



- I. **AUTHORITY.** The Western District President shall nominate (whether by committee selection process for a recommendation or by direct selection) and the Western District Board of Directors shall approve the appointment of a District Administrator for a minimum term of five (5) years, with unlimited two-year renewals, to ensure continuity in the operation of the Western District.

- II. **QUALIFICATIONS.** The District Administrator must be a member of the Institute of Transportation Engineers and should have actively participated in the District for at least 15 years. Preference will be given to District Administrator candidates who have served as a Western District Board member.
 - a. Pre-requisites include:
 - i. Past President of the Western District
 - ii. Ability to conveniently store the Western District archives
 - iii. Minimum 15-year membership in the ITE Western District
 - iv. Ability to attend the Western District Board meetings
 - v. Internet/computer literate

 - b. Desirable traits include:
 - i. Past International Director from the Western District
 - ii. Employer support
 - iii. More than 15 years of service to the Western District
 - iv. Focus on the Western District and not a higher office or committee/council of ITE

 - c. Additional Consideration:
 - i. International Officer experience

- III. **RESPONSIBILITIES.** The District Administrator shall:
 - a. Serve as parliamentarian to the Western District Board of Directors at its Mid-year and Annual Board meetings. Participate in Executive sessions at Mid-year and Annual Board Meetings.

 - b. Maintain all the District's historical records and archives including, but not limited to, the minutes of Board Meetings and Annual Business Meetings, financial records, Board members' correspondence, meeting agenda packets, committee reports and correspondence, and *WesternITE* newsletters.

 - c. Oversee the elections of District Officers and International Directors.
 - i. If electronic balloting is being used, preparation of ballots and envelopes are only necessary if a paper ballot is requested by a member. Examples are in the files. Be sure to allow for write-in candidates on the ballot. Include

any proposed constitutional changes in the ballot. Student members and Institute Affiliates are not eligible to vote. Paper ballots must be mailed at least 30 days prior to the election.

- ii. If any paper ballots are issued, store the ballots in a secure location as they are returned. Bylaws require that before the ballots are canvassed, the name on the outside envelope shall be checked against the eligible list of voters. Do not open the ballots. They will be opened and counted by the Tellers Committee at the Annual Meeting. Should ballots be received that are not official (i.e. no signature or not in secrecy envelope), you may decide to return them to the voter if there is time to gain the necessary corrections to make them official ballots.
- d. Maintain a list of all past Western District Board members and award recipients.
 - i. Provide to the Past President the nomination applications for all eligible Lifetime Achievement Award nominees in August or September together with any applications for nominee who have not won the award in the past three (3) years.
- e. Maintain descriptions of the duties of all District committee chairpersons.
- f. Oversee the District's annual election of officers and an International Director.
- g. Distribute a copy of the Western District Travel Policy to new Board members each year.
- h. Review Charters and Bylaws for all Sections, Chapters and Student Chapters as they are created or amended to ensure general compliance with District and International guidelines and requirements.
- i. Maintain a centralized record of original approved Charters and Bylaws for all Sections, Chapters, and Student Chapters within the Western District.
- j. Coordinate with insurance companies to assure that the policies provide adequate coverage, including making recommendations to the Western District Board should changes be necessary. Forward invoice(s) to and ensure timely payment by the Secretary-Treasurer.
- k. Perform other duties as assigned by the Western District Board.

IV. FUNDING. The Western District shall provide to the District Administrator:

- a. Reimbursement for registration and travel expenses to attend Mid-year and Annual Board meetings in accordance with the Western District Travel Reimbursement Policy.
- b. Reimbursement for administrative expenses (copying, postage, delivery, etc.)

Approved by the Western District Board 2/3/95; Revised 1/7/00; Revised 6/20/04; Revised 1/4/07; Revised 1/2/08; Revised 5/16/08; Revised 7/9/12; Revised 1/27/17; Revised 1/31/20