of Direction, representing the Canadian District, for a 3 year term, and is officially introduced to the position by taking the oath of office at the fall Board of Direction meeting in Washington, DC.

- Table an Annual Report to the District Annual Meeting.
- Attend meetings of the Institute and the International Board of Direction.
- When appointed or designated by the International President, serve on International Board committees and executive work assignments.
- Contribute and participate fully in the decisions and work of the International Board.
- Maintain active liaison with the District Board, Section Boards and membership within the District through meeting attendance, reports, District and Section newsletters and correspondence, reporting International Board actions, and bringing to the International Board opinions of the District's membership.
- Balance the wishes and needs of the District with those of the Institute as a whole sacrificing in both cases personal desires but not good judgment.
- Submit a written report, which summarized the District's activities, issues that have arisen, unique projects undertaken by the District, and recommendations for programs and services of the Institute.