2.2 Officer Responsibilities

Following sections provide a brief outline of each Section Officer Position and the duties and responsibilities it entails.

PAST PRESIDENT:

1. Serve as an officer of the Midwestern District executive board. Attend the Midwestern District meeting and Midwestern District Board meeting, and report at the District Board and General Business meetings on Section Financial status, technical activities and other activities. Report to the Section on the District meeting activities.

2. Responsible for Young Professionals Award application, selection and distribution at the Section Annual meeting.

3. Responsible for the Distinguished Service award recruitment, selection and distribution at the Section Annual meeting.

-Adopted 2000, Revised December 2011

PRESIDENT:

1. Schedule Executive Board meetings. Board meetings are typically held immediately prior to a Section meeting, except for breakfast meetings, when the Board meeting is typically held immediately following the Section meeting. Schedule an Executive Board transition meeting between the December and January Section meetings.

2. Prepare agendas for Executive Board meetings and distribute to Board members at least five days prior to the meeting.

3. Preside at all Executive Board and Section meetings.

4. Prepare the Section meeting schedule for the year for approval by the newly elected Executive Board at the transition meeting. The schedule should cover the year of the President’s term and go through the following May in order to provide sufficient advance notice for publication in the ITE Journal and restaurant reservations by the Section Meeting Committee. The Section Annual Meeting is typically held in early December and, according to the Section Bylaws, must be held during the period of December 1 through December 15. An attempt should be made to avoid a conflict of the January meeting with TRB week, the February meeting with Ash Wednesday, and the April meeting with the week of Good Friday.

5. Appoint, as requested, with the approval of the Executive Board, leaders of the Section’s Standing Committees. Appoint, with the approval of the Executive Board a Section Administrator. Appoint, as requested, a representative to International ITE Committees. Contact the chair of the Section Meetings Committee in the fall to see if a new chair or
committee members are needed for the following year. If new members are needed, request volunteers from the membership.

6. Update the Wisconsin Section letterhead with new officers as soon as possible following the results of the annual officer elections.

7. Act as the liaison to ITE International.
   a. At Section meetings or through newsletters, communicate information of interest between ITE International and the Section membership, including ITE International goals and objectives, financial and membership status, and other items of business.
   b. Attend the International Annual Meeting as a representative of the Section and report to the Section on the Annual Meeting activities.
   c. Respond to inquiries from ITE International as needed.
   d. Send copies of written correspondence with ITE International to the Midwestern District International Director.

8. Provide suggestions and guidance on behalf of the Executive Board to the Section Standing Committees regarding their activities.

9. Serve on the Midwestern District Awards Selection Committee in March or April. Review the Section Activities report that is prepared by the Section Administrator, and submit to the Midwestern District upon request.

10. Sign approved membership applications as needed at the request of the Vice President.

11. Have the Past President’s Plaque prepared and present award at the Annual meeting.

12. Appoint a Nominating Committee by August 15 in accordance with Section 6.3 of the Section Bylaws to select candidates for the Section officers for the following year. Announce the officer candidates at Section meetings, and inform the membership of the procedure outlined in Section 4.6 of the Section Bylaws to make additional nominations for any elected office.

13. Appoint an Audit Committee of three Section members, chaired by the President, to conduct a year-end financial audit.

14. Beginning in September, see that the upcoming Martin Bruening Award Competition is publicized at Section meetings, in newsletters, and in communication with the Student Chapters.

15. Prepare a President’s Message for publication in the Section Yearbook and in Section newsletters.


-Adopted 2009, Revised December 2015
**VICE PRESIDENT:**

1. Serve as a member of the Executive Board and preside at Section and Executive Board meetings in the absence of the President and otherwise discharge the duties of the President when the President is unable to do so.

