



## Western District Section Officer Orientation

### What is Your Mission and Purpose?

As defined by the International Board of Direction, the mission and purpose of a Section is:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established Institute policies; and
- Support and mentor students and student chapters within the Section.

### What does the Western District Expect?

As a Western District Section officer there are a number of things that will be expected from of you by the District Board over the duration of your term. Here's a checklist of items you should do on an annual basis:

- Review your Section Bylaws
- Provide updated contact information for the Leadership Directory within 30 days of your elections
- File taxes
- Respond to communication and requests from the District
- Provide an Annual Report to the District
- Promote District and International Annual Meetings
- Promote District awards at Section events
- Assist with identifying and nominating potential leaders for District office or committees
- Appoint a Section Representative to serve on the District Board

### What are Some Key Dates to Keep Track of?

There are some key dates that you should keep track of each year:

1. **January** - Western District Mid-Year Meeting – participation by Section Representatives
2. **March 1<sup>st</sup>** – Section and Student Chapter Annual Reports Due, Young Professional Achievement Awards Nominations Due
3. **April 15<sup>th</sup>** – Remaining Award Submittals and Nominations Due

4. **June/July** - Western District Annual Meeting (<https://www.westernite.org/annualmeeting/>) – participation by Section Representatives at Board Meeting and Section President at Leadership Breakfast
5. **November 1<sup>st</sup>** – Nominations for Individual and Lifetime Achievement Awards due
6. **December 1<sup>st</sup>** – Officer Candidate Nominations due

#### **Who do I Contact if We Need Information or Assistance?**

Contact information for the Western District officers, Directors, and Committee Chairs is located on the District website ([www.westernite.org](http://www.westernite.org)):

- <https://westernite.org/aboutus/current-officers/>
- <https://westernite.org/aboutus/committee-chairs/>

For concerns and questions, the District President should be your primary point of contact for the District. If he/she cannot help you, they can direct you appropriately.

At the International level, contact information can be found for ITE staff at <https://www.ite.org/about-ite/contact-us-staff-directory/>. If you are uncertain which staff member to contact, Colleen Agan ([cagan@ite.org](mailto:cagan@ite.org)) should be able to direct you appropriately.

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