



- **MISSION STATEMENT.** In 2020, the Western District Board was expanded to include Section Representatives from each Section to facilitate better communication between the Sections and District, as well as to solicit input from Sections on District issues and initiatives. Section Representatives are voting members of the District Board.
- **ROLES AND RESPONSIBILITIES.** The major duties of the Section Representatives are as follows.
  - Facilitate two-way communication between the Section and the District.
  - Provide updated contact information for the Leadership Directory.
  - Attend the Winter and Summer Board Meetings.
  - Prepare Section Reports for inclusion in the WesternITE newsletters.
  - Provide input and vote on appropriate items at the Board meetings.
- **TIMELINE OF DUTIES.** Following are the key activities by month.
  - December**
    - Coordinate with Section leadership regarding activities to be reported to the District Board.
    - Provide contact information for all Section Board members to the District Vice-President.
  - January**
    - Prepare the Section Representative report for the Winter Board Meeting.
    - Attend the Western District Winter Board Meeting. This can be done virtually.
  - February**
    - Assist the Section Board in preparing a *Section Activity Report* (typically due to the Technical Chair by March 1).
    - Prepare a Section Report for inclusion in the WesternITE Spring newsletter.
  - June/July**
    - Prepare the Section Representative Report for the Summer Board Meeting.
    - Attend the Western District Summer Board Meeting in person.
  - September**
    - Prepare a Section Report for inclusion in the WesternITE Fall newsletter.

Created by Neelam Dorman, 12-4-19; Revised by Dalene Whitlock, 8-13-23