



## ***Institute of Transportation Engineers***

**Indiana Section**

[www.indianaite.org](http://www.indianaite.org)

**HARDIK R. SHAH – PRESIDENT  
ERICKA W.H. MILLER – VICE-PRESIDENT  
DOUG A. VALMORE - TREASURER**

**JEFF HILL – SECRETARY  
GARY MROZKA – DIRECTOR  
WILL D. TOLBERT - PAST-PRESIDENT**

### **DUTIES OF THE INDIANA SECTION BOARD**

#### **DUTIES OF THE IMMEDIATE PAST PRESIDENT**

1. Member of the Great Lakes District Board – 3 meetings per year.
2. Compile Section Activities Report for Nationals.
3. Review website content and prepare newsletter.

#### **DUTIES OF THE SECTION PRESIDENT**

1. Appoint Committee Chairperson(s).
2. Notify Great Lakes District Director of the Technical Committee Chairperson.
3. Establish preliminary meeting schedule.
4. Contact the ITE International Headquarters and Great Lakes District Headquarters to provide a list of new Section Officers and associated contact information.
5. Preside at all meetings and functions.
6. Serve as Board representative on the Scholarship Committee.
7. Serves on the Great Lakes District Board - 3 meetings per year.
8. Appoint Nominating Committee no later than July 1.

9. Order new President's Pin in August/September.
10. Send annual sponsorship letter to consultant, contractor and other sponsorship partners.
11. Complete a year-end review letter that appears in the newsletter and prepare 3 annual letters supplied to the Great Lakes District for each meeting.

#### DUTIES OF THE SECTION VICE PRESIDENT

1. Responsible for the arrangements of Section meetings. Have meeting notices out three (3) weeks prior to meeting.
2. Serves as Board representative on the Scholarship Committee.
3. Perform the duties of the President in the case of his/her absence.
4. Assist the Treasurer in Duties and financial transfer at onset of year.
5. Maintain a file of any relevant Section Business (Event Contracts, Insurance Policies).

#### DUTIES OF THE SECTION TREASURER

1. Make a proposed budget for the yearly operation of the section.
2. Send out the Dues Notice to the entire section membership by January 15 of each calendar year ~~March 1~~.
3. Coordinate with National to obtain a current National Membership roster.
4. Collect and deposit all dues and meeting payments.
5. Make all disbursements of section funds.
6. Maintain and balance the section's financial records.

7. Order ITE Journal subscriptions for all section affiliate members.
8. Make an interim financial report to the full membership at the December Meeting.
9. Make a final financial report to the section Board of Direction as soon as possible the following year.
  - A. Have paperwork prepared to handover to audit by March 1 of the following year.
  - B. Coordinate with National on paperwork they may require.
10. Coordinate and communicate with the ITE National financial planner about financial investments of the scholarship fund.

#### DUTIES OF THE SECTION SECRETARY

1. Take the official minutes of all section board meetings.
2. Update the Indiana Section ITE Bylaws when changes have been voted by the membership. Submit these changes to the Great Lakes District Board.
3. Prepare the ballots for election of section officers according to the rules and deadlines specified in the Indiana Section ITE Bylaws.
4. Maintain a file of all section activities.
  - A. Minutes of Section Board Meetings.
  - B. Section Meeting Notices.
  - C. Indiana Section Membership Roster.

#### DUTIES OF THE SECTION DIRECTOR

1. Maintain the banner. Provide name tags at all Section meetings.
2. Chair the Membership Committee.
3. Maintain file of new member applications.

4. Distribute website sponsorship letters in December to consultants.

5. Non-voting member of the Section Board.