

Association for Commuter Transportation

Programs & Events Committee Charter

Purpose

The Committee is charged with ensuring the organization is providing high quality and comprehensive programming throughout the year. Providing oversight and recommendations to the Board on the strategic use of events and programs to achieve the organization's mission. The Committee is encouraged to work with staff to review and develop the organization's annual calendar of events and programs and long-term event planning. The Committee will assist with efforts to gather feedback from event and program participants to gather insights on how to continually improve activities and enhance value to participants. The Committee will work with staff to ensure all events and programs are unique and achieving desired results. The Committee will provide guidance to chapters on the development of local programs and events.

Vision

ACT's events and programs are enhancing the value of membership and meeting the desired needs of the organization.

Key Responsibilities

1. Work with staff to develop an annual calendar of events-including, but not limited to, the International Conference, TDM Forum, Emerging Mobility Summit, public policy, ImpACT Leadership, and webinars.
2. Improve upon ACT's events and come up with new ways to attract members and non-members.
3. Assist staff with reviewing and selecting locations for events.
4. Engage with staff and event chairs/committees in the planning of major events, including the International Conference, TDM Forum, and Emerging Mobility Summit to ensure they are meeting goals.
5. Provide guidance and assistance to chapters with the development of local programming and events.
6. Coordinate with ACT's Professional Development Committee to connect or expand professional development opportunities within ACT's programs and events.
7. Coordinate with Public Policy Committee regarding any potential policy focused events and programs.

Membership & Structure

1. The Committee shall consist of at least five (5) members and no more than 11 members appointed by the Board of Directors.
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. 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.

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.