

**Policy Manual**  
**Kansas Section – Institute of Transportation Engineers**

This Policy Manual addresses the operations of the Kansas Section – Institute of Transportation Engineers (KSITE). The Charter and Bylaws of the KSITE have established the general structure of the organization. This Policy Manual is intended to fill-in the details on the duties of officers and the various functions for which KSITE is responsible.

**Table of Contents**

**Section 1 - Officer Duties ..... 1**

    1.1 President ..... 1

    1.2 Vice-President ..... 1

    1.3 Secretary/Treasurer..... 2

    1.4 Member Director..... 2

    1.5 Section Representative to MOVITE ..... 3

    1.6 Past President ..... 3

**Section 2 – Ex-Officio Members (non-voting)..... 3**

    2.1 Section Administrator ..... 3

    2.2 Chapter Representative to KSITE ..... 4

    2.3 Student Chapter Liaison ..... 4

**Section 3 - Meetings ..... 5**

    3.1 Meeting Schedule..... 5

    3.2 Arrangements Committee Activities..... 5

    3.3 Training Committee Activities ..... 6

    3.4 PDH/CEU Certification ..... 6

**Section 4 - Awards..... 7**

    4.1 Annual Award Categories..... 7

**Section 5 – Website ..... 7**

    5.1 Website Contents ..... 7

    5.2 Website Operating Expenses ..... 7

**Section 6 – Membership..... 7**

**Section 7 – Finances ..... 7**

    7.1 Reimbursement for Expenses ..... 7

    7.2 Signers on KSITE Accounts ..... 8

    7.3 Operating Budget and Fund Balance ..... 8

    7.4 Audit of the Secretary/Treasurer..... 8

    7.5 Investment of Section Funds ..... 8

    7.6 Annual Dues..... 8

    7.7 Meeting Charges ..... 8

7.8 Annual Financial Statement.....	9
<b>Section 8 – Government.....</b>	<b>9</b>
8.1 Meetings of the Board of Direction .....	9
8.2 Automatic Nominations for Board of Direction .....	9
8.3 Nominations for Member Director and Board Officer Vacancy .....	9
8.4 Nominations for Section Representative .....	10
8.5 Information from Section Candidates .....	10
8.6 Elections.....	10
8.7 Election Results.....	10
<b>Section 9 – Miscellaneous.....</b>	<b>10</b>
9.1 Posting or Announcing Position Vacancies at Section Meetings .....	10
9.2 General Notices and Solicitations.....	11
<b>Section 10 – Calendar of Officers’ Duties .....</b>	<b>11</b>
10.1 Calendar of Officers’ Duties – President, Vice-President, Secretary/Treasurer, Member Director, Section Representative, and Past President.....	11
10.2 Transfer of Duties .....	11

**Addendums**

- Attachment A – Arrangements Committee Meeting Checklist
- Attachment B – Training Committee Seminar Checklist

## **Section 1 - Officer Duties**

The following Officers of the Section comprise the Board of Direction

### **1.1 President**

The President's primary responsibility is to provide general oversight to ensure that the Section is following the proper path. Specific duties include:

- A. Preside at the Section Meetings and prepare meeting agenda.
- B. Preside at the Board of Direction Meetings and prepare meeting agenda and the meeting minutes.
- C. Oversee the development and maintenance of the Section website. Update website for information other than chapter meetings, training events, and elections.
- D. Maintain the Section Policy Manual
- E. Serve on special Section committees or designate a Section Officer to act as a representative
- F. Appoint two members to the Nominating Committee (plus the Past President) and three members to the Teller Committee
- G. Assist past president with setting up elections
- H. Coordinate vacancy postings to the website as approved by the Board of Direction
- I. Lead the Call for Excellence in Transportation Award
- J. Be point of contact to ITE representatives

### **1.2 Vice-President**

The Vice-President presides at Section Meetings in the absence of the President and also is responsible for the following duties:

- A. Serve as the Chair of the Arrangements Committee, which is responsible for the scheduling of venues and the selection of speakers for the Section Meetings
- B. In cooperation with the Arrangements Committee, collect the meeting fees at the meeting
- C. File Tax Return for previous year.
- D. As incoming Vice President, produce the Section's Annual Financial Statement

for the previous year prior to end of January.

