



Roles & Responsibilities

President

Bylaw 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 Section
- present positions to governmental and other agencies on behalf of the District
- present a report to the District Annual Meeting.

Other Duties

As Chair of the District Executive Committee

- Schedule District Executive and Board meetings
- Prepare agendas for District Executive Committee meetings, District Board, and District Annual Meeting
- In accordance with the CITE Advocacy Guidelines, present positions to governmental and other agencies on behalf of the District
- Appoint an individual who is a member in good standing in the District, to conduct a year-end financial review
- Updates the Strategic Plan and identify priorities on an annual basis

As Member of the District Executive Committee

- Table an Annual Report to the District Annual Meeting
- Prepare a column in Transportation Talk
- Meet with local Sections during term
- Host the Annual Awards Banquet
- Arrange for award certificates



Roles & Responsibilities

Vice-President

Bylaw Responsibilities

The Vice-President shall:

- be a member of the District Executive Committee
- be Executive representative to District Technical Liaison Committee
- direct the District technical activities, and be responsible for the promotion of technical activities and the conduct of technical programs
- act as liaison to Student Chapters and advisors
- in the absence of the President, assume the President's responsibilities
- present a report to the District Annual Meeting.

Other Duties

As Member of the District Executive Committee

- In absence of the President, assume the President's responsibilities as Chairperson of Executive Committee
- Prepare an Annual Report to the District Annual Meeting.

As Representative to the 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
- Act as the Canadian contact for the International ITE Student Paper Competition and co-ordinate the selection of a Canadian representative for the competition. Also coordinate the process for the Stantec Student Paper competition in Canada. This process consists of the following activities:
 - ITE Headquarters sends information to all student members and ITE Student Chapter advisory early in the calendar year
 - Notify other universities/colleges
 - Papers are submitted to the Vice President for review
 - Notify Executive of winner
- Coordinate Student Chapter Award:
 - ITE Headquarters sends information to Student Chapters



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- Student Chapters submit materials to District Executive Committee for review. District nominates one student chapter for ITE International Competition, and notifies other chapters of decisions that submitted materials
- Coordinate the scholarships program:
 - Send announcement of scholarships to universities/colleges and ITE Sections
 - Receive applications and references
 - Submit competition results to Executive Committee
 - Arrange for payment of Scholarship
 - Together with the Secretary Treasurer, coordinate fundraising efforts to ensure that the capital funds for the scholarships remain at a self-sustaining level
 - Make proposals to the Executive Committee for changes to the scholarship program to better match the Strategic Plan goals
- Coordinates the Section Activities Award process:
 - ITE Headquarters sends information to Sections
 - Sections submit materials to District Executive Committee for review
 - District nominates one Section for ITE International Competition, and notifies other Sections that submitted materials of the decision
- Coordinate Student Activity Award process:
 - Manages the process for selection of winner of student trip to District Conference, drawn at random from the winners of the Section Student Presentation competitions
- Conducts an annual review of the CITE website contents and format, and works with the District Administrator to update the content. Makes recommendations to the Executive Committee for updates to the format and function of the website
- Reports to membership of technical activities and Technical Liaison Committee actions at District Annual Meeting



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Secretary/Treasurer

Bylaw Responsibilities

The Secretary/Treasurer shall

- be a member of the District Executive Committee;
- prepare and maintain minutes of proceedings at executive Committee Meetings, District Board Meetings and the District Annual Meeting;
- supervise the banking and bookkeeping functions of the District;
- supervise the maintenance of membership record;
- prepare and present a financial statement to the Executive Committee by April 1 for the preceding year;
- present a report to the District Annual Meeting.

In cases where the Secretary-Treasurer transitions to Vice-President, the treasurer duties shall extend until end of election calendar year.

Other Duties

As Member of the District Executive Committee

- Table an Annual Report to the District Annual Meeting

As Secretary

- Over-see the preparation and distribution of minutes of proceedings at District Executive Committee, District Board, and District Annual Meeting

As Treasurer

- Manages the banking and bookkeeping functions of the District, with the assistance of a professional bookkeeper and District Administrator
- Supervises all financial transactions
- 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. The version of this statement which has been reviewed by a member in good standing (as noted above) will be printed in the Spring Edition of Transportation Talk



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- Prepare an annual budget for review by the Executive Committee
- Provide Executive with monthly financial updates
- Provide Board with quarterly financial updates
- Arrange Invoices to companies for placing advertisements in Transportation Talk
- Prepare all honorariums as approved by District Board