

Association for Commuter Transportation

Membership Committee Charter

Purpose

The Committee is charged with recruitment and retention of ACT members, ensuring sustained growth in all sectors of Transportation Demand Management industry. The Committee will assist with regular assessments of membership satisfaction and involvement in chapter and council activities. The Committee will identify and develop membership benefits. The Committee will provide guidance to chapter recruitment and retention efforts.

Vision

ACT has a growing and engaged membership that is receiving high levels of value from the organization.

Key Responsibilities

1. Analyze existing membership to determine key demographic information.
2. Work with staff to promote membership participation in chapters and councils.
3. Develop a list of prospect members within targeted sectors.
4. Develop and run an incentive/recognition program for members to assist in member recruitment.
5. Develop and host a new member on-boarding webinar.
6. Review current membership benefits in collaboration with staff and make recommendations for enhancements or sun-setting.
7. Oversee and analyze membership surveys and provide summaries of feedback to the Board.
8. Seek member opinions and input regarding the direction, focus and mission of ACT.
9. Promote and achieve awareness of membership benefits.
10. Update Board of Directors on committee activities.
11. Periodically review and make recommendations to the Board on ACT's membership dues structure and categories.
12. Coordinate with Chapter Membership Chairs/Directors.

Membership & Structure

1. The Committee shall consist of at least three (3) members and no more than 7 members appointed by the Board of Directors, including the Chair.
2. The Executive Committee will recommend to the full board for approval, a Director from the Board, to serve as Chair of the Committee.
3. A Secretary will be selected by the Committee membership at the first meeting of a new two-year term.
4. All members in good standing may submit a statement of interest to the Board of Directors for appointment to the Committee.
5. All members of the Committee will serve two-year terms.
6. Terms for Committee Members will begin on January 1 and end December 31.
7. There are no limits to the number of terms that a member may serve on the Committee.
8. A member of the Committee may be removed from the Committee by a two-thirds vote of the Board.
9. Chapter membership chairs, while not considered official members of the Committee, will be invited to participate in Committee meetings.

Committee Meetings

1. The Committee shall meet at least four times a year or more if necessary. Meeting dates and times should be scheduled in January for the year ahead.

2. A majority of Committee Members shall constitute a quorum for the transaction of business and the act of a majority of the Members present at any meeting at which there is a quorum shall be the act of the Committee.
3. The Chairperson shall preside at the meetings of the Committee. In the absence of the Chairperson, the members of the Committee present shall appoint a member to preside at the meeting.
4. The Secretary shall keep the minutes of the Committee and record all actions taken at the meeting. The minutes will be shared with the Executive Director and a report of all actions taken shall be provided to the Board of Directors at its next meeting.

Resources & Budget

1. The Committee may request resources as part of the Association's annual budget process.
2. The Committee will use ACT's conference call lines and web conference software for all meetings.