



CITE APPOINTEES

MEMBERSHIP CHAIR

Note: This position and the Membership Committee are currently suspended, but can be re-instituted by the Executive.

The CITE Membership Chairperson is appointed by the CITE President and endorsed by the CITE Executive. The term of the Membership Chairperson is three years.

The Membership Committee consists of:

- A Chairperson appointed by the Executive Committee and endorsed by the Board.
- 3 members at large, selected and recommended to the Executive Committee by the Chairperson and endorsed by the Board.
- The mandate of the Membership Committee shall include, but not be limited to:
 - Regularly surveying the CITE membership for issues and topics to be addressed by the Executive.
 - Undertaking activities, which are addressed at the increase of the ITE, membership in Canada and which ensures that the Vision Statement and Mission Statements are achieved.
 - Regularly update (3x per year) the CITE membership list from Washington.
 - To submit recommendations for technical programs to the Executive Committee for consideration.

The Chair of the Membership Committee shall:

- Arrange for, and Chair meetings of the Membership Committee, expected to be approximately twice per year (via conference call).
- Prepare a report to each meeting of the Executive Committee regarding the activities and recommendations of the Membership Committee.
- Submit the budget requirements of the Membership Committee to the Executive for consideration during the annual budget development deliberations.

COMMUNICATIONS COORDINATOR

Created in 2009 as a contract position, the Communications Coordinator reports directly to the President, although the position responds to the requests of each Executive member. The purpose in creating this position is to streamline CITE communications both internally to the membership, and externally within the political arena, complimentary disciplines, and general populace. The goal is to coalesce all forms of communications through a central source to ensure that the message put forth is clear, concise, and professional. The role is

fluid in that primary duties may shift as required from responsive (public relations) to proactive (advocacy).

TRANSPORTATION TALK EDITOR

The Editor is a contract position awarded by the National Executive upon review of competitive proposals. The current term of the Transportation Talk Editor is three years, and will be based on the willingness of the Editor to continue, and the satisfaction of the Executive Committee of the Editor's performance.

The Editor will:

- Establish the issue dates for the Transportation Talk, expected to be quarterly.
- Request articles from the membership, the President, and the District Director for inclusion in the Transportation Talk issues.
- Format and publish the Transportation Talk issues.
- Distribute the Transportation Talk in an appropriate and timely manner.
- Prepare a report to each meeting of the Executive Committee regarding the activities of the Editor and recommendations for an improved Transportation Talk.
- Submit the budget requirements for the Transportation Talk to the Executive for consideration during the annual budget development deliberations.
- Submit advertising rates for the Transportation Talk to the Executive Committee for approval during the annual budget development deliberations.
- Work closely with the CITE Webmaster regarding the contents and links of the CITE Website.

TRANSPORTATION TALK MANAGING EDITOR

The Managing Editor is a voluntary position, appointed by the CITE President and endorsed by the CITE Executive. The term of the Transportation Talk Managing Editor is indefinite and will be based on the willingness of the Managing Editor to continue, and the satisfaction of the Executive Committee of the Managing Editor's performance. The Executive typically provides an honorarium to the Editor for his/her contribution to the CITE.

The purpose of the Managing Editor is to provide ongoing assistance and support to the Editor for each issue, as well as provide a final review for accuracy prior to final newsletter production and distribution.

ITE INTERNATIONAL - VICE-PRESIDENT'S NOMINATION COMMITTEE

The CITE Executive will appoint a member in good standing to attend the ITE International Board meeting when it is considering candidates for International Vice- President.

The selected representative will:

- Submit a request to the Executive Committee for funds to attend the ITE International meeting, in advance of travel. Such request must be approved by the President prior to the representative committing to such travel.
- Attend the ITE International meeting as the CITE Nominating Committee representative.

- Submit a report to the President of the results of the Nominating Committee's recommendations.

ANNUAL CONFERENCE CHAIR

Each year, the Board awards the Annual Conference to one of the CITE Sections to host. Each Section will then co-ordinate a Local Arrangements Committee, to be Chaired by a CITE member from that Section. The selection of that individual will be by the members of the Organizing Committee.

The Chair will:

- Act as the spokesperson for the Local Arrangements Committee.
- Arrange for all aspects of the Annual Conference to be undertaken.
- Request from the Executive, required seed funding to initiate the Annual Conference co-ordination.
- Report to the Executive Committee, at its meetings prior to the Annual Conference, on the activities of the Local Arrangements Committee.
- Following the Annual Conference, prepare and present a final report on the activities of the Local Arrangements Committee, including a financial accounting of the Annual Conference.

