



ITE Canada Executive Committee

Roles & Responsibilities

UPDATED: March 2025

ITE CANADA

150 Elgin Street, 8th Floor
Ottawa, ON K2P 1L4

itecanada.org

*A Canadian Non-Profit Corporation registered as
Canadian Institute of Transportation Engineers*



ITE CANADA District Organizational Chart

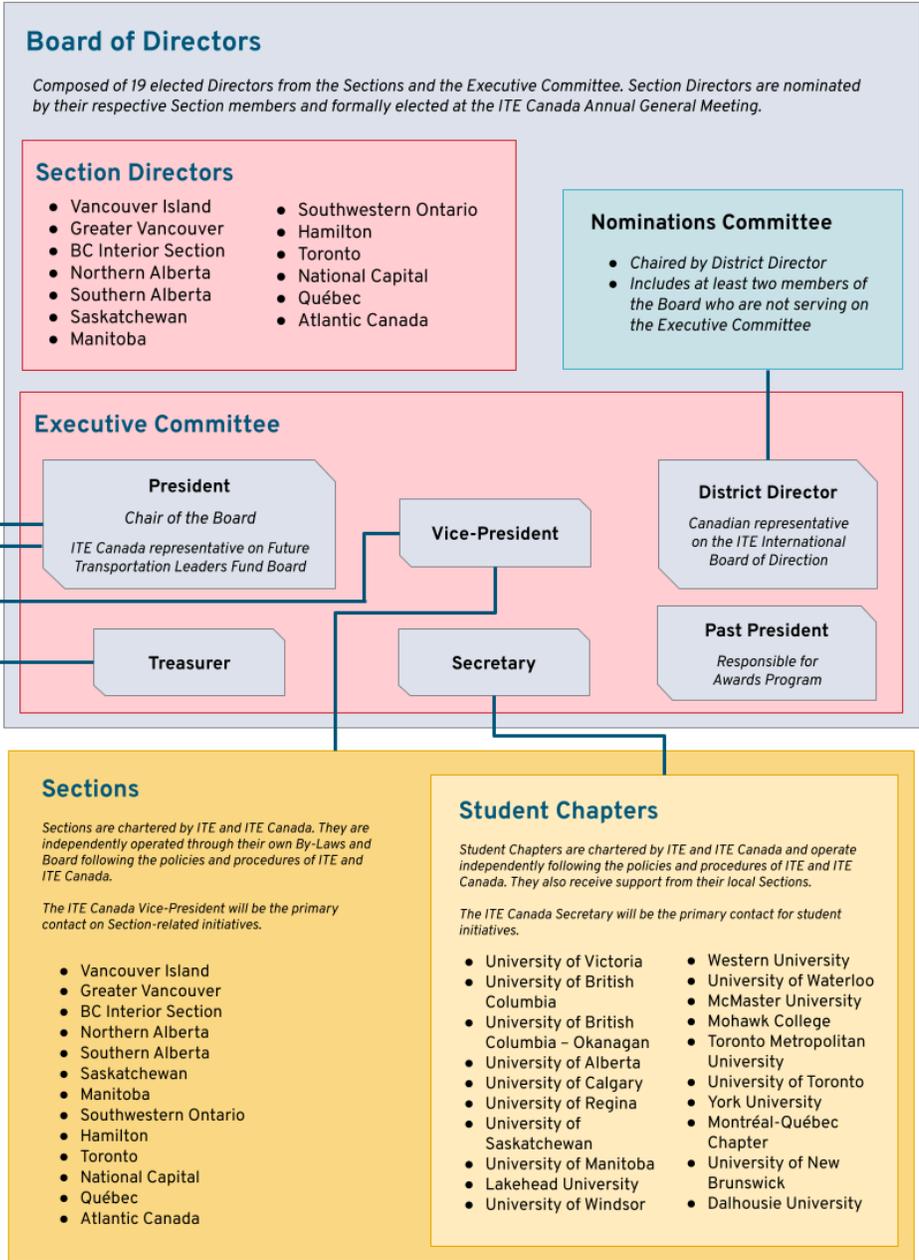
Staff

- Administration
- Communications

Appointed Committees

- ANNUAL CONFERENCE
- Local Arrangements Committee from host Section
- TECHNICAL LIAISON COMMITTEE

TLC coordinates and oversees our **Appointees to TAC & ITE International** technical councils and committees
- NATIONAL TECHNICAL PROGRAM COMMITTEE
- TRAINING COMMITTEE



As of March 2025

President

The President is a member of the District Executive Committee with the following by-law responsibilities and general duties for their year in office:

BY-LAW RESPONSIBILITIES

The President shall:

