

**The Council Director** is responsible for organizing and coordinating the four councils within NCSITE: Administrative, Transportation Planning, Transportation Engineering and Consultant/Vendor Councils. The Council Director works with each of the councils and represents their concerns to the Board. Activities and responsibilities of the Council Director are:

- Maintain the calendar of events for all NCSITE sponsored meetings and events and regularly review the web calendar for updates
- Work with the councils on budgetary items and meeting logistics
- Participate and encourage participation in the councils

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