



NCITE EXECUTIVE BOARD DUTIES & RESPONSIBILITIES

NCITE PRESIDENT (Updated December, 2021)

Approximate monthly time commitment: 8 hours

1. Attend and preside at all Section meetings.
2. Attend and preside at all Board meetings. Prepare an agenda and distribute it in advance. Call or cancel Board meetings as necessary. Invite committee chairs and coordinators to attend a Board meeting throughout the calendar year. Invite newly elected Executive Board members to attend December Board meeting.
3. Represent the Section at the District 4 Annual Meeting (refer to NCITE Policy 8 regarding expense reimbursement).
4. Represent the Section at the ITE Annual Meeting (refer to NCITE Policy 8 regarding expense reimbursement).
5. Attend the GLITE Board Fall Retreat. This is generally 2 days long (Thursday afternoon – Friday morning) and occurs in the city and at the hotel of the follow year's GLITE Annual Meeting (refer to NCITE Policy 8 and GLITE Policy 6 regarding expense reimbursement).
6. Represent the NCITE on the ITS-MN Board of Directors.
7. Represent the Section at other transportation-related meetings, forums and events and present the official position of the Section as appropriate.
8. Appoint standing and special committees & committee chairs, with the approval of the Executive Board.
9. Serve as an ex-officio member of all committees.
10. Recruit volunteers for various assignments as needed.
11. Plan, organize, and preside over the Past Presidents meeting dinner. This meeting is typically held in May in a semi-private meeting room. Invites shall be made to all past presidents as well as the current Secretary and Vice President.
12. Plan, organize, and preside over the NCITE Annual Meeting. Recognize the following at the NCITE Annual meeting:
 - All new Section Members
 - Current Board Members, Committee Chairs, and Coordinators. Write thank-you notes for current Board Members, Committee Chairs, and Coordinators.
 - Achievements of the past year
 - Award winners
 - Section Sponsors. Write thank-you notes for Section Sponsors.
13. Prepare the Annual Budget and Schedule of events for Executive Board approval in January. Send Executive Board meeting invites for Board meetings.
14. Prepare the "President's Message" for the INCITER and Annual Report as requested by the Newsletter coordinator.



15. At years end, transfer information (including electronic files) to the incoming President and alert them to any urgent action items.

NCITE VICE-PRESIDENT (Updated April, 2019)

Approximate monthly time commitment: 5 hours

1. Attend all Executive Board meetings.
2. Plan to attend all Section meetings.
3. In the President's absence, preside at Board and Section meetings and discharge the duties of the President.
4. Coordinate efforts of all NCITE Committees. Report on NCITE Committees at each Executive Board meeting.
5. Chair the NCITE Communications group. Post NCITE announcements to social media.
6. Serve as the Section focal point for student activities coordination and communications.
7. Represent the Section at the ITE Annual Meeting (refer to NCITE Policy 8 regarding expense reimbursement).
8. Perform other tasks as needed.
9. In August, seek and make Section wide announcement calling for nominations for NCITE Executive Board and Section Awards.
10. At years end, transfer information (including electronic files) to the incoming Vice President, and alert them to any urgent action items (January meeting).
11. At years end, prepare Budget and Schedule for following year as President.
12. At years end, prepare for Executive Board transition including:
 - a. Send incoming Executive Board meeting invites for following year meetings.
 - b. Plan, organize, and preside over Directors transition meeting. This meeting usually takes place after the December Board meeting.
 - c. Modify access for existing and new Executive Boards for Google Drive, Google Groups, StarChapter, and LinkedIn.
 - d. Update NCITE letterhead.

NCITE SECRETARY (Updated April, 2019)

Approximate monthly time commitment: 8 hours

Election as North Central Section Secretary begins a four-year commitment to NCITE's governing body, the Executive Board. The Secretary is also Vice President Elect, therefore you automatically become Vice President Elect the following year. The third year you serve as President of the North Central Section and the four year, when you are Immediate Past President, is your last on the Board.



In the first year, you are responsible for recording the activities of the Section and maintaining Section correspondence. Besides being expected to attend all Section meetings and the monthly Executive Board meetings (which are usually held on different days from Section meetings), the Secretary has the major duties and responsibilities outlined below:

1. Attend all Executive Board meetings.
2. Plan to attend all Section meetings.
3. Prepare the minutes of all Executive Board, Section, and Past Presidents meetings. Distribute these minutes at least one week in advance of the next Executive Board meeting.
4. Maintain current version of Section Bylaws and Policies. Coordinate all revisions with Website coordinator.
5. Distribute ballot materials to Section members for the annual election of officers, typically in October, and any proposed amendments to the Bylaws (these may occur at anytime during the year, though in most years, there are none) in accordance of Article VI of the Bylaws.
6. Correspond with the Institute, District 4, and other Sections as required.
7. Prepare a Section Annual Report for year served as Secretary (there is a standard report form that is used). This report is typically completed in time for the Institute and District Awards submittal in March.
8. At years end, transfer information (including electronic files) to the incoming Secretary and alert them to any urgent action items.

NCITE TREASURER (Updated December, 2021)

Approximate monthly time commitment: 7 hours

The Treasurer serves a one-year term, which begins January 1. Besides being expected to attend all Section meetings and the monthly Executive Board meetings (which are usually held on different days from Section meetings), the Treasurer has the major responsibilities outlined below. If the Treasurer chooses to run for the Secretary spot, it is assumed that they will run unopposed as executive board experience is vital for the 4-year board commitment. However, if the Treasurer chooses not to continue, elections may be opened for the Treasurer position. The Treasurer cannot be a candidate for re-election because the Bylaws state that no officer of the Section may serve two consecutive terms in the same office.