- Be the Chief Executive Officer of the District.
- Preside at meetings of the District Executive Committee, District Board and District Annual Meeting.
- Appoint chairs for standing and ad hoc committees
- Liaise with the Sections and Chapters
- In accordance with the ITE Canada Advocacy Guidelines, present positions to governmental and other agencies on behalf of the District
- Present a report to the District Annual Meeting

GENERAL DUTIES

- Schedule District Executive and Board meetings
- Prepare the agendas and organize supporting materials for meetings
- Review the District Strategic Plan and standing action plan for direction and consider updates to the current year's action plan as appropriate
- Oversee the financial assets by reviewing finances on a quarterly basis
- Represent the Canadian Institute of Transportation Engineers as the Member for the Future Transportation Leaders Fund
- Monitor progress of and coordinate with the Annual Conference Local Arrangements Committee (LAC) and National Technical Program Committee as the Local Arrangements Committee Executive Liaison
- Prepare speeches and host as the CEO at various plenary sessions and the Awards ceremony at the District Annual Meeting
- Coordinate ITE Canada Board activities, including ongoing communication with officers, International Director and committee chairs, to support the District's operation
- Upon request, travel to Section, Chapter and Student Chapter meetings to swear in new officers, promote ITE, elevate the transportation industry and/or make technical presentations
- Respond to correspondence from ITE International and Sections
- Liaison with external legal counsel and insurer as required
- Prepare a quarterly President's message for Transportation Talk
- Manage and oversee the staff of the District office

Vice-President

The Vice President is a member of the District Executive Committee with the following by-law responsibilities and general duties for their year in office:

BY-LAW RESPONSIBILITIES

The Vice-President shall:

- If the President is absent or is unable or refuses to act, the Vice-President, when present, shall preside at all meetings of the Board and of the Members
- Direct the District technical activities, and be responsible for the promotion of technical activities and the conduct of technical programs

GENERAL DUTIES

- Liaise with all Section Executive Committees to monitor the activities of Sections
- Monitor progress of and coordinate with the following year's Annual Conference Local Arrangements Committee and National Technical Program Committee

As Representative to the Technical Liaison Committee

- Be the Executive representative to the District Technical Liaison Committee
- Oversee the technical program including the Technical Liaison Committee and encourage the development of new technical projects
- Be familiar with ITE International guidelines for technical committee membership and encourage District members to participate on these councils.
- Report to membership of technical activities and Technical Liaison Committee actions at the District Annual Meeting

Treasurer

The Treasurer is a member of the District Executive Committee with the following by-law responsibilities and general duties for their two years in office:

BY-LAW RESPONSIBILITIES

The Treasurer shall:

- Supervise the banking and bookkeeping functions of the District
- Prepare and present a financial statement to the Executive Committee by Dec 1 for the preceding fiscal year
- Present a report to the District Annual Meeting

GENERAL DUTIES

- Manage the banking and bookkeeping functions of the District, with the assistance of a professional bookkeeper and administrative staff
- Supervise all financial transactions, approves all invoices and oversees reserves, accounts receivable, expenses and bank accounts
- Be responsible for all banking business transactions and sign all cheques, drafts, or orders for the payment of money and all notes and acceptances and bills of exchange
- Administer the District Travel Reimbursement Policy
- Prepare an annual financial statement of the District's revenue and expenditures to be reviewed and presented at the Annual meeting for approval. This statement must also be forwarded to ITE International for their records.
- Prepare an annual budget for review by the Executive Committee
- Provide the Executive with monthly financial updates
- Provide the Board with quarterly financial updates
- Prepare all honorariums as approved by the District Board
- Manage yearly external audits of the financial returns.
- Be responsible for overseeing all correspondence and reporting requirements with the Canadian Revenue Agency, including annual submissions, T2 Corporation Income Tax Return, GST Payments, and issuance of remuneration slips

As Representative to the Training Committee

- Be the executive representative to the District Training Committee
- Oversee the development and delivery of training opportunities for members

Secretary

The Secretary is a member of the District Executive Committee with the following by-law responsibilities and general duties for their two years in office:

BY-LAW RESPONSIBILITIES

The Secretary shall:

- Be the Secretary for all meetings of the Board and members
- Supervise the maintenance of membership records
- Provide notice of meetings to members
- Be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation

GENERAL DUTIES

- Oversee the preparation and distribution of minutes of proceedings at the District Executive Committee, District Board, and District Annual Meeting
- Prepare invoices for external clients
- Make payments after approval of invoices by the Treasurer
- Conduct an annual review of the ITE Canada website contents and format, and works with ITE Canada staff to undertake updates
- Provide recommendations to the Executive Committee for updates to the format and function of the website

