

# APPENDIX F DISTRICT 9 CALENDAR OF DUTIES

Date Due	Description of Task or Activity	Responsible Party
January 1 <sup>st</sup>	<p>New Officers begin terms. Email all officers and remind them that they have started terms. Ask them to review the contact information and forward corrections to incoming secretary-treasurer.</p> <p>Inform incoming president that he/she may consider appointing new committee chairs and other appointed positions.</p> <p>Forward past presidents bio and summary of year's activities to historian.</p> <p>Review and update Policy Manual.</p>	Out-going President
January 1 <sup>st</sup>	Deadline for award nominations for Winter meeting	Awards Committee
January 1 <sup>st</sup>	Forward all electronic files (current budget spreadsheets), rubber stamps, seals, letterhead, envelopes, etc. to incoming Secretary-Treasurer and copy Historian.	Out-going Secretary-Treasurer
January 1 <sup>st</sup>	Forward all information about the technical sessions to the incoming vice president (electronic file showing technical session agenda, speakers, moderators, and speaker contact information).	Outgoing Vice-President
January 1 <sup>st</sup>	Update and forward District 9 leadership list with names and contact information for new officers, section presidents and section representatives to ITE, web master and newsletter editor.	Incoming Secretary-Treasurer
January 15 <sup>th</sup>	Send out notice to Committee Chairs, Section Presidents, and Student Chapters to submit written report for winter meeting.	President
<b>February 1<sup>st</sup></b>	<b>Appointment of district-officer nomination committee</b>	<b>President</b>
2 wks prior to winter Meeting	Recommend Awards for Board approval. After approvals, order plaques and generate paper certificates for Winter meeting awards	Awards Committee
2 weeks prior to winter meeting	Contact all Committee Chairs and Section Representatives for reports	District President
winter meeting	See Meeting Manual	President
Immediately following business meeting	Send thank you notes to keynote speakers, technical speakers, and moderators.	Vice-President
Immediately following business meeting	Send thank you notes to all Cities that submitted an invitation to host the next district meeting	Secretary-Treasurer
Immediately following business meeting	Forward Summer Business Meeting minutes approved by membership to Web Master to post on website. Forward copy to historian.	Secretary-Treasurer
Immediately following business meeting	Email copy of Meetings Manual and Budget Spreadsheet to City selected to host meeting 18 months out	President
March 1 <sup>st</sup>	Set date for Spring Board Meeting	President
March 1 <sup>st</sup>	Notify ITE, Webmaster and Newsletter Editor names of new committee chairs or other appointed positions	Secretary-Treasurer
March 1 <sup>st</sup>	Contact Section Presidents to submit activity report before	President

