



Roles and Responsibilities

The Vice President performs six primary tasks during their year in office:

- Prepares and maintains the Western District Leadership Directory.
- Oversees the Student Funding and Initiatives, Career Guidance, and Technical committees.
- Oversees the financial assets of the Western District by reviewing bank statements on a monthly basis.
- Oversees the travel budget of Western District Committee Chairs.
- Coordinates with International to obtain membership reports.
- Coordinates the provision of certificates, plaques and checks for all Western District awards.

Western District Vice President Calendar of Duties

ON-GOING RESPONSIBILITIES

- The District provides funds for the District's Committee Chairs to travel to the District Annual Board Meeting. The Vice President will prepare an Annual Committee Chair Travel Budget and approve reimbursement requests throughout the year.
- The Vice President provides oversight for the Career Guidance, Student Funding and Initiatives, and Technical committees.
- To provide an additional layer of oversight and financial control, the Vice President shall review the financial records of the District, particularly the bank statements or online bank records, on a monthly basis.

JANUARY/FEBRUARY

- Submit a Vice President report for the Mid-Year Board Meeting describing activities of note since your election, such as the exchange of records, committees, fiscal year closeout, tax return progress, leadership directory issues, travel reimbursement status, and membership.
- Present the year-end fiscal report at the Mid-Year Board Meeting.
-
- Contact Section and Chapter officers to have them e-mail the latest information needed to update the Leadership Directory. This is most effective in early January to get the results of elections held for Sections and Chapters with office terms based on the calendar year. As soon as you have updated the Leadership Directory, send a copy to all District Board Members, committee chairs, Section and Chapter presidents, and International ITE Headquarters
- Meet with the Secretary Treasurer and transfer the financial/banking accounts. Give the new Secretary/Treasurer all the recent, active District records.

MARCH

- Upon receipt of notification from the Past President that you have been nominated for President, send a letter of acceptance to the Past President. Note that you will need to send a personal biography/candidate statement (maximum 400 words) and photograph to the Managing Editor of WesternITE by his/her deadline for the Spring issue of WesternITE.

APRIL

- Purchase a Past President's pin with ruby from International ITE Headquarters to present to the outgoing President at the upcoming Annual Meeting. Go to www.ite.org, click on Bookstore, and in the search field type "logo". The pin will show up under "Logo Pin District/Chair, Ruby."
- Purchase a Past President's name badge from Custom Names and Signs (www.customnames.com) if one has not yet been purchased for the current President.

MAY

- Obtain the names of all of the District's award winners and prepare the appropriate certificates and plaques. Refer to the list on the website of awards and names of individuals responsible for selecting award winners. This task may require follow-up with the various award selectors. They will normally complete the process of selecting the honorees by the end of May.
- Locate the past year's traveling trophies such as the Traffic Bowl, Student Traffic Bowl, Fur-Lined Pot, Website Trophy, and Student Chapter Annual Meeting Award Trophy, and arrange for their delivery to the Annual Meeting.
- The Annual Meeting LAC is to negotiate free hotel rooms at the Annual Meeting hotel for the three District Officers. Contact the Hotel Chair of the Local Arrangements Committee (LAC) to verify that this has been done and to receive whatever information you need to guarantee your room reservation and any other hotel needs you may have.
- Contact ITE International to obtain a membership report to include in your Board report.

JUNE

- Submit your Vice President's report to the President for inclusion in the Annual Board Meeting packet.
- The Leadership Directory needs to be updated again. The June update is intended to get the results of elections held for sections and chapters with office terms based on a summer-to-spring term.
- Prior to the Annual Meeting, prepare a brief acceptance speech to present at the Western States Luncheon after you are sworn in as the new Western District President.

AT ANNUAL MEETING

- Take to the Annual Meeting: Certificates (bring blank certificates for printing on-site), plaques, ITE Past President's pin, and any other awards to be presented.
- Coordinate with the Student Funding and Initiatives Chair so they can distribute certificates for the Kell Competition at the end of that event rather than the Western States Luncheon. Certificates should be given to the Student Funding and Initiatives Chair no later than the Board Meeting.
- Chair the Leadership Breakfast at the Annual Meeting.

- Prepare certificates for awards that became known during the course of the Annual Meeting, such as Best Paper Awards, using the LAC registration desk's printer. One option is to prepare generic certificates for the Best Paper Awards prior to the meeting, as they will also receive customized plaques after the Annual Meeting.
- Work with the President and Past President on emceeing and presenting awards to the award winners at the Annual Business Meeting, Awards Banquet, and Western States Luncheon.
- Present the outgoing President with a plaque and Past President's pin as your first duty as the new District President at the Western States Luncheon.
- Make sure arrangements have been made by the Local Arrangements Committee to send the District flags, banner, etc. used at the Western States Luncheon to the Chair of next year's Local Arrangements Committee

AFTER THE ANNUAL MEETING

- Provide information to the Secretary Treasurer elect to help them get ready for their term the following year. Direct them to the duties document on the District's website and inform them about software they will need to purchase.
- Prepare plaques for awardees who won during the course of the Annual Meeting. Arrange to mail or otherwise deliver certificates or plaques awarded to members not present at the Annual Meeting.
- Send the *WesternITE* Managing Editor and Webmaster a list of awardees for recognition in the next issue of *WesternITE* and on the website.
- Ensure that the Committee Chairs provide the Secretary-Treasurer with a list of awardee names and dollar amounts for cash awards from the Annual Meeting. The Secretary-Treasurer will arrange for checks to be sent to the awardees.
- Update the Leadership Directory with the results of the Western District Election. Send a copy to all District Board Members, committee chairs, Section and Chapter presidents, and International ITE Headquarters.

SEPTEMBER

- Attend the fall Kick-off Meeting of the Western District officers.
- Coordinate with Committee Chairs regarding travel to the Board Meetings. By September 30 of each year, prepare an Annual Committee Chair Travel Budget listing meeting type, chair position, and anticipated expenses which shall fit within the approved travel budget.

NOVEMBER

- Coordinate with the Secretary Treasurer on the selection, including version, of accounting software to use for the next fiscal year. Contact ITE International to obtain a membership report to include in your Board report. The President will ask you for the report approximately three weeks prior to the Mid-Year Board Meeting to include in the meeting packet.

DECEMBER

- Arrange with the Secretary-Treasurer and President the exchange-of-records meeting to be held in conjunction with the Mid-Year Board meeting. This is best scheduled on a weekday, when the bank branch is more likely to have a business banking specialist available. Contact the bank branch in advance to insure somebody will be there.

Document History: Revised by Pat Noyes, 10/99; Revised by Rory Grindley, 2/02; Revised by Michael Sanderson, 2/09; Revised by Jenny Grote, 8/09; Revised by Walter Okitsu, 6/12; Revised by Cathy Leong, 7/15; Revised by Mark Spencer 07/16; Revised 02/19; Revised 1/20 by Dalene J. Whitlock