

## Oregon Section ITE Responsibilities of Officers and Committee Chairs

### OFFICERS

#### **Past President Chairs**

- Step back and let the other officers do their job. (This may be harder than you think.)
- Coordinates annual Section awards to outstanding individual
- Supports as needed where possible
- Serves as the Section Representative
  - Submit bi-annual section reports in advance of District board meetings (winter and summer)
  - Represents the Oregon Section on the Western District Board and attend Western District Annual meeting (summer)
- Election Related Duties:
  - Chairs the nomination committee for new officers

#### **President**

- Presides at section and officer meeting
- Coordinates with comms
- Coordinates with other districts and sections
- Obtains past president's plaque for Traffic Bowl
- Is an ex facto member of all committees (except nominating)
- Appoints chairs (with concurrence of section board)
- Supports as needed where possible
- Elections Related Duties:
  - Appoints nomination committee (to be chaired by Past President)
  - Appoints tellers committee

#### **Vice President**

- Arranges speakers for and facilitates section meetings (including virtual meetings) as needed
  - Creates Eventbrite
- Supports as needed where possible
- In the absence of the President, the Vice President shall preside at meetings and discharge the President's duties
- In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President.
- Schedules Annual Planning Meeting (in Nov/Dec)
- Prepares annual report and submit to the Western District (due March 1)
- Checks emails
- Follow up with event organizers to ensure event summaries occur

### **Secretary-Treasurer**

- Collects payments at (or before) meetings.
- Maintains financial records of the Section
- Maintains all Section records
- Manages tax and PO box annual needs
- Checks Mail - Or delegates task to other

### **COMMITTEE CHAIRS**

#### **Scribe**

- Prepares and distributes minutes of officers' meetings
- Bring ITE banner to events
- Prepares two Scribe reports per year, submitted to the WesternITE printed newsletter

#### **Membership Chair**

- Maintains/updates Section membership lists (in coordination with International)
- Recruits new Section members
- Member survey

#### **Legislative**

- Monitors legislative activities related to transportation issues
- Informs members of legislative activities via website
- Informs members of ways to participate in legislative decisions

#### **Technical**

- Identifies a technical project if reasonable and coordinates completion of the project
- Arranges for technical workshop topics and speakers at the Winter Workshop

#### **Student Chapter Chair**

- Provides liaison with student chapters including being the primary point of contact between Oregon student chapters and Oregon ITE
- Coordinates student grant program
- Coordinates student outreach by professionals at Oregon colleges
- Presents or arranges for other professionals to present transportation technical subject matter for engineering students on Oregon college campuses
- Attends or arranges for other professionals to attend student chapter events
- Encourages students interested in, but not already involved in their student chapter to become members and get on the student chapter board

#### **Traffic Bowl Chair**

- Organizes and coordinates the annual student Traffic Bowl at November meeting

### **Golf Chair**

- Coordinates the annual golf tournament in Summer/Fall (including all arrangements for the tournament and awards).

### **OTCDC Chair**

- Represents the Section at the Oregon Traffic Control Devices Committee
- Regularly reports the activities of OTCDC to the members
- Assists with the coordination of a joint OTCDC/ ITE meeting (if agreed upon to occur)

### **Scholarship Chair**

- Sends out announcement of OR ITE Scholarship application to students and professors (typically done in Feb/March)
- Organizes the scholarship committee to review applications (2 public sector, 2 private sector)
- Sends out announcement of undergraduate and graduate winners - typically done in May (coordinates with website chair).
- Requests checks from treasurer and sends to undergraduate and graduate winners.
- Sends out announcement of Bill Kloss Scholarship application to students and professors (typically done in early January)
- Organizes the scholarship committee to review applications (family members of Bill's and other former colleagues)
- Sends out announcement of winners (coordinates with website chair)
- Coordinates with ITE International to deposit money into Bill Kloos Scholarship account and requests check for scholarship winner from ITE International (currently Jennifer Childs - jchilds@ite.org)

### **Sponsorship Chair**

- Coordinates all sponsorship activities (announcing and recruiting)
- Verify consistency of sponsorship obligations throughout the year
- Sponsor survey

### **Webmaster**

- Maintain and update website
  - Maintain consistent communication with Communications Chair, Communications Liaison, Board, and others to collect feedback and continue to improve website, as applicable. This may include larger scale website improvements from time to time
- Verify coordination of website with all groups
- Coordinate large-scale website improvements

### **Communications Chair**

- Coordinate and send out ITE emails every other week
- Manage OR ITE emails (oregonite1@gmail.com)

- Coordinate social media

### **Communications Liaison**

- Verify coordination of emails with all groups
- Verify content on website is:
  - Correct information
  - Correct format
- Fill-in for Webmaster and Communications Chair in their absence
- Help with tweets for and at events

### **Greater Oregon Representatives (Multiple Positions)**

- Work as a team to schedule and plan a minimum of one event a year outside the greater METRO area
- Recruit members outside of the greater METRO area in their specific geographic area
- Ensure OR ITE is representing greater Oregon adequately

### **Sustainable Transportation (Sustainability) Chair**

- Represent and oversee the actions of the committee
- Communicate the mission and vision to the committee members
- Update the committee progress monthly to the Board
- Coordinate meetings, projects, and updates with the committee members

### **K-12 Science Technology Engineering and Math (STEM) Chair**

- Link to ITE's [K-12 STEM Resources](#) page
- Coordinates and organizes opportunities, events, and/or programs for professionals to connect with K-12 students to diversify and increase the transportation industry pipeline

### **Diversity, Equity and Inclusion (DEI) Chair**

- Work with the Board of Directors to identify programs, events and opportunities to promote diversity, equity and inclusion in the local membership
- Work with other chairs to make Oregon ITE events and programs inclusive to all members.
- Work in liaison with ITE's D&I committee

### **SimCap**

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### **ITS Subcommittee Chair(s)**

- Represent and oversee the actions of the subcommittee
- Plan and organize subcommittee events (e.g. SensorAMA, luncheons)
- Attend board meetings and communicate information when applicable

### **Miscellaneous Things**

- Swag Coordinator (currently Molly the Scribe)
- Sponsor Board/Swag Bringer (typically a Kittelson person since we store them there)