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	April 1 <sup>st</sup>	
March 1 <sup>st</sup>	Contact Student Chapter Presidents to submit activity report before April 1 <sup>st</sup>	Student Chapter Liaison
March 1 <sup>st</sup>	Contact student faculty advisors to nominate outstanding students	Student Chapter Liaison
March 1 <sup>st</sup>	Notify student advisors and student chapter presidents of award deadlines for international awards and fellowships.	Student Chapter Advisor
March 15 <sup>th</sup>	Send out Minutes for Winter Board Meeting and Business Meeting for Board review	Secretary-Treasurer
March 31 <sup>st</sup>	Winter financial meeting report due	LAC of previous winter meeting
April 1 <sup>st</sup>	Report due to President on status of election candidates and ability to meet May 1st deadline for elections ballot mail out and e-ballot web postings	Nomination Committee Chair
April 1 <sup>st</sup>	Section activity reports due	District Awards Coordinator
April 1 <sup>st</sup>	Student chapter activity reports due	Student Chapter Liaison
April 1 <sup>st</sup>	Forward all activity reports to award committee for selection of activity award.	President
April	Spring District Board Meeting.	President
April	Notify ITE Headquarters about upcoming District 9 Meetings for ITE Journal and Website	President
Last week in April	District officer election candidates forwarded to Secretary Treasurer to prepare election ballot mail outs	Nominations Committee
<b>May 01*</b>	<b>Send out Election Ballots</b>	<b>Secretary-Treasurer</b>
May 01	Publication deadline for spring newsletter.	Newsletter Editor
May 01	Invoice for professional listings in spring newsletter	Secretary-Treasurer
May 01	Make sure District and International Web Site post upcoming District Meeting dates and information.	Web Master
May 01	Send out Election Ballots	Secretary
May 15	Deadline for nominations for Younger Member of the year and Transportation Engineer of the Year. Review and recommend members for awards by June 1.	Awards Committee
May 15	Contact Secretary and make sure at least one city plans to make invitation bid to host a District meeting	President
2 wks prior to Summer Meeting	Order plaques and generate paper certificates for summer meeting awards.	Awards Committee
Prior to Summer Meeting	Email all Section Presidents to determine the name of the recently elected Section Representative.	District President
2 weeks prior to summer meeting	Contact all committee chairs and section representatives for updates to written reports submitted in May.	District President
Prior to Summer Meeting	Email District Administrator to make sure that the mail-in ballots are transported to the district meeting site to be counted by the Tellers Committee. Make sure to have current list of active members.	District Administrator
Prior to Summer Meeting	Appoint Ballot Committee. Appoint Tellers Committee. Appoint Audit Committee.	President
During summer meeting	See Meetings Manual	President

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Immediately after Summer Business mtg.	Get signatures for next years bank account authorizations	District Administrator
Immediately following business meeting	Send district contribution checks to student chapters.	District Administrator
Immediately following business meeting	Send thank you notes to keynote speakers, technical speakers, and moderators.	Vice-President
Immediately following business meeting	Send thank you notes to all Cities that submitted an invitation to host the next district meeting.	Secretary-Treasurer
Immediately following business meeting	Forward winter meeting minutes approved by membership to Web Master to post on website. Forward copy to historian.	Secretary-Treasurer
Immediately following business meeting	Email copy of Meetings Manual and Budget Spreadsheet to Local Arrangements Committee Chair.	President
June 31 <sup>st</sup>	Drop all unpaid district members and district affiliates from the roster and put them in in-active status. Send letter informing them of status.	Roster Manager District Administrator
July	Send out district meeting solicitation letters to cities in next rotation area (18 months out).	Secretary-Treasurer
July	Summer financial meeting report due from LAC.	LAC of previous meeting
August	Mail 1 <sup>st</sup> dues notices to all district affiliates. Roster manager will provide address labels.	District Administrator
August	Attend ITE Annual Meeting	President, International Director, Outstanding Student
September 1 <sup>st</sup>	Set date for Fall Board Meeting	President
September 15 <sup>th</sup>	Request student rosters for current school year.	Student Chapter Liaison
September 15 <sup>th</sup>	Publication deadline for fall newsletter.	Newsletter Editor
September 15 <sup>th</sup>	Invoice for professional listings in newsletter	Secretary-Treasurer
October 1	Mail 2 <sup>nd</sup> dues notices to all district affiliates. Roster manager will provide address labels. District members are invoiced by ITE international.	Secretary-Treasurer
October 1	Appointment of nomination committee to determine officer election candidates (Nominations due by May 01)	President
October	District board meeting	President
October	Notify ITE Headquarters about upcoming District 9 Meeting Dates to publish in ITE Journal	President
December 1 <sup>st</sup>	Solicit membership for nominations for awards using email and web site and set deadline for January 01.	Awards Committee
December 15 <sup>th</sup>	Send update of incoming District Board and officers to ITE Headquarters	Secretary-Treasurer
December 31 <sup>st</sup>	Finalize winter meeting technical agenda, speakers, and moderators. Forward information to Local Arrangements Chair, Webmaster and Newsletter Editor for Publication	Vice President
December 31 <sup>st</sup>	Send Annual Contributions to ITE Headquarters	District Admin