



### Roles and Responsibilities

The President has seven primary tasks for their year in office:

- Prepare the agendas, organize supporting materials and preside over the Winter and Summer Board meetings.
- Monitor progress of and coordinate with the Annual Meeting LAC.
- Prepare several speeches for the Western District Annual Meeting.
- Make appointments to fill vacant committee chair and student chapter advisor positions.
- Coordinate Board activities, including on-going communication with officers, International Directors and committee chairs, to support the District's operation.
- Upon request, travel to Section, Chapter and Student Chapter meetings to swear in new officers, promote ITE, elevate the transportation industry and/or make technical presentations.
- Respond to correspondence from ITE International, Sections, Chapters, and Student Chapters.

### General Duties

- The President should review the Western District Strategic Plan and standing action plan for direction and consider updates to the current year's action plan as appropriate.
- The President receives various correspondence and emails during the year, much of it from ITE Headquarters. Some needs to be responded to directly; some needs to be forwarded to other officers or committee chairs. It should be dealt with right away to ensure timely action.
- The President is responsible for filling any vacant Committee Chair positions. It is usually best to advise the other Board members when a vacancy arises, form a search committee, seek suggestions from the Board, and let the Board know who the search committee recommends, seek Board concurrence and then make the appointment. It is better not to waste time waiting for a Board meeting to formalize an appointment since the Board meets only twice each year and committee work needs to be ongoing.
- Submit a President's Message to the *WesternITE* Managing Editor for publication—see the schedule for *WesternITE* publication on the Western District web site under "Submitting Articles." The Webmaster will post the message on the web site.

### Calendar of Duties

#### December (Before your term starts)

- Contact all District Board members and committee chairs to solicit input on the agenda for the Winter Board meeting.

- Coordinate with the Vice President to sign the bank signature authorization/change of address card for the Wells Fargo Bank checking and money market accounts. This can be done remotely but is usually done at the Exchange of Records Meeting.
- Determine if a workshop will be held in conjunction with the Winter Meeting. This is at the President's discretion.
- Select the date and location of the Winter Board Meeting (and workshop, if appropriate) and notify the Board Members, Committee Chairs, Section and Chapter Presidents, LAC Chairpersons, and anyone else you expect needs to know or who might want to attend. The meeting is usually held on the last Friday of January or the first Friday of February. A conference room at an airport can be a practical logistical site for the meeting. Advance notice helps everyone make economic travel arrangements and decide if they want to tack on a vacation before or after the meeting.

### January

- Request written reports from Board Members, Committee Chairs, LAC Chairpersons and any others that may have an agenda item requiring a report for inclusion in the Board meeting agenda packet. In order to provide the packet two (2) weeks before the meeting, written reports should be due a week earlier. Several reminders may be necessary to get all of the necessary submittals.
- The agenda packet is a significant electronic document with input from over a dozen officers and committee members. Note that information provided by the Past President relative to potential candidates and award winners *shall not* be included or distributed except to the Board.
- Provide a link to the electronic agenda packet to the Board members, Committee Chairs, LAC Chairpersons and Section/Chapter Presidents as well as any other anticipated attendees.
- Ensure that all arrangements have been made for the meeting room and food (morning refreshments, lunch, and afternoon refreshments) for the Winter meeting, as well as for the workshop, if one is planned.
- Assist with local travel arrangements if needed.
- Save a copy of the Agenda Packet on a jump drive or other electronic transfer device for distribution at the meeting; ensure that there is a copy for the District Administrator.
- Preside over the Winter Board Meeting. Key elements of the meeting include establishing a slate of candidates for the upcoming Western District elections, determining interest/need for presentation(s) from Sections/Chapters willing to host the future year Annual Meeting, setting registration fees/budget for the upcoming Annual Meeting, and selecting the Lifetime/Individual Achievement Award winners.
- Take over @WDPrez Twitter account

### February

- Follow up on action items from the Winter Board meeting.
- Organize and coordinate the presentation and selection process for Sections/Chapters interested in hosting the future Western District Annual Meeting.
- Coordinate with the LAC on preparation of the registration packet. Ask the General Chair of the upcoming Annual Meeting to confirm that your room reservation and any other hotel needs you may have are programmed. The Annual Meeting LAC

is to negotiate free hotel rooms at the hotel for the District President, Vice President, and Secretary-Treasurer Verify that this has been done by contacting the General Chair or Hotel Chair of the LAC and acquire whatever information you need to guarantee your room reservation and any other hotel needs you may have.

