

District Administrator Survey Results
 Emailed Survey February 27, 2007
 Summary of Responses as of March 2, 2007
 Compiled by Susan Best, Mid Colonial (2) District

| Question | 1 (Northeastern) | 3 | 4 (Midwestern) | 5 (Southern) | 6 (Western) | 7 (Canadian) | 8 (Outside US/Canada) | 9 (Texas) | 10 (Florida) |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Does your district have a district administrator? | Yes | | Yes, duties are similar to those listed from the Western District. | No. Responses below for ITS GA | Yes | Yes | No | Yes. I am the second administrator. The first was the wife of one of our members, who is an accountant. I have maintained her organization, although we've made quite a few small changes and one major organizational change since then. | Yes |
| Is it a paid or unpaid position? | \$750 per year honorarium | | The District Administrator shall be paid \$500 per year unless or until modified by the District Board. Up to \$1,000 per year may be reimbursed by the District for attendance at the Annual ITE Meeting. | about \$18-20k/year, billed hourly | They do receive a small stipend (\$500 per year). They also receive travel expenses to our mid-year and Annual Board meeting (being that they are an ex-officio officer of our Board). | \$1000Cdn per year | NA | Starting two years ago, the district pays my ITE dues (national only). Our district does the same for our webmaster. Both the webmaster and I are fellows, so that amounts to about \$240 per year for each of us. | Paid |
| What type of person holds the position (retired member, active member previously on the board, etc.)? | The administrators so far have been Harvey Boutwell, Alan Gonseth and Steve Gayle. All have had ITE elected leadership positions. Alan and Steve are past International Presidents. | | Retired active member previously on IBOD. | Our guy is a local person who does professional admin as a business, he has other clients | Currently, our District Administrator is Jenny Grote, Past International President, Past ID, etc., etc. Before Jenny, Wes Pringle held that position 10+ years. Both of our DAs have been and continue to be very active members of our District, served as officers of the District and on the IBOD, and in Jenny's case as International President. District 6 actually requires that the DA have numerous years of activity in the District as this position is highly regarded. | Member approaching retirement, previously on the Board | NA | Not retired. I went through the officer positions (secretary/treasurer, vp, pres, and past pres) in 1995-1999. | Active Member Previously on Board |
| Do you have a job description or similar as to what this person does? | The position involves receiving and disbursing funds, financial recordkeeping, preparing meeting materials and to some extent being a repository of District History. | | See Note 5 | We started without a job description, but when his charges got over \$30k/year we made one to get costs under control. Our problem was he is too helpful and easy to with, people asked him to do too many things. Now he only does the monthly meeting reservations and meeting announcements, writes our annual report, plus he conducts specific public relations activities. He also attends all BOD and luncheon meetings. | They serve a very important role within our District. The DA not only maintains our archives, but also serves as our parliamentarian and is an ex-officio member of the District Board. They provide is a cohesiveness to our Board as they retain the history of prior Boards (being that their appointed term is longer than the elected officers) and can pass this information and their wisdom along to current Board. See Note 4 | See Note 1: | NA | See Note 2 | See Note 3 |

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| Any other information that may be beneficial to us? | The Administrator provides great continuity and has been very beneficial to District One/Northeastern. | | Former International Director Tom Campbell has been our District Administrator for several years. He brings an understanding of District history and precedence to our Board meetings. He also serves as a stable contact for District financial and logistic issues, as his term exceeds beyond the yearly change of officers. He serves an important role in our district. | I believe the administrator is worth the money, the leaders are now able concentrate on policy and strategy, we don't worry about the mundane stuff. | | It's been a real help in providing a permanent "home" for CITE and taking care of many admin tasks. I recommend it | NA | I probably spend 2-5 hours per week. Some weeks are zero, then there are the weeks when I get the notice from the IRS that they are fining us. | NA |
| Do (none /some/ many / all) of your sections have a section administrator? | No | | One section (Missouri Valley Section - "MOVITE") has a section administrator. Other sections have considered having a section administrator, but no other section has taken the plunge. | | | No | NA | We have six sections, and, to my knowledge, none of them have administrators. In general, the sections just have their monthly, bimonthly, or quarterly lunch meetings, and none are large enough for their own non-profit status. | No |

Note 1: District 7 (Canadian District)

1. District Administrator

A. Ex-Officio Member of District Executive Committee

- Appointed by the CITE Board of Directors for a minimum term of five (5) years to ensure continuity in the operation of CITE (ITE District 7).
- The District Administrator must be an ITE member in good standing and shall have actively participated in the Canadian District for more than 10 years. Preference will be given to District Administrator candidates who have served as a Past President of CITE.
- Submit a report annually to the District Executive.