As responsible for Student Activities

- Liaise with all Student Chapter Advisors and Section Student Coordinators to monitor the activities of Student Chapters
- Promote all student-related scholarships and competitions
- Facilitate the development of an annual Student Leadership Summit
- Respond to correspondence from Student Chapters

Past President

The Past President is a member of the District Executive Committee with the following by-law responsibilities and general duties for their year in office:

BY-LAW RESPONSIBILITIES

The Past President shall:

- Promote technical training and conduct technical training programs (*currently delegated to Treasurer*)

GENERAL DUTIES

- Be the executive representative to ONE ITE Committee

As responsible for all Award activities

- Act as the Canadian District Award coordinator
- Oversee the ITE Canada professional awards program
 - Work with the President to identify potential candidates for individual professional awards
 - Work with the Executive Committee to select winners
 - Notify winners of their awards and invite them to the Annual Conference
 - Coordinate annual Awards Ceremony as part of Annual Conference
- Coordinate the selection of Canadian District nominees for ITE International award program
 - Receive submissions from ITE Canada members, typically through an award management system
 - Identify and recruit judges for the review of award submissions
 - Oversee evaluation and selection of winners
 - Notify the Executive Committee of the winners
 - Work with winners on any document revisions to strengthen submissions
 - Submit winners to ITE International by the award submission deadline
- Manage the process for selection of the winner of student trip to ITE Canada Conference: drawn at random from the winners of the Section Student Presentation competitions
- Liaise with the Future Transportation Leaders Fund to align the ITE Canada Award program with the scholarships and bursaries provided through the foundation
- On behalf of the Future Transportation Leaders Fund, undertake the review and selection of scholarship/student award winners

District Director

BY-LAW RESPONSIBILITIES

The District Director shall be a member of the District Executive Committee and shall represent the ITE Canada District on the International Board of Direction of the Institute.

They serve as the primary liaisons between the International and District levels of ITE. The ITE Canada District International Director has five principal responsibilities:

- A. Represent the ITE Canada District on the ITE International Board of Direction (IBOD);
- B. Update members as to the benefits of ITE membership;
- C. Serve on IBOD committees and/or task forces; and
- D. Reach out to members through visits to Sections, Chapters and Student Chapters.
- E. The International Director has duties and responsibilities to both the IBOD and the ITE Canada District Board of Direction.

GENERAL DUTIES

As Member of the District Executive Committee

- Table an Annual Report to the District Annual Meeting
- Prepare quarterly column in Transportation Talk
- Submit a report to the ITE Canada District President prior to each District Board meeting for inclusion in the board package.
- Help identify individuals for future District leadership.
- Install new District and Section officers, administering the oath of office.
- Chair the ITE Canada District Nominating Committee for the nomination of candidates for the offices of President, Vice President, Secretary, Treasurer and International Director as per the ITE Canada Nomination and Election Policy.

As Member of the International Board of Direction

- Elected by membership to International Board of Direction, representing the ITE Canada district, for a 3 year term, and is officially introduced to the position by taking the oath of office at the fall Board of Direction meeting in Washington, DC

- Attend meetings of the Institute and the IBOD. There are four IBOD meetings per year: the fall and winter meetings in Washington, DC, a spring meeting at a location to be determined, and a summer meeting prior to the Institute's Annual Meeting. Incoming International Directors must attend the New Board Orientation session in the fall of the year prior to taking office in order to prepare for service as International Director and stay current with governance issues.
- Prior to each IBOD meeting and within the deadline set by the International President, submit a written report to the President and Executive Director which summarizes the District's activities since the last IBOD meeting, issues that have arisen, unique projects undertaken by the District, and recommendations for programs and services of the Institute. Particular emphasis should be placed on issues with which the District is seeking assistance or solutions for and matters that may be of interest to other Districts and the Institute in general.
- When appointed or designated by the International President, serve on International Board committees, task forces, and executive work assignments.
- Contribute and participate fully in the decisions and work of the International Board.
- Maintain active liaison with the District Board, Section Boards and membership within the District through meeting attendance, reports, District and Section newsletters and correspondence, reporting International Board actions, and bringing to the International Board opinions of the District's membership.
- Balance the wishes and needs of the District with those of the Institute as a whole sacrificing in both cases personal desires but not good judgment.
- Educate the membership of the District about the organizational structure of ITE and the benefits of ITE membership.
- Help identify "up and coming" prospective candidates for International Director and International Vice President from among the membership. Directors are encouraged to serve as and identify other members to become mentors of these individuals.
- Submit a written report, which summarizes the District's activities, issues that have arisen, unique projects undertaken by the District, and recommendations for programs and services of the Institute.
- Serve on the International Nominations Committee.