Association for Commuter Transportation

Membership Committee Charter

Purpose

The Committee is charged with guiding strategy for the recruitment and retention of ACT members, supporting sustained growth across all sectors of the Transportation Demand Management industry. The Committee will advise on the annual assessments of membership satisfaction and engagement in chapter and council activities, recommend membership benefits, and provide strategic guidance to chapter and council recruitment and retention efforts.

Vision

To support a growing and engaged membership by ensuring ACT understands the evolving needs of its members and the broader field of TDM professionals, and by advising on the programs, benefits, and structures that deliver sustained value to current and prospective members.

Key Responsibilities

1. Identify ways to effectively engage with prospects within targeted sectors.
2. Review current membership benefits in collaboration with staff and make recommendations for enhancements or sun-setting.
3. Coordinate with Chapter Leaders to support member recruitment and retention.
4. Seek member opinions and input regarding the direction, focus and mission of ACT.
5. Support staff in the development and promotion of an annual membership survey and provide a summary of results to the Board.
6. Periodically analyze membership data to develop recommendations and review Committee goals, priorities and actions to respond to those recommendations.
7. Periodically review and make recommendations to the Board on ACT's membership dues structure and categories.
8. Update Board of Directors on committee activities.

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 three (3) members and no more than fifteen (15) members appointed by the Board of Directors, including the Chair.
3. 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 six times a year. 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.