B. Responsibilities

- Serve as an ex-officio member of the CITE Board of Directors.
- Maintain all of the District's historical records including, but not limited to, the minutes of the Executive, Board and Annual Business meetings, financial records, Executive and Board member's correspondence, committee reports and correspondence, and Transportation Talk reports.
- Maintain the CITE Executive Guidelines Handbook.
- Maintain the Annual Conference Guidelines and provide information about previous meetings to future LACs.
- Maintain a list of all past CITE Executive and Board members and award recipients.
- Maintain a list of all District committee chairpersons and their duties.
- Prepare and submit a CITE Annual Report to ITE Headquarters.
- Maintain the CITE Travel Policy and distribute to new appointees each year.
- Perform other duties as assigned by the CITE Board.
- Review proposed changes to Section/Chapter Charter and Bylaws to ensure general compliance with District and International guidelines and requirements.
- Conduct preliminary reviews of proposed Section Charter/Bylaw Amendments.
- Maintain a permanent mailing address for CITE.

C. Funding

- The CITE District Administrator would receive full travel funding assistance to attend the following meetings each year:
 - Annual CITE Executive Meeting;
 - Annual CITE Board Meeting;
 - Annual CITE Annual General Meeting; and
 - Midyear CITE Executive Meeting.
- As well, the District Administrator receives an annual honorarium and has access to the CITE administrative budget in the carrying out of the duties.

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Note 2: District 9 (Texas District)

We got something worked out that is in our current Policies and Procedures. However, the one that is on our website is 10 years old. Our new Policies and Procedures were updated a year ago or so. I worked on the description of the administrator, but I do not know how it turned out.

In general, my duties are - maintain the district checking accounts, write checks, make deposits into the general checking account, update signatures (especially for our meetings account), - report to the district board (essentially treasurer's reports) [I do not make the budgets; these are done by the secretary/treasurer and approved by the board.] - file IRS forms (we are officially non-profit, as of last year, and that entails filing form 990 annually)

My duties tend to grow sometime, too. We have started allowing the use of credit cards for meeting registration, and the company we have contracted with sends the checks to me, I deposit them, and notify the local arrangements committee of the amount.

Note 3: District 10 (Florida District)

- I. **AUTHORITY.** The District 10 Board of Directors shall appoint a District Administrator for a minimum term of five (5) years to ensure continuity in the operation of District 10. The Board has the authority to review the appointment each year at the Annual Meeting.
- II. **QUALIFICATIONS.** The District Administrator must be a member in the Institute of Transportation Engineers and shall have actively participated in the District for at least 5 years. Preference will be given to District Administrator candidates who have served as a District 10 Board member.
- III. **RESPONSIBILITIES.** The District Administrator shall
 - A. Serve as an ex-officio member of the District 10 Board of Directors.
 - B. Maintain all of the District's historical records including, but not limited to, the minutes of Board Meetings, Annual Business Meetings and Annual Strategic Planning Retreats, Board member's official correspondence, committee reports and official correspondence, policies and procedures, charters and bylaws, and other reports and publications.
 - C. Update and maintain the Local Arrangements Committee Handbook and provide information about previous meetings to future LACs.
 - D. Provide assistance in updating the Duties of Officers Handbook, as necessary.
 - E. Update and maintain a list of all past District 10 Board members and award recipients.
 - F. Update and maintain a list of all District committee chairpersons, their duties, and contact information.
 - G. Update and maintain a list of Student Chapter Advisors and Officers, including contact information.
 - H. Assist the Vice President in the preparation and submittal of the District 10 Annual Report to ITE Headquarters.
 - I. Notify ITE with updated annual information, newly elected District/Section Board members, and other annual information.
 - J. Prepare the District 10 Board's Calendar of Events.
 - K. Perform other duties as assigned by the District 10 Board.
 - L. Participate in the periodic review of proposed changes to Section/Chapter Bylaws for general compliance with District and International guidelines and requirements.
 - M. Conduct reviews of proposed Section Charter/Bylaw Amendments.
- IV. **FUNDING.** District 10 shall provide to the District Administrator:
 - A. Reimbursement for lodging (up to three nights/meeting) expenses to attend the ITE District 10 Meeting, the Board's Annual Strategic Planning Retreat, and various Section/Chapter meetings within the District.
 - B. Reimbursement for administrative expenses (copying, postage, etc.)
 - C. A \$1,500 annual stipend, to be paid at the District 10 Annual Meeting.

Note 4: District 6 (Western District)

I. AUTHORITY. The District 6 President shall nominate (whether by committee selection process for a recommendation or by direct selection) and the District 6 Board of Directors shall approve the appointment of a District Administrator for a minimum term of five (5) years to ensure continuity in the operation of District 6.

