



# ITE Nevada Section Officers Duties Description

November 2021

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# 1 Our Mission

To provide the global community of transportation professionals with the knowledge, practices, and skills to serve the needs of their communities and help shape the future of the profession and transportation in the societal context.

## 2 Officers and Duties

### 2.1 President\*

Serves as the face of the E-board and organization, oversights the organizational finances, vision, mission, goals and objectives.

#### **Detailed Responsibilities:**

- Supervision of E-board and leading the strategic planning
- Maintain contact and coordination with regional/national officers and committees
- Issue bylaws/ resolutions/year-end-report
- Maintain bylaws
- Appoint chairpersons and announces appointees. Appoints a tellers committee to count the ballots and announce the election results. Then ask for motion to destroy ballots
- Arrange for officers' meeting to discuss roles and responsibilities, schedule and lead board meetings, determine frequency of meetings, prepare agendas for the board meetings
- Emcee the monthly meeting - roundtable introductions, announcements, introduce speaker
- Assessment and evaluation of progress against set goals and objectives, milestones, short and long-term goals, etc.
- Administrative and Governance, champion (as outlined in the Planning Sheet).

### 2.2 Past President

Primary liaison between regional and national committees and sections, and the primary resource supporting the President based on his/her experience of past position.

#### **Detailed Responsibilities:**

- Attend board meetings
- Recruitment and new memberships support
- Greeting and networking with new officers
- Liaison between local board and national boards/committees
- Work closely with the Awards Officer to arrange for an awards selection committee. Distribute nominations and coordinate selection of award winners
- Convene a nominations committee of Past Presidents to select the Secretary/Treasurer candidates
- Update the Chapter's historical records
- Communications champion (as outlined in Planning Sheet)



### 2.3 Vice President\*

Assist the President with various tasks and responsibilities, performing the duties in the President's absence, coordinates activities of the board, actively involved in meetings/ activities/ deliverables. The Vice President is also responsible for organizing the monthly meetings and securing speakers.

#### **Detailed Responsibilities:**

- Actively involved in recruitment of new officers and new membership
- Close collaboration with Secretary/Treasurer
- Maintain a good relationship with other organizations (such as ASCE, WTS, APWA, ITS NV, etc.)
- Actively seek for opportunities for joint meetings/activities and attend events and functions as appropriate/required
- Members and Students & Younger Members champion (as outlined in the Planning Sheet)

### 2.4 Secretary/ Treasurer\*

As the financial manager and planner, the Secretary/ Treasurer Officer is responsible for all financial matters, ensure adherence to the yearly budget and funding allocation.

#### **Detailed Responsibilities:**

- Generate and send email blasts for luncheon/ meetings/ other group activities
- Handles RSVP lists, payments, check-ins, etc.
- Maintain accurate bookkeeping
- Primary point of contact between E-board and officers, and between board and members
- Budget planning
- Primary contact for Meetings Officer
- Generate financial reports on a regular basis (frequency defined by the President)
- Present budget report to the board and board meetings
- Transfer the financial records and banking responsibilities
- Prepare ITE Annual Report
- Prepare and distribute ballots
- Keep written records of meeting notes, past, present and upcoming activities/ deliverables
- Work closely with Communication, Website, and Social Media Officers in advertising activities
- Finance and Meetings champion (as outlined in the Planning Sheet)



## 2.5 Conferences and Awards Chair(s)

Primary focus is on regional conference(s) (such as Fall Transportation Conference), as well as identify opportunities for the board's attendance in regional/national ITE conference(s). Also responsible for preparation of award application on behalf of the board.

### **Detailed Responsibilities:**

- Maintain a live record of ITE conferences (including information on location, dates, registration, agendas, presentation topics, awards, etc.)
- Work closely with President and Past President to identify opportunities for the board to attend relevant conferences
- Work closely with Past President to identify awards nominees
- Responsible for preparation of nomination forms and submission of forms prior to due dates (this includes regional and national nominations)
- Responsible for planning and organizing regional ITE conference(s)
- Work closely with Secretary/ Treasurer for budget planning of the conferences and board's attendance
- Preparation of the regional conference(s) agenda
- Work closely with Students and Younger Members Officer for students and younger members nominations

## 2.6 Membership Chair

Sustain the current ITE membership, expand and increase membership through increased level of involvement at local industry events.

### **Detailed Responsibilities:**

- Identify and attend events with membership opportunities
- Work closely with Meetings Officer, and Social & Technical Activities Chair(s) in welcoming members at meetings/ luncheons/ social events
- Invite guests to luncheons and other social events and activities
- Coordinate with board and identify opportunities to attract new members
- Responsible to order swags and other marketing materials for membership events
- Work closely with Communication Chair(s) in advertising membership opportunities



## 2.7 Students and Younger Members Chair

Primary responsible to bridge the gap between Students & Younger Members and ITE members. Also identify opportunities for students and younger members establish contact with employers and industry leaders.

### Detailed Responsibilities:

- Annual events with focus on Students and Younger Members (this may include local social events, career fairs, office crawls, certification, workshops, conferences and seminars, etc.)
- Maintain a live inventory of activities, and opportunities to involved Students and Younger Members in collaboration with the board
- Work closely with Conferences and Awards Officer(s) to nominate students and younger members
- Maintain close relationship with universities, colleges, schools, etc. and establish contacts with professors and teachers
- Announce students and younger members business updates at luncheons

## 2.8 Communications Chair(s)

Leading and guiding the Website and Social Media Officer(s), organizing and advertising opportunities for ITE members to collaborate, network and enhance their profession through website and social media.

### Detailed Responsibilities:

- Work closely with the board in advertising events regional/national events and activities
- Maintain a live calendar of events
- Responsible for flyers, posters and advertising materials
- Advertise events/ activities on a regular basis
- Maintain a graphical inventory of events/ activities (take photos, videos, etc.)
- At minimum, remain active on the Website, Instagram, LinkedIn and Twitter (create accounts if there isn't an existing account)
- Responsible for technical matters of website and social media (including hosting, log in information, access management, etc.)

## 2.9 Community Events and Outreach Chair(s)

Responsible for selection, planning and organizing community outreach events to engage the board and the members in volunteer activities/ services/ events.

### Detailed Responsibilities:

- At minimum, plan and organize three (3) events/ activities/ services
- Work closely with the board to identify opportunities and advertise the events
- Maintain close collaboration with other professional organizations for possible joint events (such as ASCE, ITS NV, WTS, etc.)
- Actively work on increasing members' involvement in social events



## 2.10 Social and Technical Activities Chair(s)

Primary responsible for organizing several social and technical events and increase level of members' involvement and face to face interactions and actively identify opportunities for members for interacts and network in social environments.

### **Detailed Responsibilities:**

- At minimum, plan and organize four (4) social and/or technical events/ activities in collaboration with the board members. These events/ activities may include happy hours, technical tours, social gatherings, karaoke, etc.
- Identify opportunities for joint social and/or technical events with other organizations (such as ASCE, WTS, ITS NV, etc.)
- Work closely with the board (specially the Communications Officer(s)) to plan, organize, and advertise the events/ activities

