



ITE – A Community of Transportation Professionals



Section 101 Presentation



A Community of Transportation Professionals

Agenda

Background - One ITE

Overview of the Key Functional Areas:

Governance

Finance

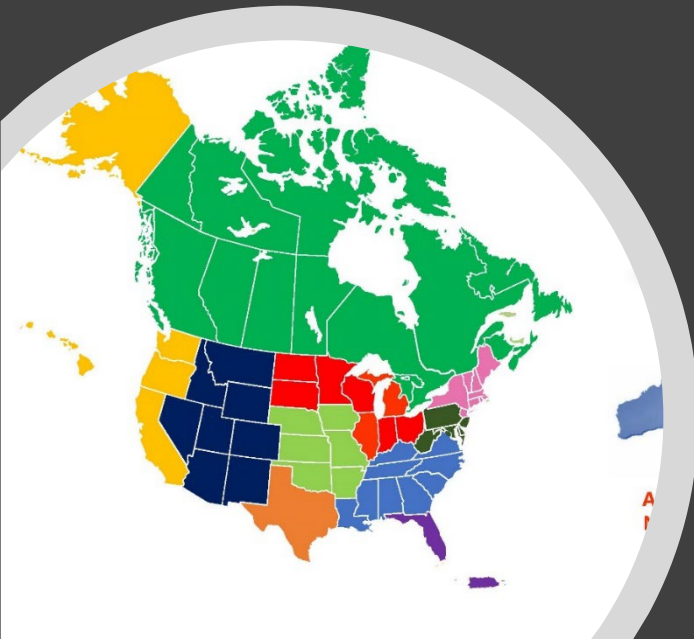
Member Experience

Students/Younger Members

Meetings

Awards and Recognition

Communications



Being ONE ITE

- District Visioning Sessions
- Section 101's
- IBOD Support of Sections
- ONE ITE Taskforce

ONE ITE

Consistent member experience

- Changes to definitions of DSC
- Constitutional changes to membership (affiliates)
- Realignment and creation of Districts
- Elevation of Chapters to Sections
- Consistent charters and bylaws



Being ONE ITE

Supporting our leadership

- Quarterly leadership meetings, website administrator support and meetings support
- Development of [DSC Resource Center](#)
- New leadership on-boarding
- IBOD support for Sections

Encouraging collaboration at all levels and across all of ITE

- Tapping into ITE's Councils
- Mentoring of Sections
- Virtual meetings across Sections
- Sharing resources on best practices, meeting topics, speakers



The Value of our Sections

- Our members rate their connection to their Section as one of the most valuable benefits of their membership
- Sections offer opportunities and experiences for our members to connect with one another, advance their technical knowledge, and grow professionally
- Your leadership makes a difference to your Section members, your District and ITE International

Overview of key functional areas

- Governance
- Finance
- Member Experience
- Students/Younger Members
- Meetings
- Awards and Recognition
- Communications



Governance

- **Host regular Board Meetings (most Boards meet monthly)**
- **Develop a nominating committee and incorporate best practices into the nominations process**
- **Host elections**
- **Participate in the quarterly DSC Leadership webinars**
- Have a Board Procedures Manual
- Develop committees – encourage and have jobs for volunteers
- Chapter Management – both professional and student
- Strategic Planning
- Looking for ideas on how other sections have people involved?

<https://www.oregonite.org/officers.html> or <https://sandiegoite.org/officers>



wdcs-ite
Pat Timbrook
Scholarship

001
245-5087-805
55447-999

Nov 19, 2020 DATE

PAY TO THE ORDER OF Amirreza Nickkar \$ 500.00
Five Hundred DOLLARS

FOR WDCSITE Scholarship

WDCSite

00483

Finance

- Develop a budget**
- Acquire an EIN#**
- Bank Account (including giving ITE your checking/routing info)**
- Internal Controls in place**
- Incorporation
- 501 c3 status
- File Taxes
- Create a scholarship program
- Consider ITE's long term savings and scholarship savings accounts



Member Experience

[Access Membership Lists](#)

Welcome new members

Reach out to your local agencies (both members and non-members)

Host local meetings to provide technical content and networking opportunities for members – use ITE network to create topics and find speakers.

Host social activities for local membership. Engage students and younger members. Consider pizza (free food for students), happy hours/pub/trivia night, run/bike/kayak, social events/golf tournaments, fund raisers, field tours.



Member Experience continued

Create a membership chair and committee to focus upon membership recruitment, retention, and welcoming new members (ambassadors).

Reviewing Section practices in line with ITE diversity, equity and inclusion practices.

Encourage members to bring nonmembers to meetings.

Spending time at your local meetings to talk about the value of membership and share the marketing materials developed by ITE Headquarters.

Actively recruit and nurture future leadership using committee positions as progressive paths to leadership.

Consider leadership development opportunities like supporting Section leaders in participating in LeadershipITE.

Submit an annual report update to Districts. The Districts share the top Section report with International ITE as part of an award selection.



Students/ Younger Members

Assign a Section Liaison to each student chapter

Use the [ITE Younger Member Committee recommendations](#) as a guide for ways to include younger members

Encourage participation in Student Leadership Summits, Traffic Bowl, NOCoE Transportation Tournament, Sandbox Competitions, ITE Student Reception at TRB

Adopt meeting practices that welcome students and younger members and gives them a space where they feel comfortable and can contribute

Encourage students and younger members to attend events

Host younger member focused event

Mentoring Programs

Host Career Fairs, networking events, resume development programs, interviewing sessions

Participate in STEM events

Meetings

Create a schedule for regular meetings throughout the year.

Consider diversity of topics, speakers, locations, how the meeting is delivered (in-person/virtual) and dates and times to accommodate holidays, etc.

Incorporate member and non-member pricing

Provide attendees PDH credits

Consider sponsorship and exhibitor best practices ([sponsor ideas](#))

Collaborate: with other sections, with other locally based associations, with public agencies, local employers, student chapters.

Attend your District meeting and try to attend the ITE Annual Meeting and Virtual Technical Conference.



Recognition and Awards

Review ITE's awards and consider how to align with them, incorporate the judging criteria, where it makes sense: <https://www.ite.org/professional-and-career-development/awards/>

Develop a process to thank members, leaders, volunteers for their contributions

Encourage members to be a part of the process and nominate for awards



Communications

Develop an email/newsletter schedule to regularly communicate to members and non-members

Develop and maintain a website that contains key areas:

- **About Us, Board, Student Chapters, Membership Information (how to join), Events, Contact Us**

Consider Social Media (and use the guidelines available)

Develop a logo

Participate in the ITE e-community for DSC Leadership and the Website Administrators

Use the newsletter content ITE sends out for your newsletter