- E. Regarding section meetings, update KSITE website, distribute information, and collect RSVPs
- F. Verify, sign and distribute all PDHs distributed by the Section.

### **1.3 Secretary/Treasurer**

The Secretary/Treasurer is responsible for the following duties:

- A. As outgoing Secretary/Treasurer, chair Audit Committee for previous year's financial statement
- B. Reconcile dues payments from ITE
- C. As outgoing Secretary/Treasurer, develop a proposed Section Budget for consideration by the Board of Direction prior to the last Board of Direction meeting of the year
- D. Provide electronic voucher reimbursements, as necessary
- E. Reconcile Section Meeting income and expenses.
- F. Prepare End of Year Financial Statements.

### **1.4 Member Director**

The Member Director is responsible for the following duties:

- A. Maintain the membership and e-mail/mailing databases
- B. Work on membership, expansion, and retention. Encourage non-members to join ITE.
- C. Observe the operations of the Section and learn the duties of the other Section Officers
- D. Update KSITE website with information about training opportunities
- E. Provide records/minutes of Section Meetings
- F. Arrange for photographic documentation of Section meetings and other Section activities.
- G. Serve as the Chair of the Training Committee, which is responsible for the identification and coordination of training opportunities
- H. In cooperation with the Secretary/Treasurer, send the training event notices

and collect RSVPs. If fees are involved, coordinate with the sec/treasurer.

- I. Coordinate with Vice President to sign and distribute PDHs following training events

### **1.5 Section Representative to MOVITE**

The Section Representative will be appointed by members of the Section and serve for two consecutive years and will begin the first year on an even year. The Section Representative is responsible for the following duties:

- A. Attend MOVITE Board Meetings and KSITE Board Meetings.
- B. Prepare Section Update Reports for MOVITE Board Meetings
- C. Relay information shared during MOVITE Board Meetings to the KSITE Board
- D. Coordinate award criteria and submission deadlines with MOVITE and the Section in conjunction with Section Administrator.

### **1.6 Past President**

The Past President is responsible for the following duties:

- A. Serve as the Chairman of the Nominating Committee
- B. Provide Secretary/Treasurer with candidates' statements for election
- C. Serve as a mentor for the Member Director by providing direction and general information on Section Officer duties and responsibilities
- D. Produce the Annual Report to MOVITE for the previous year prior to the end of January.
- E. Maintain archives for KSITE, including assembling detailed information on activities from the previous year.
- F. Verify that KSITE website is updated.
- G. If requested, serve on training committee as an advisor

## **Section 2 – Ex-Officio Members (non-voting)**

The following Officers of the Section are non-voting ex-officio members.

### **2.1 Section Administrator**

The Section Administrator shall have previously served on the Board of Direction and be

appointed by the Board of Direction. He or she will serve as a constant resource to the Section Board of Direction. The position shall be appointed for a three-year term and may be extended on a yearly basis after the initial three-year term by mutual agreement by the Section Administrator and Board of Direction. The Section Administrator is responsible for the following:

- A. Attend Section Board Meetings
- B. Provide guidance to the Section Board of Direction
- C. Assist with yearly bank account transition to new Secretary/Treasurer
- D. File the annual report for the Kansas Secretary of State
- E. Coordinate award criteria and submission deadlines with MOVITE and the Section in conjunction with the Section Representative.

## **2.2 Chapter Representative to KSITE**

The Chapter Representative will be appointed by members of the Chapter and serve as the point person between the Chapter and Section. The position shall be appointed for a three-year term and may be extended on a yearly basis after the initial three-year term by mutual agreement by the Chapter members and Board of Direction. The Chapter Representative is responsible for the following duties:

- A. Attend KSITE Board Meetings
- B. Update the Section on Chapter activities
- C. Relay information shared during KSITE Board Meetings to the Chapter
- D. Develop yearly operating budget for the Chapter
- E. Distribute Chapter Meeting invitations
- F. Provide minutes of Chapter meetings, and include number of PDH's to distribute
- G. Coordinate registration and attendance at Chapter meetings.
- H. Prepare a written annual report summarizing the Chapter's activities for the previous year and submit to Section Board.

