



- **ROLES AND RESPONSIBILITIES.** International Directors are elected to a three-year term that begins on January 1 following election. They serve as the primary liaisons between the International and District levels of ITE. The Western District International Directors have four principal responsibilities:
  - a. Represent the Western 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.

The International Directors have duties and responsibilities to both the IBOD and the Western District Board of Direction.

- **INTERNATIONAL BOARD OF DIRECTION.**

Each International Director of the Institute shall:

- a. 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.
- b. 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.
- c. When appointed or designated by the International President, serve on IBOD committees, task forces, and executive work assignments.
- d. Contribute and participate fully in the decisions and work of the IBOD.
- e. Maintain active liaison with the District, Section and Chapter Boards and membership within the District through meeting attendance; reports; and District, Section and Chapter newsletters and correspondence. Report IBOD actions to the District and bring the opinions of the District's membership to the IBOD.
- f. 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.
- g. Educate the membership of the District about the organizational structure of ITE and the benefits of ITE membership.

- h. 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.
- i. Perform duties for the District in addition to those listed above as appropriate.

- **WESTERN DISTRICT.**

The International Director is a voting member of the Western District Board and shall:

- a. Attend meetings of the Western District. This includes the Western District Winter (late January or early February) and Summer (typically late June or early July) Board meetings.
- b. Seek opportunities and offer their services to the District’s Section and Student Chapter officers. Combine trips to Student Chapters with Section travel, when possible. Attend and participate in their meetings and functions. Materials that should be taken to the meetings include:

- Applications for ITE Membership
- Applications for Council Membership
- Applications for Public Agency Membership
- Applications for PTOE certifications, exams and training
- Promotional material for the Professional Development Fund
- Conference brochures, notices and flyers
- Notices of recent publications, training and professional development programs
- Informational material on International activities and Hot Topics

- c. Meet with local and state employees to promote the Affiliated Governmental Agency Membership.
- d. Install new Section officers, administering the oath of office.
- e. Coordinate with other District Directors to participate in functions with as many of the District’s Sections and Student Chapters as possible each year. Specific outreach should be made by one of the Directors to attend a Hawaii or Alaska Section meeting each year to insure a sense of connection to the Western District and the other continental states.
- f. Help identify individuals for future District leadership.
- g. Submit a report to the Western District President prior to each District Board meeting for inclusion in the board package.

- **SPECIFIC DUTIES.** Following are specific duties and responsibilities for International Director, Director-elect and Immediate Past Director.

- a. Director-elect:
  - Optionally attend the International Annual Board meeting held the Friday and Saturday before the International Annual Meeting (if the results of the Western District elections are known). The Western District Travel Policy does not allow reimbursement to attend this meeting.
  - Chair the Western District’s Nominating Committee for the nomination of candidates for the offices of Secretary-Treasurer and International Director, generally from September to December. Continue to serve as the key point of

- contact regarding District elections after assuming International Director duties in January.
- Attend the orientation meeting and IBOD meeting held in late October or early November (usually in Washington, DC), before their actual term of office begins on January 1. The purpose is to get oriented to the current issues and format of the IBOD meetings. Directors-elect are encouraged to participate at this meeting; however, they cannot vote until their terms begin on January 1. The International Vice President will assign Directors-elect to committees after this meeting based on their skills and preferences. The Western District Travel Policy allows reimbursement to attend this meeting.
- b. Junior Director
- If there is not a Director-elect, chair the Western District's Nominating Committee for the nomination of candidates for the offices of Secretary-Treasurer and International Director, generally from September to December.
  - Attend the winter IBOD meeting held the weekend prior to the Transportation Research Board conference in Washington, DC, to be sworn in as an International Director if new to the Board.
  - Starting January 1<sup>st</sup>, continue to serve as the Nominating Committee chair, and after the list of candidates is announced, serve as key contact person regarding election issues until the election process is completed. This includes coordinating with the candidates to obtain their candidate statements and photos, overseeing the creation of video statements from candidates, and ensuring that all materials are uploaded to the District's website.
  - Forward a copy of the duties and responsibilities to the Director-elect immediately after the election. Offer any comments and answer any questions regarding the duties and responsibilities so that the new Director gets off to a good start and can arrange to attend the fall IBOD Meeting.
  - Submit a report on the summer IBOD meeting held during the International Annual Meeting to the Western District President for inclusion in the electronic newsletter. Allow the Senior Director to review the report before submitting it if time permits.
- c. Senior Director
- Prepare and maintain a travel schedule showing the travel plans for each International Director and the Western District elected officers. The schedule should indicate the organization holding the meeting and the meeting date and location. Update and share the schedule regularly with the elected leadership on the schedule to facilitate coverage of the District's meetings during the year.
  - Review and approve travel reimbursement forms in accordance with the Western District Travel Reimbursement Policy.
  - Submit a written report on the winter and fall IBOD meetings to the Western District President for inclusion in the electronic newsletter. Allow the junior Director to review the report before submitting it if time permits.
  - Serve on the International Nominations Committee.

Revised 1-5-12, Jenny Grote; 6-18-17, Walter Okitsu; 1-30-18 Walter Okitsu; 2-15-19, Cathy Leong; 7-23-21, Dalene J. Whitlock; 6-26-22, Dalene J. Whitlock; 8-13-23, Dalene J. Whitlock