

# 2014 OTEA Board Activities

- Event Planning Guide (a copy is available to view)
- OTEA/MOVITE Young Member Grant (a copy is available to view)
- Board Member Job Descriptions (copies are available to view)

# Event Planning Guide



**OTEA**


**Event  
Planning  
Guide**

**Updated August, 2014**

- Discussed for years by past Boards
- Modeled after the MOVITE Event Planning Guide + work of past OTEA Boards
- Will be made available to all future Board members

# OTEA/MOVITE Young Member Grant Announced

- Item came out of May Board Retreat
- Encourage OTEA participation in MOVITE meetings
- Open to OTEA members who have not reached their 35<sup>th</sup> birthday
- Grant to attend a future MOVITE meeting



Oklahoma Traffic Engineering Association

**YOUNG MEMBER GRANT PROGRAM  
APPLICATION FORM**

Deadline for Entries: 5:00 PM (Central Time) February 1st

Name: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Do you wish to attend a Fall \_\_\_\_\_ or Spring \_\_\_\_\_ MOVITE Meeting?

Please attach the following:

- One-page essay on *Why I Should be Selected for this Grant*
- Current Resume

All application material is due no later than Feb. 1<sup>st</sup>, 5:00 PM (Central Time) to:  
Angelo Lombardo  
Angelo.Lombardo@NormanOK.gov

# Board Member Job Descriptions

- President (Revised)
- Vice-President (Revised)
- Secretary/Treasurer (Non-Revised)
- Consultant Director (Revised)
- City/County Director (Revised)
- ODOT/OTA Director (Revised)
- Vendor/Supplier Director (Revised)
- Past President (Revised)

# President (Section 6.1 of By-Laws)

The President shall preside at the meetings of the organization and shall be Chairman of the Executive Board. He/**she** shall insure that all rules and regulations are strictly observed, appoint and serve as an ex-officio of all committees, decide tie votes, and see that the officers faithfully perform their duties. He/**she** shall appoint all committees and act as an ex-officio member of each committee, except the Nominating Committee. ~~The President shall appoint the Nominating Committee composed of three chapter members.~~ **He/she will prepare the Agenda for each Executive Board meeting and will be responsible to make sure that each meeting stays on the official Agenda. He/she will either take minutes or appoint an official note-taker at each Executive Board meeting if needed. He/she will act in the roll of the Treasurer, signing any necessary checks, in the Treasurer's absence.**

## Vice-President (Section 6.2 of By-Laws)

The Vice-President shall act as an adviser to and assist the President, ~~plan the speaker and arrange other accommodations for the monthly business meetings,~~ and **as may be necessary**. In the absence of the President, **the Vice-President shall** assume his/her position and duties. **The Vice-President will serve as the Chair for the Recruiting Committee.**

## Consultant Director (Section 6.4 of By-Laws)

**The** Consultant Director shall coordinate all educational activities that promote the established purpose, ideals and goals of the organization. It shall be his/her responsibility to provide ideas and planning for seminars, educational programs, workshops and site visit tours. **In addition, the Consultant Director shall work in tandem with the City/County Director, the ODOT/OTA Director, and the Vendor/Supplier Director to form a Member Recruiting Committee, along with the Vice-President, aimed at keeping the inspectors, technicians, superintendents, and contractors aware of the benefits of OTEA membership and participation.**

## City/County Director (Section 6.5 of By-Laws)

**The** City/County Director shall handle the public relation functions of the organization. It shall be his/her responsibility to keep the membership apprised of all scheduled meetings, events and other news developments with periodic updates ~~in the monthly business meeting notice~~ **as may be necessary.** In addition, the City/County Director shall work in tandem with the Consultant Director, the ODOT/OTA Director, and the Vendor/Supplier Director to form a Member Recruiting Committee, along with the Vice-President, aimed at keeping the inspectors, technicians, superintendents, and contractors aware of the benefits of OTEA membership and participation.



## ODOT/OTA Director (Section 6.6 of By-Laws)

**The ODOT/OTA** Director shall promote membership in the Chapter. ~~He/she shall conduct membership drives to promote and encourage students, traffic and transportation professionals and/or vendors/suppliers to join OTEA in an Affiliate Member or Member status.~~ **In addition, the ODOT/OTA Director shall work in tandem with the Consultant Director, the City/County Director, and the Vendor/Supplier Director to form a Member Recruiting Committee, along with the Vice-President, aimed at keeping the inspectors, technicians, superintendents, and contractors aware of the benefits of OTEA membership (Affiliate Member or Member status) and participation.**

## Vendor/Supplier Director (Section 6.7 of By-Laws)

**The** Vendor/Supplier Director shall assist the Vice-President in the performance of his/her duties and work on special projects assigned by the President and/or the Executive Board. **The Vendor/Supplier Director is to coordinate the supply of breakfast and snack items for the fall meeting as well as items for the hospitality suite for the spring meeting. In addition, the Vendor/Supplier Director shall work in tandem with the Consultant Director, the City/County Director, and the ODOT/OTA Director to form a Member Recruiting Committee, along with the Vice-President, aimed at keeping the inspectors, technicians, superintendents, and contractors aware of the benefits of OTEA membership and participation.**

## Past President (Section 6.8 of By-Laws)

The Immediate Past-President shall be an official voting member of the Executive Board. He/she shall assist the Executive Board in conducting their duties and provide a historical perspective on the Executive Board. He/she shall be Chairman of the Nominating Committee **and appoint additional committee members from the organization to assist as may be necessary. He/she is to coordinate the receipt of scholarship applications for OTEA Student Scholarships from the various colleges and/or universities across the state.** He/she shall serve as a mentor to first year directors providing direction and general information on duties and procedures.