## **2.3 Student Chapter Liaison**

The Student Chapter Liaison will be appointed by the Board of Direction for a three-year term and may be extended on a yearly basis after the initial three-year term by mutual agreement by the Student Chapter Liaison and Board of Direction. They are responsible for the following duties:

- A. Oversee the functions and provide support, as needed, to the current ITE student chapters within the Section boundaries.
- B. Facilitate the involvement of students and student chapters at KSITE section and MOVITE district levels.
- C. Identify and encourage potential schools within the Section boundaries to be part of the ITE association.
- D. Maintain the record of student involvement each year at the Kansas Section and MOVITE district.
- E. Assist school chapters in conducting and hosting ITE events, meetings and activities at their respective schools.
- F. Serve as ITE mentor to guide students in the transition from school to professional work.
- G. Responsible for annual student awards along with the KSITE Board.
- H. Represent students on the KSITE Board.

### **Section 3 - Meetings**

#### **3.1 Meeting Schedule**

Regular Section Meetings generally will take place on the following schedule: the second Thursday of the months of January, March, May, July and September. The annual meeting generally will be held on the second Thursday in November. The specific dates of the meetings are subject to change depending upon the availability of meeting space and the desire to hold joint meetings with other professional organizations. Meetings typically will take place as lunch meetings but may be shifted to other times at the discretion of the Board of Direction.

#### **3.2 Arrangements Committee Activities**

The Arrangements Committee consists of a minimum of six members appointed by the Board of Direction, serving alternating two-year terms. Its purpose is to provide logistical support to the Board of Direction by securing meeting venues, recruiting speakers, and assisting with registration and payments at the meetings. It is recommended that the Committee meet at least twice each year, with the three new members assuming their positions at the first meeting of the year. The Vice-President shall oversee the operations of the Committee.

### 3.3 Training Committee Activities

The Training Committee consists of a minimum of six members appointed by the Board of Direction, serving alternating two-year terms. Its purpose is to provide logistical support to the Board of Direction by identifying training opportunities, securing meeting places, assisting with registration and payments at the meetings, and issuing Professional Development Hours (PDH's). An objective of KSITE is to provide opportunities for at least 15 PDH's per year (6 from Chapter Meetings, 9 from Training activities). In addition, the training committee will assist with local arrangements of other transportation activities in the area (e.g. MOVITE meetings, TRB training), if requested. The Committee will meet at least twice per year for planning meetings to coordinate upcoming activities. The Member Director shall oversee the operations of the Committee.

### 3.4 PDH/CEU Certification

- A. Section and Chapter Meetings: PDH certificates may be issued in accordance with the Rules and Regulations of the Missouri Board of Professional Registration and the Kansas State Board of Technical Professions. PDH certificates are issued for only the technical presentation portion of the meeting. The PDH certificate should include date, time, PDH's earned, name of presentation and presenter. For presentations between 30-49 minutes: 0.5 PDH's are earned. For presentations greater than 50 minutes: 1.0 PDH's are earned.
- B. Sponsored Training: A certificate of attendance and course outline may be issued. If the organization hosting the training provides PDH/CEU certificates at no cost, KSITE can coordinate the application process. If the organization requires a fee for issuing PDH/CEU certificates then it will be up to the attendee to apply for the certificate.
- C. Contacts: The contact for questions regarding PDH/CEU Rules and Regulations for KSITE area are:

Kansas State Board of Technical Professions 900  
S.W. Jackson Street, Suite 507  
Topeka, Kansas 66612-1257  
(785) 296-3053 Telephone\_  
<http://www.accesskansas.org/ksbtp/>

Missouri Board for Architects, Professional Engineers, Professional  
Land Surveyors and Landscape Architects  
3605 Missouri Boulevard, Suite 380  
Jefferson City, MO 65102-0184  
573.751.0047 Telephone  
<http://pr.mo.gov/apelsla.asp>

- D. Attendance Records: The board will retain attendance records for Section and Chapter meetings and sponsored training events for the current year plus the

last three calendar years. The Arrangement Committee will provide attendance records to the board for section meetings and the Training Committee will provide attendance records for sponsored training.