2. Serve as Leader of the Membership Committee.
   a. Actively promote and encourage ITE membership to qualified candidates.
   b. Process membership applications.
      i. Upon receipt of an application, check for completeness. Sign and date complete applications.
      ii. Present completed applications to the Executive Board at their next meeting. Provide copies of applications to the Secretary for inclusion in the Minutes and membership database, to the Treasurer for dues notice, and to the Affiliate Director (2nd Year) for inclusion in the Yearbook.
      iii. Applications are presented at a second Executive Board meeting and moved for acceptance or rejection. The Leader will then:
         1. Have the Section President sign the application form.
         2. Send a letter welcoming the new Section Affiliate or Member to the Section and advise the individual of the amount of dues to be sent to the Treasurer. A copy of the letter will be sent to the Treasurer.
         3. Encourage new members to become active in the Section, and welcome new members at Section meetings, introducing them to the Section membership at Section meetings.
         4. Handle such other details relating to the membership of any person as the Executive Board may direct.

3. Serve as Leader of the Section’s Scholarship Committee.
   a. On or about October 1, applications for the Harvey Shebesta Scholarship Award are to be prepared and distributed to Student Chapter Faculty Advisors at Marquette University, UW-Madison, UW-Milwaukee, and UW-Platteville. Any other college or university in Wisconsin offering a Transportation Engineering or Transportation Planning curriculum will also be included.
   b. The deadline for acceptance of the applications should be approximately November 15. No more than two applications are to be accepted from students at any single university.
   c. Completed applications and any desired evaluation forms are to be distributed to the other Committee members for ranking based on the Award criteria.
   d. The Award recipient and all other applicants are to be notified in writing of the decision of the Scholarship Committee. The Award recipient is to be invited to the December Annual Section meeting as a guest of the Wisconsin Section for an award presentation. The recipient may bring a guest at the Section’s expense.
   e. Arrange for preparation of a Certificate of Award to be presented to the Scholarship winner at the Annual meeting.
4. Serve as the Leader of Student Chapter Liaisons
   a. Appoint a Section member as liaison for each Student Chapter.
   b. Communicate with the Student Chapter Presidents and Advisors through the liaisons to invite them and their members to attend Student Recognition Night meetings and to inform them of other items of interest such as Midwestern District and ITE International student competitions.
   c. Communicate with Student Chapter Presidents and Advisors through the liaisons regarding opportunities for financial support offered by the Section including requirements and deadlines.

5. Bring the Section Banner to all Section meetings and store it between meetings.

-Adopted 2009, Revised December 2011

TREASURER:

1. Attend Executive Board meetings to provide input and feedback concerning Board actions. Support Board policies and Section activities.

2. Responsible for the Section’s financial accounts including:
   a. Reviewing and reconciling Section meeting expenses with Section Meetings Committee
   b. Reviewing and reconciling expenses for the Traffic Engineering Workshop and Transportation Planning Forum with the Committee.
   c. Reviewing and reconciling expenses for Section social events with the Section Social Committee
   d. Reconciling account balances for each Treasurer’s report at each Executive Board meeting
   e. Providing Treasurer’s report at each Section meeting
   f. Keeping sufficient funds in the Section’s bank accounts to meet Section meeting expenses
   g. Transferring funds from online event payments to Section bank account
   h. Work with elected officers to complete paperwork to transfer signatories on Section accounts following annual elections
   i. Work with Section Meetings Committee and Traffic Engineering Workshop to explain process of managing meeting registration and reconciling meeting expenses in website

3. Responsible for Section membership dues including:
   a. Establishing membership dues ticket on website and updating dues Expiration Date to December 31st of following year.
   b. Sending an annual dues notice with the December January meeting notice.
   c. Status of each member’s dues.
   d. Sending a delinquent dues notice (first notice sent with March meeting notice and the second notice sent with May meeting notice).
   e. Depositing dues checks into Section accounts and updating online membership expiration date.
f. Transferring funds from online dues payments to Section bank account

4. Prepare year-end Treasurer’s Report and present to Executive Board at the transition meeting.

5. Prepare upcoming year’s budget for consideration by the Executive Board at the transition meeting.

6. Responsible for using ITE accounts to cover the balance due to the restaurant/meal provider.

7. Prepare list of eligible voters with classifications for Section voting activities.

8. Responsible for importing international membership list into website and keeping track of new members and/or changes in membership status. Notify Executive Board of any membership changes.

-Adopted 2009, Revised December 2015

**SECRETARY:**

1. Attend Executive Board meetings to provide input and feedback concerning Board actions. Support Board policies and Section activities.

