

## SECTION LEADERSHIP/DUTIES

The following section leadership positions and duties are suggested based on past experience. Actual leadership positions and duties shall be governed by the section bylaws established for each section.

### A. Officers & Terms

- **President** – The suggested term of office for the Section President is one year with a limit of two consecutive terms.
- **1<sup>st</sup> Vice-President** – The suggested term of office for the Section 1<sup>st</sup> Vice-President is one year with a limit of two consecutive terms. Section 1<sup>st</sup> Vice-President generally succeeds the Section President.
- **2<sup>nd</sup> Vice-President** – The suggested term of office for the Section 2<sup>nd</sup> Vice-President is one year with a limit of two consecutive terms. Section 2<sup>nd</sup> Vice President generally succeeds the Section 1<sup>st</sup> Vice-President.
- **Secretary** – The term of office for the Section Secretary is one year. *There is no limit on the number of terms.* This office may be combined with that of the Section Treasurer. It is strongly recommended, however, that it be maintained separately.
- **Treasurer** - The term of office for the Section Treasurer is one year. *There is no limit on the number of terms.* This office may be combined with that of the Section Secretary. It is strongly recommended, however, that it be maintained separately.
- **Directors** – The term of office for each Section Director is three years. There is no limit on the number of terms. A minimum of three Section Directors is required for Section operations and more are recommended. Terms are to be staggered so one-third of the Directors are elected annually. Initial terms for Section Directors of new Sections are to be staggered so those Section Directors rotate on an annual basis. Initial terms for Section Directors of new Sections are to be one, two and three years. Thereafter, one-third of the Section Directors is elected annually.

When possible, an equal number of Section Directors should be selected from: Transportation Agencies, Governmental Agencies, Contractors, Consultants, Suppliers/Producers and Utilities.

- **Immediate Past President** – The Section Immediate Past President may serve as an additional board member. Voting rights are the Section’s option.
- **Regional Director** – The term of office for Section Regional Director is three years with no limit on the number of terms. The Section Regional Director serves on the Section Board. Voting rights are the Section’s option.

## **B. Elections**

- **Nominations** – At least 120 days before the Section Annual Meeting, the Nominations Committee is to solicit nominations for each of the officers to be filled.
  - a. **Qualifications for Officers** – Officers are to be members in good standing and actively participate in Section functions.
  - b. **Qualifications for Section Directors** – Section Directors are to be members who are in good standing and actively participate in Section functions.
  - c. **Occupation** should be related to the highway industry.
  - d. **Membership** on the Section Board of Directors should be evenly distributed among occupation types to provide diversity.

**Election** – Elections are to be held 30 days before the Section Annual Meeting.

- Installation of officers and board members will be performed at the Section annual meeting. Text for a sample installation ceremony is available on ASHE.pro.

## **C. Duties**

- **President** – The Section President, subject to the Section Board of Directors, has supervision of Section matters. The Section President presides at meetings of the Section and is an ex-officio member of all Section Committees and is also the Chair of the Section’s Board of Directors. The Section President has general and active management of the affairs of the Section and appoints committee membership.

- **Vice-President(s)** – Section Vice-Presidents are to maintain Section leadership continuity by performing the Section President’s duties in his/her absence and participating in regular board meetings. Section Vice-Presidents may have other duties as established by the section.
  
- **Secretary** – The Section Secretary is responsible for preparing, maintaining and keeping all Section records. Typically, the Section Secretary records, prepares and distributes minutes of meetings, sends meeting notices as appropriate and handles other correspondences as needed. The Section Secretary is the principle liaison with the National Secretary. A more detailed description of the Section Secretary’s responsibilities is provided on ASHE.pro.
  
- **Treasurer** – The Section Treasurer keeps and maintains accurate financial records. The Section Treasurer will establish and maintain a bank account, receive all monies and pay all bills. He/she will prepare the IRS Form 990 Data Sheet and submit it annually to National prior to June 15. The Section Treasurer also prepares financial reports of the Section’s status for board meetings. A more detailed description of the Section Treasurer’s responsibilities is provided on ASHE.pro.
  
- **Directors** – Section Directors serve as liaison to the general membership and vote on membership acceptance or expulsion. They may serve on committees and chair committees. They also act on recommendations of various committees, and vote on various issues brought before the Board, including: changes to By-Laws, membership dues and Section expenditures, etc.
  
- **Regional Directors** – Section Regional Directors serve as liaison between their Section and its Regional Board of Directors. They act on recommendations of Regional Committees, may serve on and may Chair Section and Regional Committees. The Section elects the Section Regional Director.
  
- **Past President** – Chairs the Nominating Committee and assists Section President as needed.

- **Committee Chairperson** – A Committee Chair is an active Section member appointed to the Committee position by the Section President and serves at the discretion of the Section President. The Chair coordinates and directs the Committee’s work and reports progress and/or recommendations to the Section Board.

## **D. Committees**

The Section President appoints Committee Chairs and members at the annual meeting.

The following are typical Section Committees:

- Public Relations
- Constitution and By-Laws
- Ethics and Practices
- Budget
- Auditing
- Nominating
- Technical
- Website
- Scholarship

An outline of Section Committee responsibilities is available on [ASHE.pro](http://ASHE.pro).