

May 27, 1998

Oregon Section ITE  
Responsibilities of Officers and Committee Chairs

**OFFICERS**

Past President

Chairs nomination committee for new officers each spring.  
Coordinates counting of ballots at Section elections.  
Coordinates annual Section awards to outstanding individual and project at May meeting.  
Coordinates Quad Section meeting.  
Coordinates Vendors Day meeting.

President

Chairs section and officer meetings.  
Prepares President's Message for each newsletter.  
Coordinates with District 6 and other sections.  
Coordinates officers' meetings.  
Obtains past president's plaque for September meeting.  
Represents the section at District 6 meetings.

Vice President

Arranges facilities and speakers for section meetings.  
Provides meeting notice information for newsletter.  
Introduces speakers at regular section meetings.  
Submits section report to Westernite (by 28<sup>th</sup> of each odd-numbered month).

Secretary-Treasurer

Prepares and distributes minutes of officers' meetings.  
Maintains Section membership lists (in coordination with International).  
Accepts reservations for Section meetings.  
Prepares and mails meeting notices and newsletters to members.  
Collects payments at meetings.  
Pays vendors and maintains financial records of the Section.  
Maintains all Section records.  
Sends meeting notice form to ITE Journal.  
Prepares annual report (due April 1).  
Prepares and mails ballots for Section elections.

## **COMMITTEE CHAIRS**

### **Legislative**

Monitors legislative activities related to transportation issues.  
Informs members of legislative activities via newsletter and reports at meetings.  
Informs members of ways to participate in legislative decisions.

### **Technical**

Identifies a technical project for each year and coordinates completion of the project.  
Arranges for technical workshop topics and speakers at the May meeting.  
Publishes technical reports by March of each year.

### **Student Chapter Liaison**

Provides liaison with student chapters.  
Organizes and coordinates the annual student Traffic Bowl at November meeting.

### **Publicity**

Maintains and distributes the Section Directory.  
Coordinates formation of a Section speakers bureau.

### **Membership**

Recruits new Section members.  
Assists Secretary-Treasurer with registration at Section meetings.

### **Golf Tournament**

Coordinates the annual golf tournament in August (including all arrangements for the tournament and awards).

### **OTCDC Representative**

Represents the Section at the Oregon Traffic Control Devices Committee.  
Regularly reports the activities of OTCDC to the members.