## **Section 4 - Awards**

### **4.1 Annual Award Categories**

The Section shall sponsor the following award, which will be presented at the May Section Meeting:

- **Excellence in Transportation Award** – This award is offered annually to an organization (government agency, legislative body, consulting firm, industry and other private sector organization) or team of organizations located within the Section boundaries. The details on the submission requirements and review criteria are included in a separate “Call for Nominations”, which shall be provided to the membership no later than the end of January. All submittals received will be forwarded by March to MOVITE for their Transportation Achievement Award.
- The Section will encourage its members to submit for consideration for individual District and International awards.

## **Section 5 – Website**

### **5.1 Website Contents**

The Section shall establish and maintain a website that includes information about the Section, including, but not limited to, the following items: officers, history, Charter, Bylaws, meeting minutes, awards, award recipients, useful links and meeting schedule.

### **5.2 Website Operating Expenses**

Operating costs associated with maintaining the Section website may be reimbursed by the Section. Website sponsorships may be sold at the discretion of the Board.

## **Section 6 – Membership**

Membership is obtained through ITE International and reconciled by the Member Director on a monthly basis.

## **Section 7 – Finances**

### **7.1 Reimbursement for Expenses**

The Section shall reimburse Board of Direction members for vouchered expenses incurred in carrying out the responsibilities of each position. Expenses exceeding \$50 shall be pre-authorized by the Board of Direction.

Any other person performing work for the Section that has been authorized by the Board of Direction shall be reimbursed for their material expenses in performing the authorized work.

## **7.2 Signers on KSITE Accounts**

The Secretary/Treasurer, Vice President and Section Administrator shall act as signers on KSITE financial accounts. The Section Administrator has ultimate authority on the bank account.

## **7.3 Operating Budget and Fund Balance**

The Board of Direction shall, near to the end of the year, approve a budget for the upcoming year which includes projections of income and itemized expenses. Proposed expenditures throughout the year which would exceed the amount provided for the item in the budget shall be authorized by the Secretary/Treasurer and the President prior to the commitment. The Board of Direction shall maintain a minimum fund balance approximately equal to 25 percent of the operating budget of the previous year, but should strive to maintain closer to 50%, if possible.

## **7.4 Audit of the Secretary/Treasurer**

The Audit Committee (a Committee appointed by the President consisting of the incoming Secretary/Treasurer (chair), the outgoing Secretary/Treasurer and at least two other Section Members) shall, prior to the end of March, audit the Secretary/Treasurer's books from the previous year.

## **7.5 Investment of Section Funds**

The incoming President, Vice President and Secretary/Treasurer shall, in the month of January, review the investment possibilities of the reserves of the general operating fund as presented by the Secretary/Treasurer. The majority of those three shall decide on the best investment plan to be implemented for the upcoming year.

## **7.6 Annual Dues**

The cost for annual dues for Section Members and Section Affiliates shall be set by the Board and will be collected through ITE International. Annual dues shall not be increased more than ten percent in any year without a majority vote of the voting membership.

## **7.7 Meeting Charges**

The Arrangements Committee shall determine the charges for each Section Meeting, based upon the costs for the meal and facilities. The intent shall be to break even unless the Board of Direction authorizes additional expenditures. Attendees who are not Members, may be charged an additional meeting fee

determined by the Board. Students will not be charged a meeting fee.

## **7.8 Annual Financial Statement**

The incoming Vice-President shall prepare an Annual Financial Statement for the previous year no later than the end of January. The Annual Financial Statement shall conform to the general format used by MOVITE to summarize its financial condition at the end of its fiscal year. The Statement will be included in the Annual Report.

