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 1st** – Section and Student Chapter Annual Reports Due, Young Professional Achievement Awards Nominations Due
3. **April 15th** – Remaining Award Submittals and Nominations Due
4. **June/July** - Western District Annual Meeting ([https://www.westernite.org/annualmeeting/](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://www.westernite.org/aboutus/current-officers/)
- [https://westernite.org/aboutus/committee-chairs/](https://www.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/](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.

Created 09-17-19