

Association for Commuter Transportation Accreditation Committee Charter

Approved June 2022

Purpose

The Accreditation Committee oversees the management, standards, structure, and processes related to the development and implementation of a of the Association for Commuter Transportation's (ACT) Transportation Demand Management (TDM) Organization Accreditation Program. On behalf of the Board of Directors, the Committee shall work with staff, volunteers, and Association leadership to establish program goals, eligibility standards, application and maintenance processes, marketing, annual budget, and other related considerations.

Vision

To ensure a culture of ever-improving organization credibility through accreditation, based on agreed upon standards, reporting metrics, and data sharing, meeting the needs of the Association, its members, and key stakeholders.

Key Responsibilities

- a) Review and approve Accreditation applications
- b) Work with staff to develop and maintain application, peer-review, approval, and renewal processes
- c) Communicate, inform, educate, and train ACT members and the broader industry on the value of and standards for accreditation
- d) Assist organizations with the development and submittal of successful applications
- e) Develop and maintain a peer reviewer training structure
- f) Offer Accreditation training workshops at ACT events (as needed)
- g) Report and make recommendations to the Board of Directors (as needed)
- h) Annually conduct a strength, weakness, opportunity, and threat (SWOT) assessment of the program and develop an annual work plan.
- i) Produce an annual and multi-year operating budget for approval by the Finance Committee and Board

Membership & Structure

- a) The Committee shall consist of at least three (3) and no more than seven (7) members appointed by the Board of Directors.

- b) All ACT members in good standing and with a minimum of 10 years of documented TDM experience may submit a statement of interest to the Board of Directors for appointment to the Committee.
- c) Committee members shall serve two-year terms
- d) Terms for Committee Members will begin on January 1 and end December 31
- e) There are no limits to the number of terms that a member may serve on the Committee.
- f) A Chair will be appointed by the Board President
- g) A Secretary will be selected by the Committee membership
- h) A member of the Committee may be removed from the Committee by a two-thirds vote of the Board.

Committee Meetings

- a) 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.
- b) 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.
- c) 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.
- d) The Secretary shall keep the minutes of the Committee and record all actions taken at the meeting. The minutes shall be approved by the Committee at their next meeting. 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.
- e) An in-person meeting will be held at least once a year during the ACT International Conference.

Resources & Budget

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