PAST PRESIDENT'S CLUB

The Executive Committee established the Past President's Club as an opportunity to present to senior, seasoned members of the CITE, membership issues that are pertinent to the activities of the CITE, for discussion. There is no formal mandate for this club, however, the CITE Executive Past - President is expected to have responsibility for creating an opportunity for the Past Presidents Club to meet. Typically, this meeting takes place during the Annual Conference and will be arranged in association with a breakfast or luncheon.

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.

ACADEMIC INSTITUTIONS ADVISORY COMMITTEE CHAIR

The CITE Academic Advisory Committee Chairperson is appointed by the CITE President and endorsed by the CITE Executive. The term of the Academic Advisory Committee Chairperson is three years.

The Academic Advisory Committee consists of:

- A Chairperson appointed by the Executive Committee and endorsed by the Board.

- 3 members at large, selected and recommended to the Executive Committee by the Chairperson and endorsed by the Board.

The mandate of the Academic Advisory Committee shall include, but not be limited to:

- Regularly surveying the Academic Institutions offering Transportation Engineering/Technologists programs for issues and topics to be addressed by the Executive.
- Undertaking activities which enhance the professional training programs of the CITE and which ensures that the Vision Statement and Mission Statements are achieved.
- To submit recommendations for technical programs to the Executive Committee for consideration.

The Chair of the Academic Advisory Committee shall:

- Arrange for, and Chair meetings of the Committee, expected to be approximately twice per year (via conference call).
- Prepare a report to each meeting of the Executive Committee regarding the activities and recommendations of the Academic Advisory Committee.
- Submit the budget requirements of the Academic Advisory Committee to the Executive for consideration during the annual budget development deliberations.

WEBMASTER

The Webmaster is a voluntary position, appointed by the CITE President and endorsed by the CITE Executive. The term of the Webmaster is indefinite and will be based on the willingness of the Webmaster to continue, and the satisfaction of the Executive Committee of the Webmaster's performance. The Executive typically provides an honorarium to the Webmaster for his/her contribution to the CITE.

The Webmaster will:

- Request articles from the membership, the President, and the District Director for inclusion in the CITE Web site.
- Format and publish the CITE Web site.
- Update the CITE Web site in an appropriate and timely manner.
- Prepare a report to each meeting of the Executive Committee regarding the activities of the Webmaster and recommendations for an improved Web site.
- Submit the budget requirements for the Web site to the Executive for consideration during the annual budget development deliberations.
- Submit advertising rates for the Web site to the Executive Committee for approval during the annual budget development deliberations.
- Work closely with the Transportation Talk Editor regarding the contents and links of the CITE Web site.
- Be provided support equipment, including computer hardware and software, to carry out the duties of the Webmaster. Such equipment will be considered the property of the CITE, on loan to the Webmaster.

TRAFFIC OPERATIONS & MANAGEMENT STANDING COMMITTEE (TOMSC)

BACKGROUND:

The Canadian Institute of Transportation Engineers (CITE) appoints five members of the Traffic Operations & Management Standing Committee (TOMSC) formerly National Committee of Uniform Traffic Control - (NCUTC). The TOMSC is comprised of representatives from the provincial and territorial road authorities, a series of municipal governments, and from a variety of interested associations. The TOMSC reports to the Chief Engineers Council of the Transportation Association of Canada (TAC). Similar to CITE, TAC also appoints five members of the National Committee.

PROCEDURES:

The term of the appointment to the TOMSC shall be five years commencing on January 1 of the upcoming year, and end on December 31 of the appropriate year. The appointments will be yearly such that there is a rotation of CITE appointees to the TOMSC. Under exceptional circumstances, an appointee's term may be extended for another five years. This situation would be based on discussions with the Executive of the TOMSC to determine the person's past contributions to the work of the National Committee.

Each year, the CITE Executive will advertise in the newsletter, Transportation Talk, the vacancy of the CITE membership on the TOMSC, and interested members are requested to submit their qualifications to the CITE Secretary/Treasurer. The notice should specify that appointees to the TOMSC are expected to be regular attendees at the twice-yearly meetings of the National Committee, and to participate in project committees.

Prior to the selection, the CITE Executive will determine the current membership of the TOMSC to ensure that their potential appointment will not result in a duplication of members from any specific government organization or association. The Executive may contact previous CITE members on the TOMSC to discuss the qualifications of candidates and receive their input on appropriate qualifications for TOMSC members.

In the absence of suitable candidates, the CITE Executive may take any one of the following courses of action:

- Request that the CITE member whose term on the TOMSC has ended, to stay on for a limited term to be determined by the Executive.
- Directly contact a suitable member, and determine the person's interest to serve on the TOMSC.
- Not limited by the following paragraph, select a suitable member of the CITE Executive to serve on the TOMSC.