### **Two Months Prior to the Annual Meeting**

- Prepare and email a draft agenda for the Summer Board Meeting to the Board members, Committee Chairs, candidates for District office, Section and Chapter Presidents, and all LAC Chairpersons soliciting comments.
- Request written reports from Board members, Committee Chairs, LAC Chairpersons and any others that may have an agenda item requiring a report for inclusion in the board meeting agenda packet to be made available at least two (2) weeks before the Summer Board Meeting. Similar to preparation for the Winter Board Meeting, it is wise to solicit the written reports early to give everyone sufficient time to submit their reports electronically and still leave time to assemble the packet and make it available two weeks before the meeting. In advance of the meeting, obtain materials, photos, information, and theme graphics for various presentations.
- Send a letter or email to the International ITE President and to the ITE Executive Director inviting them to attend the Annual Meeting. State that the District has waived their registration fees and request that they arrange to have the International ITE Vice President and/or ITE Deputy Executive Director attend in their place if they cannot attend personally. Request that they each participate in the Summer Board Meeting and provide a time for the International President to give a presentation to the membership during the Annual Meeting. Work with the LAC General Chair to determine when and where the President should speak.
- Send a letter or email to the candidates for International ITE Vice President inviting them to attend the Annual Meeting. Waive the meeting registration fee and offer them an opportunity to speak to the membership at the meeting. Request that they participate in the Summer Board Meeting to learn about Western District issues.
- Send a letter or email to the candidates for Western District Secretary Treasurer and International Director inviting them to the Summer Board Meeting so that they can better learn and participate in Western District issues.
- Coordinate with the Vice President regarding the Leadership Breakfast. The Vice President will send out invitations to Board Members, Committee Chairs, Section and Chapter Presidents, International officers and Headquarters staff, and any special guests to participate in the Leadership Breakfast. Coordinate with the LAC General Chair on arrangements for this meeting.
- Establish a Teller's Committee to verify results of the election. Coordinate with the District Administrator who will be receiving ballots cast by mail and confirming their legitimacy.
- Coordinate with the LAC General Chair to have the appropriate people sit at the head table for each event. Name placards should be prepared by the LAC for everyone at head tables, as follows.
  - Welcome & Keynote Address: Usually LAC Chair, President and speakers.
  - Kickoff Luncheon: Usually LAC Chair, President and speakers.
  - Business Meeting Luncheon: All Board members, District Administrator, International officers, Headquarters representative (or guest speaker)

- Awards Banquet: Typically, there is no head table.
- Western States Luncheon: All Board members and spouses, International officers and spouses, District Committee chairs and spouses, Headquarters representative and spouse (about 24-36) if room, new Secretary-Treasurer and spouse and International Director-elect and spouse.
- Contact Committee Chairs and any others responsible for selecting award winners to ensure that they have contacted the winners and confirmed their attendance at the annual meeting. Winners must be informed of where and when they will receive their awards and whether they have any obligations such as presenting a paper.
- Send Annual Meeting letters of invitation to the Western District Honorary and Lifetime Achievement Members and advise them of which costs are/are not covered, respectively.
- Coordinate with the LAC Chair(s) regarding meeting theme and to obtain key materials, graphics, photos, and other information to include for presentations in advance where feasible.
- Review President's Duties to prepare for Annual Meeting and update as appropriate to reflect current roles and responsibilities.

### **One Month Before the Annual Meeting**

- Agendas only should be sent to Section and Chapter Presidents. Links to the agenda packet should be sent to all District officers, the District Administrator, committee chairs, and District officer candidates.
- Request a list of deceased members from Jennifer Childs (jchilds@ite.org) at ITE Headquarters to read at the Annual Business Meeting. Headquarters staff can typically grant this request within a week's time but coordinate with them prior to the Annual meeting to get the list as close to the meeting as possible.
- Prepare the President's Report for the Annual Meeting.
- Prepare agendas for Annual Meeting events and invitations as appropriate:
  - Business Luncheon
  - Western States Luncheon
  - President's Reception (invitations are recommended)
- Prepare a speech for the Opening Session welcome, Kickoff Luncheon statements, the Business Luncheon "State of the District" address and Western States Luncheon Farewell address. The "State of the District" speech should summarize the important actions taken by the Board or that have occurred in the past year affecting the Western District. It is likely that this speech will need to be modified and embellished just prior to the Annual Business Meeting to reflect actions taken by the Board at the Summer Board Meeting.
- Contact the highest-ranking International Officer that will be in attendance and request that they swear in the newly elected officers at the Western States Luncheon.

