

Association for Commuter Transportation

Events Oversight Committee Charter

Purpose

The Committee is charged with overseeing the organization's events to ensure they are meeting established goals and objectives. The Committee will provide recommendations to the Board on the use of events to achieve the organization's strategic mission. The Committee will be tasked with looking at how the organization's events may need to evolve to achieve long-term goals. The Committee will develop and oversee a strategy for guiding chapters and councils with events that align with ACT's goals.

Vision

ACT's events are enhancing the value of membership and focused on the long-term needs and growth of the organization.

Key Responsibilities

1. Review and evaluate events with a specific focus on event structures, including length, agenda, pricing, event themes, audience, and industry/market trends to guide each individual event planning activities.
2. Establish and track key metrics and goals for each event based on desired outcomes.
3. Develop key requirements for future event structure and site requirements.
4. Evaluate opportunities for future events that will enhance engagement in the organization.
5. Engage with staff and event chairs in the review of events (in-person and virtual) to ensure they are meeting goals.
6. Coordinate with Public Policy Committee regarding any potential policy-focused events.
7. Review all event surveys and provide feedback and guidance for the improvement of future events.
8. Develop and maintain guidelines and a catalog of speakers and trainers.

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. All International Conference Planning Committee Chairs will be invited to serve on the committee during and for at least one term after their term as Chair.
3. All members in good standing may submit a statement of interest to the Board of Directors for appointment to the Committee. Priority will be given to individuals that have attended previous ACT events.
4. The Executive Committee will recommend to the full board for approval an individual to serve as Chair of the Committee.
5. A Secretary will be selected by the Committee membership at the first meeting of a new two-year term.
6. Members of the Committee will serve two-year terms.
7. Terms for Committee Members will begin on January 1 and end December 31.
8. There are no limits to the number of terms that a member may serve on the Committee.
9. 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 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 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.