CITE EXECUTIVE INVOLVEMENT:

It is preferable that members of the CITE Executive not be candidates for appointment to the TOMSC except for those whose terms on the Executive will terminate in the following year. Those CITE members on the TOMSC need not relinquish their appointment when elected to serve on the CITE Executive and may complete their term.

QUALIFICATIONS:

Desirably, the selected candidate has had a significant number of years of experience with governmental road authorities in the application of traffic control devices involving, most if not all, of the following activities; planning, design, installation and maintenance of devices. The selected candidate may currently be working for a road authority, or has previously worked for a road authority and is still employed in the transportation engineering profession. It is a TAC requirement that all members of the TOMSC must be members of TAC through their employers.

Representatives from the academia are also appropriate candidates for consideration for appointment to the TOMSC recognizing not only their experience and research capabilities, but also their ready access to students that may be used for assessment of traffic control devices.

CITE members in private practice who have demonstrated their knowledge in the application of traffic control devices by preparing or updating traffic control device manuals for road authorities or other organizations are also desirable candidates for appointment to the TOMSC.

All CITE members on the TOMSC shall be current members of the Institute of Transportation Engineers. When a person's ITE membership ceases, for whatever reason, the appointment to the TOMSC also ceases. In addition, it is preferable that the appointee has demonstrated an interest in CITE affairs by being active at the Section level, and in attendance at CITE annual meetings.

EXPECTATIONS:

- The appointee must attend all meetings – if more than two successive meetings are missed, the appointee may be asked to step down
- All travel expenses and costs related to the time required to attend the meetings are the responsibility of the appointee
- The appointee must remain a CITE member in good standing throughout the period of their appointment"
- The five CITE appointees are expected to collaborate to write an article for Transportation Talk following each meeting.

BOOKSTORE MANAGER

The Bookstore Manager is a voluntary position, appointed by the CITE President and endorsed by the CITE Executive. The term of the Bookstore Manager is indefinite and will be based on the willingness of the Bookstore Manager to continue, and the satisfaction of the Executive Committee of the Bookstore Manager's performance.

The Bookstore Manager will:

- be in charge of processing all orders, including taking orders, mailing the orders and issuance of all invoices.
- send a copy of each invoice issued to the current Secretary Treasurer for information purposes, as all payments are directed directly to the Secretary Treasurer on the invoice.
- prepare an annual report to the CITE Board that summarizes the activities of the bookstore in the last calendar year.
- be the Manager of all bookstore items (unless otherwise delegated), and mail them out on an as requested basis.

CANADIAN REPRESENTATIVE TO ITE COORDINATING COUNCIL (COCOHEAD)

BACKGROUND: TECHNICAL LIAISON COMMITTEE

At the ITE Board meeting in November 2002, a new position on the ITE International Coordinating Council was created for a District 7 representative. This is an important position for District 7 since the Coordinating Council oversees and sets the direction of technical research of all of the Technical Councils in ITE.

Nominated by the District 7 Director, appointed by the current ITE President, and endorsed by the CITE Executive. The term of this position is for 3 years, renewable under the same conditions. The Cocohead should be familiar with CITE policies, procedures, and directions, and have experience with the ITE Technical Councils, preferably with the Coordinating Council, and the ITE Technical Councils.

DUTIES AND RESPONSIBILITIES:

The Cocohead will be expected to:

- Attend 2 of 3 annual ITE Coordinating Council meetings – if more than two successive meetings are missed, the appointee may be asked to step down.
- Chair the Technical Liaison Committee, reporting through the CITE Vice-President to the CITE Executive and Board annually on their actions. Travel expenses and costs related to the attendance of ITE Coordinating Council and CITE Technical Liaison meetings are the responsibility of the appointee but may be subsidized by either the ITE or CITE at their discretion.
- The appointee must remain a CITE member in good standing throughout the period of their appointment.
- Write an article for Transportation Talk following the annual conference TLC meeting.

TECHNICAL LIAISON COMMITTEE (TLC)

The CocoHead is the Chair of the TLC. Five (5) members shall be nominated to the TLC with representation from across Canada as well as from the public and private sectors.

TLC members are nominated by the CITE Executive, and appointed by the current CITE President. TLC members appointed to 3 year term, renewable under the same conditions.

Members must remain CITE members in good standing throughout the period of their appointment.

Travel expenses and costs related to the attendance of CITE Technical Liaison meetings are the responsibility of the members but may be subsidized by the CITE at its discretion.