## **Section 8 – Government**

### **8.1 Meetings of the Board of Direction**

The Board of Direction shall meet on a schedule established by the President, typically every month, but at a minimum shall meet at least in the months of January and October.

### **8.2 Automatic Nominations for Board of Direction**

The Nominating Committee shall automatically nominate the current Vice-President for the office of President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Secretary/Treasurer for the office of Vice-President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Member Director for the office of Secretary/Treasurer in addition to any other nominees. The Nominating Committee shall automatically nominate the current Section Representative for a second term if the Section Representative has served only one year in that position. These provisions shall not apply if the current officer(s) declines to run or if the current officer(s) neither resides nor is employed within the Section area.

### **8.3 Nominations for Member Director and Board Officer Vacancy**

Candidates shall be nominated for any open position on the Section Board. The Nominating Committee will attempt to provide candidates for Section Representative or other office position (except Past President) caused by a vacancy, those persons with the most experience deemed valuable to service on the Section Board.

It is desirable to maintain the balance of officers from private and public sectors on the Section Board, and therefore, priority will be given to nominating candidates from the sector that would have the least representation. However, it is recognized that it may not be possible to find qualified and willing candidates for every election. In a case where no qualified candidates are available, a candidate may be selected from the other sector.

#### **8.4 Nominations for Section Representative**

Every two years, the Nominating Committee shall nominate at least one candidate to run for the Kansas Section (KSITE) Representative to MOVITE. The successful candidate will serve a two-year term.

The president shall be responsible for soliciting members about this open position and encouraging them to express interest to the Nominating Committee.

#### **8.5 Information from Section Candidates**

The Past President shall solicit statements from Section candidates for President, Vice-President, Secretary/Treasurer, Member Director and Section Representative (on an election year). Statements shall not exceed 250 words in length and are to provide program objectives, thumbnail biographical sketches, and photographs. Statements shall be delivered to the Past President no later than November 8. Statements shall be made available to the membership either in printed form and/or in digital form on the Section website. In either case the statements shall be provided to the Section membership no later than the date that the election ballots are provided to the membership.

#### **8.6 Elections**

KSITE shall conduct an election each year for its officers on the Section Board. Every two years, KSITE shall conduct an election for its Section Representative to MOVITE.

All elections shall be conducted exclusively by electronic balloting. The Past-President will be responsible for setting up the electronic balloting for election services and chairing the Tellers Committee.

The President will appoint the Nominating Committee by October 1 each year. The election of officers will be completed in advance of the December Board Meeting. The Past President shall transmit the election ballots to all Section Members no later than two weeks prior Thanksgiving. The election shall be closed no later than the Friday a week after Thanksgiving.

#### **8.7 Election Results**

Upon closing the election results, the past President shall notify the Board of Direction and election candidates of the results and the President shall transmit the list of newly elected Officers to the full KSITE membership.

### **Section 9 – Miscellaneous**

#### **9.1 Posting or Announcing Position Vacancies at Section Meetings**

One of the benefits of the KSITE Section meetings is to permit networking

between all of its members, in both the private and public sectors, in a non-competitive atmosphere. To ensure that the non-competitive atmosphere is maintained, no verbal announcement of position vacancies as part of the meeting program shall be permitted at any Section meeting. The only way that information on position vacancies can be provided shall be the posting of position vacancy announcements at Section meetings or on the website. Position vacancies posted on the website should be within KSITE boundaries and must be approved by the Board. Postings will be automatically removed after 60 days unless a renewal is requested.

## **9.2 General Notices and Solicitations**

Requests for outside groups or individuals to either make a presentation at a Section meeting or to post messages on the Section website will be considered by the Board of Direction only when the subject matter is transportation related. The Board of Direction will, at its sole discretion, determine which requests will be accepted and which will be denied.

## **Section 10 – Calendar of Officers’ Duties**

### **10.1 Calendar of Officers’ Duties – President, Vice-President, Secretary/Treasurer, Member Director, Section Representative, and Past President**

The following calendar lists the major non-recurring responsibilities of each of the officers, listed by the month that the duties need to be handled. The exact months of the activities may vary, depending upon the needs of the Section. The bi-monthly Section meetings are indicated by the ■ symbol. For details on specific responsibilities at the Section meetings, refer to **Section 1 – Officer Duties** and **Attachment A - Arrangements Committee**.