1. Attend all Executive Board meetings.
2. Plan to attend all Section meetings.
3. Maintain the Section checking account and accounting ledger; deposit all checks received, pay the bills for all Section expenses (printing, mailing, scholarships, meetings, etc.) and keep the appropriate record and receipts.

4. Coordinate dues payments with International and keep the Board informed of the number of members and affiliates who have paid dues.
5. Prepare a "Treasurer's Report" for review at each regular Executive Board meeting. Present an oral summary of the latest report at each Executive Board meeting of the past month's income, expenses, Section Meeting summary, and all other associated costs.
6. At each Section meeting, assist the Director responsible for the meeting in checking in the attendees and collecting money. When the meeting is over, help the responsible director to count the meeting receipts. Pay the restaurant/catering bill. Deposit the receipts as soon as possible. Send letters/emails to members who made reservations and then did not attend the meeting (samples are included in Treasurer packet) to retrieve payments from absent parties.
7. Present State of NC-ITE Section Budget at Section Annual Meeting.
8. At the end of the year, review the year's financial activities. Draft an Annual Treasurer's Report for the December period and the entire year. Reports to the Board at the January meeting.
9. Identify items that may have an impact on the Treasurer's activities in the following year. Meet with the incoming Section Treasurer and transfer all materials to the new Treasurer.
10. At years end, transfer information (including electronic files) to the incoming Treasurer and alert them to any urgent action items. This includes meeting at HIWAY or agreed location to transfer treasurer info, cards, etc.
11. Serve as liaison for monetary exchange for District or International events put on by Section (i.e. GLITE Endowment Fund, etc.).
12. Complete 990-N form certifying non-profit status.

NCITE DIRECTORS (Updated April, 2019)

Approximate monthly time commitment: 5 hours

1. See separate NCITE Director Outline of Responsibilities document for more details.
2. Attend all Executive Board meetings. Attend Executive Board meetings (usually monthly).
3. Plan to attend all Section meetings, not just those for which you are responsible.
4. The Directors serve as program arrangers for Section meetings on a rotating basis, beginning with the January meeting and concluding with the annual meeting. For the meetings you are handling:
 - Develop program topics, contact speakers, send out emails/memorandums to speakers indicating the nature and focus of topics, arrange the meeting format, coordinate with the technology director to provide for equipment (slide projectors, screens, etc.).
 - Contact restaurants; arrange meeting rooms, menus and the social hour. Prepare and distribute the meeting notice (including venue address and directions and a map).

- Take meeting reservations on the website or by e-mail or fax and advise the restaurant of meal counts and changes. No later than the start of the social hour, set up a registration table and collect the money. Print and bring nametags to be given out when collecting the money.
 - Introduce the speaker and present gift to speaker.
 - Meet with the Treasurer at the end of the meeting to count the cash and checks and pay the restaurant bill.
 - Send thank you letter to each speaker to be signed by you on behalf of the Executive Board, and send a copy of the letter to the President and Secretary.
 - Fill out the meeting evaluation form or summary and bring it to the next board meeting for review.
 - Summer Social - The summer social can generally follow these guidelines, but with an activity instead of a speaker, and a more casual feel to the meeting. Ideally, the venue and activity would be set for announcement at the May meeting. The official announcement should go out as soon as possible so people can build it into their calendars.
 - Annual Meeting
The Annual Meeting should have a date and activity set up by early August as things book up quickly. Ideally, the activity should be narrowed to two or three things at the May Board meeting with selection on a final activity in June for booking. A "save-the-date" note should be sent to members in late August/early September with official announcement going out in early October (4 to 6 weeks prior to the event).
2. As appropriate, chair special committees, prepare newsletter articles, and undertake other tasks as needed.
 3. At years end, transfer information (including electronic files) to the incoming Directors and alert them to any urgent action items. Transfer information (including electronic files) to the next Executive Board, and alert them to any urgent action items (January meeting).

NCITE PAST PRESIDENT (Updated August, 2023)

Approximate monthly time commitment: 4 hours

The role of the Past President is providing guidance to the Executive Board.. Duties include:

- Attend all Executive Board meetings.
- Plan to attend all Section meetings.
- Coordinate NCITE website updates at year end: new board, award winners, committee chair revisions.
- Maintain Past Presidents contact list.
- At years end, transfer information (including electronic files) to the incoming Past President and alert them to any urgent action items.



SECTION REPRESENTATIVE TO THE DISTRICT BOARD (Updated August, 2023)

The NCITE District Representative is elected to a two-year term on the NCITE board. During this term the NCITE District Representative also serves as a voting member of the ITE Great Lakes District (GLITE) Board of Direction.

- Report on GLITE happenings at each NCITE Executive Board meeting.
- Attend six GLITE Board conference calls that are approximately 2 hours long. On the conference call you will report the happenings of NCITE.
- Represent the Section at the District 4 Annual Meeting (refer to NCITE Policy 8 regarding expense reimbursement).
- Attend the GLITE Annual Board meeting in person. This in-person meeting occurs in conjunction with the GLITE Annual Meeting is typically the day before at or near the conference hotel (see NCITE Policy 8 regarding expense reimbursement).
- Attend the GLITE Board Fall Retreat. This is generally 2 days long (Thursday afternoon – Friday morning) and occurs in the city and at the hotel of the following year's GLITE Annual Meeting (refer to NCITE Policy 8 and GLITE Policy 6 regarding expense reimbursement).
- Communicate the date of NCITE's Annual Meeting with the GLITE Board since the Fall Retreat could be in conflict. Also, GLITE reps may attend the NCITE Annual Meeting and want it on their calendar.