### **Take to the Annual Meeting**

- Have the Summer Board Meeting agenda and packet available on a jump drive or other electronic transfer device for guests and participants to upload.
- Take electronic copies of any information you wish to pass on to the new President, such as correspondence you sent the previous year, meeting agendas, Proclamations, and speeches to be given at the Annual Meeting (a CD, jump drive, or other electronic transfer device is recommended).

### **At the Annual Meeting**

- Preside over the Summer Board Meeting.
- Following the Summer Board Meeting finalize the agenda for the Business Meeting and coordinate with the Secretary-Treasurer to have hand-outs of the agenda and proposed new fiscal year budget (including changes made at the Board Meeting) available to the membership. Make sufficient copies to distribute at the Annual Business Meeting.
- Sit at the head table and plan to participate in the Welcome and Keynote Address.
- Sit at the head table and plan to participate in the Kickoff Luncheon.
- Host the President's reception.
- Participate in the Leadership Breakfast, which is to be presided over by the Vice President.
- Meet to organize all awards provided by the Vice President for presentation during the meeting. Awards are typically handed out during the Annual Business Meeting, Annual Awards Banquet, and Western States Luncheon. Coordinate with the LAC Chair to determine when and how the awards will be presented.
- Preside at the Annual Business Meeting. Give your President's Report. Hand out awards (if any). Coordinate with the Vice President to ensure all awards are prepared and decide on presentation order.
- Hand out awards at the Awards Banquet. Coordinate with the Vice President to ensure all awards are prepared and decide on presentation order.
- Preside at the Western States Luncheon. Hand out remaining awards and certificates. Give your farewell speech. After your speech, invite the highest ranking ITE official present (as previously arranged) to come forward to administer the oath of office to the new District officers (remember to bring a copy of the oath with you to the meeting).
- Offer to hold a meeting of the new officers (coordinate with the in-coming President) in your room or otherwise ensure that such a meeting is held to allow everyone to exchange information.
- Pass on any files you wish to give to the new President and receive the files and list of Past President's duties from the outgoing Past President.
- Ensure that any awards that were not received in person at the Annual Meeting are mailed to the winners.
- Send Kathi Driggs ([kdriggs@ite.org](mailto:kdriggs@ite.org)) at ITE Headquarters a list of the new officers (sworn in at the Western States Luncheon) and the new International Director who will take office the following January.
- Check for Committee Chair terms that are expiring during the coming year.

### **Following the Annual Meeting**

- Follow up on action items from the Summer Board Meeting.
- Send thank you notes to people associated with Annual Meeting.
- Review President Duties and update as appropriate to reflect current roles and responsibilities.
- Coordinate with the incoming Senior International Director on travel plans to Sections, Chapters and Student Chapters for the upcoming months. The incoming Senior ID must prepare a summary of annual travel requests for the fiscal year by September 1<sup>st</sup>

### September

- Coordinate with the incoming and current officers to establish a date for the Fall Executive Committee meeting. Provide an agenda in advance.
- Send notice to Section/Chapter Presidents (via email is adequate) soliciting interest in hosting the Western District Annual Meeting in a specific future year. Meeting sites are selected approximately five years in advance and rotate between Sections/Chapters in California and outside of California. Statements of intent to host can be as simple as an email and should be included in the Winter meeting agenda package.

### November

- Prepare a draft agenda for the Winter Board Meeting and send to the incoming President for them to distribute to Board Members, Committee Chairs, Section and Chapter Presidents, and all LAC Chairpersons soliciting comments. Work with the incoming President to review action items and other details from the Annual Meeting that need to be included on the agenda for the Winter Meeting.

### December

- Assist incoming President with the Winter Meeting Agenda Packet.

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