### **10.2 Transfer of Duties**

The transfer of all duties and records will take place at the first Board of Direction meeting after the new year (January).

<b>Month</b>	<b>President</b>	<b>Vice-President</b>	<b>Secretary/ Treasurer</b>	<b>Member Director</b>	<b>MOVITE Section Rep.</b>	<b>Past President</b>
<b>Jan</b> ▣	Review investment possibilities  Call for Transportation Award	Review investment possibilities  Complete Annual Financial Statement for previous year  Submit Tax forms for previous year  Audit Committee Meeting	Review investment possibilities      Audit Committee Meeting			Complete Annual Report & submit to MOVITE President  Update officer and committee member records
<b>Feb</b>	Select Transportation Award	Arrangements Committee Meeting		Training Committee Meeting		
<b>Mar</b> ▣	Submit Transportation Award to MOVITE					
<b>Apr</b>						
<b>May</b> ▣	Present Transportation Award					
<b>Jun</b>						
<b>Jul</b> ▣						
<b>Aug</b>		Arrangements Committee Meeting		Training Committee Meeting		
<b>Sep</b> ▣	Appoint Nominating Committee					Serve as chair of Nominating Committee

<b>Oct</b>			Develop proposed budget for review by Board of direction			Solicit statements from candidates
<b>Nov</b> ■		Solicit new Arrangements Committee members for next year	Send out ballots	Solicit new Training Committee members for next year		Coordinate and post candidates' statements to website  Help solicit new committee members
<b>Dec</b>		Appoint Audit Committee	Complete Budget  Solicit website sponsors			

■ - Denotes Chapter meeting

## **“ATTACHMENT A”**

### **ARRANGEMENTS COMMITTEE**

#### **Structure & Expectations**

The Board will solicit every November through January for volunteers; then recruit in February if necessary.

2 year commitment ( $\frac{1}{2}$  of the group rotating every year)

Rotations will begin in February of every year so that those on the Arrangements Committee can “take a break” before if they choose to serve in a greater capacity in the fall. This will also allow the new members to attend the January meeting with all of the existing members before taking over responsibilities.

A minimum of 2 Arrangement Committee/planning meetings per year (February and August)

Each Arrangement Committee member is expected to work the registration table at least twice per year.

## Meeting Checklists

### **Pre-Meeting Checklist**

#### Past - President

- Verify that KSITE website is updated

#### President

- Prepare pre-meeting slide show for KSITE sponsors
- Prepare meeting slide show for the agenda

#### Vice-President

- Update KSITE website with meeting information four weeks prior to the meeting
- Send initial meeting notice three to four weeks prior to the meeting and a reminder notice one week prior to the meeting
- Send RSVP confirmation email two days prior to the meeting along with a web link to the meeting agenda
- Assign registration table duties

#### Secretary/Treasurer

- Door Prize acquisition
- Prepare meeting registration list which indicates registrants who have prepaid as well as who will pay at the door
- Confirm appropriate amount of cash is in the cashbox to make change, if necessary

#### Member Director

- Assist in updating the KSITE website\_

#### Arrangements Committee

- Notify meeting site planner of number of registrants (so he/she can coordinate with restaurant)
- Secure speaker at least 2 months in advance of meeting
- Confirm speaker one month before meeting
- Confirm speaker one week before meeting
- Confirm speaker needs for A/V 2 weeks before meeting
- Get written approval from speaker to post presentation on KSITE website
- Secure reservation at least 2 months in advance
- Confirm reservation one month in advance
- Needs to accommodate 50-70 people
- Get firm commitment on menu options
- Confirm total costs including tax, gratuity, and other charges
- Consider costs for room
- Get \$ figures in writing
- Get costs to VP for final pricing
- Directions to facility
- Can we bring our own A/V?
- Location policy on over/under?
- Rotate meeting sites
- Consider costs for A/V rental (screen & projector)

## **At-Meeting Checklist**

### President

- Welcome attendees and do introductions
- Introduce speaker(s)
- Preside over agenda
- Bring agenda and/or other handouts
- Thank sponsors!