II. QUALIFICATIONS. The District Administrator must be a member in the Institute of Transportation Engineers and should have actively participated in the District for more than 10 to 15 years. Preference will be given to District Administrator candidates who have served as a District 6 Board member.

Pre-requisites (shall include):

- Past President of District 6
- Ability to conveniently store District 6 archives
- Minimum membership with ITE District 6 (10 to 15 years)
- Ability to attend District 6 Board meetings

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Desirable traits (should include):

- District 6 International Director experience
- Employer support
- Internet/computer literate
- Length of service to District 6 (beyond 15 years)
- Attention focused on District 6 not a higher office or committee/council of ITE

Additional Consideration (may include):

- International Officer experience

III. RESPONSIBILITIES. The District Administrator shall:

- A. Serve as an ex-officio member of and parliamentarian to the District 6 Board of Directors attending its Mid-year and Annual Board meetings and any Executive Sessions at those meetings.
- B. Maintain all of the District's historical records and archives including, but not limited to, the minutes of Board Meetings and Annual Business Meetings, financial records, tax records, Board member's correspondence, meeting agenda packets, committee reports and correspondence, and WesternITE newsletters.
- C. Maintain the Local Arrangements Committee (LAC) Handbook and provide information about previous meetings and hotel negotiations to future LACs (including an on-going record of Annual Meeting statistics, such as hotel room nights, registration numbers, attendance for each function and financial performance).
- D. Maintain a list of all past District 6 Board members and their duties.
- E. Maintain a list of all District committee chairpersons and their duties.
- F. Maintain list of all past award recipients.
- G. Distribute a copy of the District 6 Travel Policy to new Board members each year.
- H. Maintain a centralized record of all District 6 policies that are not documented within the officer/committee chair responsibilities, LAC Handbook or Travel Policy.
- I. Confirm that President has forwarded District 6 Annual and Mid-Year Meeting Agenda Packets to ITE Headquarters and that if any forms or reports are required for annual reporting to ITE Headquarters that they are submitted for the District.
- J. Review all Section/Chapter/Student Chapter Charter and Bylaws as they are created or amended to ensure general compliance with District and International guidelines and requirements.
- K. Maintain a centralized record of all original approved Section/Chapter/Student Chapter Charter and Bylaws within District 6.
- L. Coordinate District 6 insurance policies to assure adequate coverage (making recommendations to the District 6 Board should changes be necessary) and timely payment by the Secretary-Treasurer.
- M. Provide an annual budget to the Secretary-Treasurer for District Administrator functions for the coming year (fiscal year October 1-September 30) by May 1.
- N. Forward any Endowment Fund checks to the current Secretary-Treasurer.
- O. Perform other duties as assigned by the District 6 Board.

IV. FUNDING. District 6 shall provide to the District Administrator:

- A. Reimbursement for travel expenses to attend Mid-year and Annual Board meetings in accordance with the District 6 Travel Policy
- B. Reimbursement for administrative expenses (copying, postage, deliver, etc.)
- C. An annual stipend (consistent with the approved Annual Budget) at the District 6 Annual Meeting.

Note 5: District 4 (Midwestern District)

Duties of the District 4 ITE Administrator

The primary function of the district administrator is to ensure the operational continuity of District 4 from year to year as new members assume their positions on the Board of Direction and provide a stable environment through out the year.

Responsibilities:

- A. Prepare and distribute a roster of the Board of Direction and each section's officers to the board members and the international ITE headquarters.
- B. Provide information to board members including their duties, expectations, and pending action deadlines.
- C. Be the focal point to ensure consistency in the administration of finances, policies, and procedures, as well as other questions or duties requested by the board or its members, including the signing of checks as needed to facilitate the business of the District.
- D. Keep abreast of the international board policy changes that could affect the district; i.e., the international annual meeting selection procedure and dates change from time to time (when is it our turn to submit a proposal for a host city/cities, and what is needed from us?).
- E. Consult with the chairman in their preparation of the agenda for the district board and business meetings.

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- F. Attend all district annual business meetings and board meetings.
- G. Help facilitate the exchange of financial duties, forms, and signatures as new members assume their positions on the board.
- H. Help draft District 4 government (modifications or new).
- I. Maintain all district historical records including but not limited to the minutes of the board and annual business meetings, financial, charter, policies, bylaws, board members duties, district's international committee appointments, District 4's international directors.
- J. Help order plaques and certificates for presentations at the annual meetings at the direction of the board.
- K. Assist outgoing international director as he/she provides pertinent information to the incoming international director.