Two (2) face-to-face meetings are expected to be held annually. One (1) at CITE Annual Conference prior to CITE Board Meeting, the other in conjunction with TRB, prior to the ITE Co-ordinating Council Meeting. Other meetings in-year at call of CocoHead, likely by conference call. If more than two successive meetings are missed, a member may be asked to step down.

Secretary – rotating

Certification Board Rep. – recommended by TLC, appointed and approved by CITE

Council reps. From Canada – TLC identifies potential Canadian candidates

DUTIES AND RESPONSIBILITIES:

- Mission/Mandate Considerations
- Quality technical products and services to Canadian transportation community.
- Oversee the development of quality technical products and services to Canadian transportation community by:
- Monitoring CITE Section technical activities and determining priorities for CITE members.
- Receiving CITE technical project proposals and reviewing for international, national, or local interest. If international, forward proposal to appropriate ITE Council, or to ITE Standing Committee for Recommended Practices (SCORP).
- Initiating CITE technical projects including establishing a project manager and a project team, creating a schedule, and requesting or securing appropriate funding from CITE Executive approved sources.
- Monitor and report on CITE technical projects progress.
- Review CITE technical project deliverables for quality and endorse for international, national, or local use.
- Distribute or make available these technical products to CITE members.
- Monitor past CITE technical products for viability and recommend either retention as is, update to reflect current standards or practices, or drop as CITE technical product.
- Monitor Canadian satisfaction with CITE technical products and services.
- Raise technical competency of Canadian transportation community
- International technical information dissemination to our membership
- Canadian members increased access to, and awareness of, ITE products and services

Increase the awareness and availability of ITE technical products and services to Canadian transportation community by:

- Create and manage CITE web site on technical products and services.
- Prepare articles for publication in Transportation Talk.
- Create presentation materials on CITE technical activities for section executive to utilize.
- Create opportunities for CITE members to discuss common topics and share experiences.
- Promote ITE technical products and services to CITE members.
- Report to CITE members on the key activities of the various ITE Councils, the ITE Standing Committee for Recommended Practices, and the ITE Head Office initiatives.

Promote CITE technical products and services to ITE International members by:

- Co-ordinate Canadian membership participation on ITE Council Executive.
- Annually report to the ITE Council Chairs on the TLC activities.
- Actively participate on the ITE Coordinating Council through the CocoHead.
- Ensure CITE is given proper consideration in all ITE technical awards.
- Oversee Canadian technical activities and projects
- Engage Canadian membership in technical activities
- Promote Canadian technical products and services

- Monitor Canadian satisfaction with CITE technical products and services
- Serve multiple disciplines of transportation community
- Identify Canadian technical needs and issues
- Minimize bureaucracy /focus on products and services
- Co-ordinate Canadian membership participation on Council Executive
- Recommend Canadian representation at Transportation Certification Board Inc.
- Manage and promote Canadian members for awards, including sections, individuals, and projects

Marketing and Information Distribution

- Web site required with ftp site for technical information sharing
- Newsletters and other articles, reports for Sections – schedule to be developed
- Email briefs (like Bernie Wagonblast) – required?
- Discussion place, ideas forum – where to host?

Budget

- Annual budget to be developed by TLC annually, presented to CITE Executive for approval
- Budget to be shared amongst members as per need
- CITE revenues should increase from training sessions, sale of new publications, ad sales

TAC CHIEF ENGINEERS POSITION

BACKGROUND:

In mid-2002 the Transportation Association of Canada offered CITE a position on the Chief Engineers Council for a period of 2 years.

PROCEDURES:

Appointed by the current CITE Executive with input from past executive members.

QUALIFICATIONS:

Must have served on the CITE Executive and have an understanding of the TAC organization and various standing committees.

EXPECTATIONS:

- The appointee must attend all meetings – if more than two successive meetings are missed, the appointee may be asked to step down.
- All travel expenses and costs related to the time required to attend the meetings are the responsibility of the appointee.
- The appointee must remain a CITE member in good standing throughout the period of their appointment.

CHAIR OF THE CITE ACADEMIC ADVISORY COMMITTEE

BACKGROUND:

In light of the importance of education and maintaining links with the academic community, CITE conducted a search for a new Chair of its Academic Advisory Committee.

PROCEDURES:

Appointed by the CITE Executive with input from ITE members from the academic community in Canada.

QUALIFICATIONS:

Knowledge of the transportation programs at Canadian institutions.

EXPECTATIONS:

- The appointee must attend all meetings – if more than two successive meetings are missed, the appointee may be asked to step down
- All travel expenses and costs related to the time required to attend the meetings are the responsibility of the appointee
- The appointee must remain a CITE member in good standing throughout the period of their appointment”.

OTHER APPOINTEES