### Vice-President

- Trash receptacle for name badges (could be small basket or bowl on the table)
- Pens for workers (and people who write checks)
- Receipts (VP)
- Name badges for meeting attendees (VP)
- Markers for name badges (VP)
- Fill in for President as appropriate
- Make sure registration table is staffed and coordinate all duties
- Bring Door Prize & Door Prize Tickets

### Secretary/Treasurer

- Assist registration table
- Meeting registration List
- Cash box with \$125 cash and Board name badges
- Door Prize
- Obtain attendance numbers from the Arrangements Committee members handling registration

### Member Director

- Meeting minutes and track time of meeting of PDH's\_
- Bring camera/arrange for photographer or take photographs at the meeting

### Arrangements Committee

- Arrive 30 minutes early
- Set Aside a Place for Flyers & Announcements
- Assist with meeting site set up on the day of the meeting
- Arrange registration table
- Welcome attendees
- Greet speaker at meeting
- Take money
- Maintain list of registrants
- Direct attendees to the meeting area; identify scheduled activities
- Get a copy of the presentation from speaker to post on KSITE website

## **Post-Meeting Checklist**

### Past – President

- Verify that KSITE website is updated

### President

- Provide feedback about the meeting to the Board

### Vice-President

- Upload electronic copy of presentation to KSITE website
- E-mail PDH certificate to all meeting attendees

### Secretary/Treasurer

- Deposit meeting receipts
- Provide cash flow summary, attendance and StarChapter Pay records of the meeting to the Board

### Member Director

- Send meeting minutes to KSITE officers for review
- Once minutes are finalized, upload to KSITE website

### Arrangements Committee

- Give money and copy of registration list with attendance information to Secretary
- Assist with clean-up of meeting site

## **“ATTACHMENT B”**

### **TRAINING COMMITTEE**

#### **Structure & Expectations**

The Board will solicit every November through January for volunteers; then recruit in February if necessary.

2 year commitment (½ of the group rotating every year)

Rotations will be in February of every year so that those on the Training Committee can “take a break” before if they choose to serve in a greater capacity in the fall. This will also allow the new members to attend the January meeting with all of the existing members before taking over responsibilities.

A minimum of 2 Training Committee/planning meetings per year (February and August)

The intent of the training committee is to provide at least 15 PDH’s per year.

Examples of PDH opportunities include:

- Section Meetings (6 PDH’s per year)
- Web seminars conducted by ITE or other groups (provide local registration, coordinate meeting place)
- Assist with local arrangements for groups having transportation related meetings in the Section area (e.g. ITE Standards Training, MOVITE meetings, TRB Committees)

## **Training Committee Seminar Checklist**

### **Pre-Seminar Checklist**

- Prepare Certificate of Attendance w/ course outline
- Assign registration table duties
- Update KSITE website with seminar information three weeks prior to the seminar
- Send initial seminar notice two to three weeks prior to the seminar and a reminder notice one week prior to the seminar
- Notify seminar site planner of number of registrants (so he/she can determine the number of lunches, if needed)
- Directions to facility
- Rotate seminar sites

### **At-Seminar Checklist**

- Pens for workers (and people who write checks)
- Make sure registration table is staffed
- Bring registration list
- Bring small bills for making change
- Bring a bag/envelope for the money
- Arrive 30 minutes early
- Assist with set up on the day of the seminar
- Arrange registration table
- Attendance List
- Welcome attendees
- Take money
- Provide receipts to attendees

### **Post-Seminar Checklist**

- Initiate discussion with attendees once seminar concludes
- Give money to Secretary/Treasurer with copy of registration list
- Assist with clean-up of seminar site
- Provide attendance list to Secretary
- Update KSITE website with training summary
- Provide PDH credits to Vice President to distribute to attendees