

Association for Commuter Transportation

Belonging and Engagement Committee Charter

Purpose

The Belonging and Engagement Committee is charged with identifying the needs, training, and support for ACT members to ensure that the Association continually upholds our core values of respect and equal opportunity for all, fostering a culture of meaningful engagement where every member can connect, contribute, and thrive within our organization.

Vision

ACT is committed to advancing a culture of diversity, equity, and inclusion by fostering an inclusive, respectful, and collaborative association, with the Belonging and Engagement Committee supporting this mission by promoting opportunities that empower members of all backgrounds and better serve our communities.

Key Responsibilities

1. Strengthen collaboration across ACT by providing resources, best practices, and inclusive strategies that help all groups foster belonging and meaningful member engagement.
2. Celebrate and amplify the diverse experiences, perspectives, and contributions of ACT members and communities to build a shared sense of purpose and connection.
3. Expand and support inclusive community spaces that encourage authentic relationship-building, mentorship, and cross-member engagement.
4. Advance accessibility and equitable participation by ensuring ACT's events, communications, and resources are inclusive and responsive to diverse member needs.
5. Recognize and elevate member contributions through programs and platforms that highlight efforts advancing belonging, collaboration, and engagement.
6. Enhance the Conference Buddy program to intentionally support first-time attendees' sense of belonging, connection, and engagement at the International Conference.
7. Strengthen member belonging at ACT events by creating intentional networking and engagement opportunities that foster authentic connections across sectors, regions, and backgrounds.

Membership & Structure

1. Unless specifically noted within this charter, the Committee will adhere to the Committee Policy (available on ACT website) adopted by the Board of Directors for all committees.
2. The Committee shall consist of at least seven (7) and no more than nineteen (19) members appointed by the Board of Directors.

Committee Meetings

1. The Committee shall meet at least six 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 Chair shall preside at the meetings of the Committee. In the absence of the Chair, the Vice Chair shall preside at the meeting. If the Vice Chair is also not present, 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 Committee members and the Executive Director, with a report of all actions taken 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 web conference software for all meetings, unless these resources are not available and an alternate software is available and accessible to all Committee members.