2. Record and prepare minutes of all Executive Board meetings. Provide copies of the minutes to members of the Board within two weeks following the meeting.

3. Send list of candidates nominated by the Nominating Committee to the Section members by October 15 and indicate procedure for additional nominations.

4. Send the final ballot, listing the candidates nominated for officers and directors to each eligible voter by November 15.

5. In the absence of the Administrator Position, manage the section e-mail inbox and respond to e-mails and/or forward e-mails to other Board members, as appropriate.

-Adopted 2009, Revised December 2011

**MEMBER DIRECTOR:**

1. Attend Executive Board meetings to provide input and feedback concerning Board actions. Support Board policies and Section activities.

2. Serve as Editor for the Section Newsletter
   a. Publish four newsletters per calendar year. The newsletter should be sent to members in January, April, July, and October.
b. The contents of the newsletter should include:
   i. President’s Message
   ii. Section meeting program summaries
   iii. General membership news
   iv. Appropriate Midwestern District/International ITE items
   v. Miscellaneous news of interest to Section Members
   vi. Approved annual budget (January issue)

c. Responsible for taking Section program notes at each meeting for the newsletter summaries.

d. Solicit articles for publication from other Section Officers, Committee Leaders, and the membership.

- Adopted 2009, Revised December 2011

SECOND YEAR AFFILIATE DIRECTOR:

1. Attend Executive Board meetings to provide input and feedback concerning Board actions. Support Board policies and Section activities.

2. Affiliate Director – 2nd Year is responsible for the collection of fees related to sponsorships, and to send a thank you email to sponsors.

3. Prepare Yearbook for publication. Place yearbook without membership list on the Section website prior to the January Section Meeting. Send membership directory to members and notify them that the yearbook is available on the Section website.

4. Request via the Student Chapter Liaisons each Student Chapter Officer and Membership list for inclusion in the Yearbook.

5. Obtain a President’s message, Committee rosters, membership report, updated membership roster, and Treasurer’s report from the appropriate Officers for inclusion in the Yearbook.

-Adopted  2009, Revised December 2015

FIRST YEAR AFFILIATE DIRECTOR:

1. Attend Executive Board meetings to provide input and feedback concerning Board actions. Support Board policies and Section activities.

2. Take pictures during Section Meetings, Workshops, Social Events, and other Section activities for inclusion in the Yearbook and Section newsletters. Pictures should be taken of special guests, award or scholarship recipients, and visiting District or International Officers and speakers.

3. Update the Section Policies and Bylaws as changes are approved for inclusion in the next edition of the Yearbook.

-Adopted 2009, Revised December 2011
ADMINISTRATOR:

1. Serve as an ex-officio non-voting member of the Section Executive Board. Attend Executive Board meetings to provide input and feedback concerning Board actions and other matters to come before this group. Support Board policies and Section activities.

2. Assist the Section Secretary in the administration of the annual Section officer/director election process. Serve on the Teller’s Committee to canvas election results.

3. Assist the Section Treasurer in the consistent administration of the Section finances.

4. Maintain a list of all past Section Board members and award recipients.

5. Work with the Vice-President and Affiliate Director – 1st Year to update and maintain a list of Student Advisors and Officers including contact information.

6. Update and maintain a list of all Section Committee chairs, their duties, and contact information.

7. Assist the Section President in the preparation and submittal of award applications at the District or International Level. Awards include, but are not limited to: Section Activities Award, Newsletter Award, and Website Award.

8. Maintain all of the Section’s historical records and archives including, but not limited to, Board meeting minutes, Treasurer’s reports, correspondence, meeting agendas, committee reports, membership applications, meeting notices, and newsletters.

9. Notify International ITE with updated information including newly elected Section Executive Board members and meeting schedule.

10. Participate in the periodic review of proposed by-law changes for general compliance with ITE guidelines and requirements.

11. Perform updates or notify the section webmaster of updates to the Section membership email list.

12. Coordinate with the Section President and notify the Section Webmaster of regular updates to the Section Website.

13. Access Section post office mailbox and email account on a regular basis. Distribute messages to board members as needed.

14. Perform other duties as assigned by the Section Executive Board.

-Adopted 2012