



Western District Section Representative to District Board Orientation

Why does the Western District need Section Representatives?

In the past, the Western District has relied on Section Past Presidents to serve as the liaisons to the District. However, we have heard that many of these liaisons were unaware of their role at the District level and communication has not always been as consistent as needed. As such, based on direction from ITE International, the Western District Board has been expanded to include official Section Representatives from each Section. The intent of this change is to facilitate better communication between the Sections and District, as well as solicit input from Sections on District issues and initiatives.

What does the Western District Expect from Section Representatives?

As a Western District Section Representative 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:

- Facilitate two-way communication between the Sections and District.
- Provide updated contact information for the Leadership Directory within 30 days of your elections
- Attend the Mid-Year and Annual Board Meetings. The Mid-Year meeting is in January and can typically be attended via teleconference or video conference, and the Annual meeting is typically an in-person meeting at the District Annual Meeting.
- Provide input and vote on appropriate items at the Board Meetings.

What are Some Key Dates to Keep Track of?

1. **January** - Western District Mid-Year Meeting – typically via teleconference or video conference
2. **June/July** - Western District Annual Meeting (<https://www.westernite.org/annualmeeting/>) – In person meeting

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):

- <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.