

Primer for Committee Members and Staff

Every year, ACT members generously volunteer their time and expertise to serve on ACT's committees, including standing committees of the Board, work groups, and task forces. These dedicated individuals make it possible for ACT to fulfill its mission empowering the people, places, and organizations working to advance TDM.

Committees and task forces are the engine of ACT. They connect the association directly to you and help shape the strategies, policies, and programs that drive progress in our field. They also serve as a vital pipeline for identifying and cultivating future ACT leaders.

Whether it's addressing pressing issues in TDM, developing resources and educational materials, shaping policy positions, positioning the organization for a strong future, or developing strategy for ACT's events, your voice and input matter. By participating in a committee, you're not only contributing to ACT's impact, you're investing in your own leadership.

Thank you for your involvement!

Roles and Responsibilities

Committee Chair: As Chair, you are entrusted with leading your group toward meaningful impact. Your role is to champion the mission and strategic goals of the Board, foster focused and inclusive discussions, ensure that clear assignments and deadlines are set, and partner closely with your staff liaison to keep progress on track. Your leadership sets the tone — and helps turn ideas into action. Key responsibilities include:

- Work with Vice Chair and staff liaison to plan the meetings and set the agenda
- Lead the committee meeting, ensuring that decisions and tasks align with and support ACT's mission and work plan.
- Ensure that all members participate and move the discussion towards a decision or action
- Delegate tasks and set deadlines to committee members and staff liaison
- Work with staff to oversee completion of assignments
- Work with staff to develop updates, reports, requests, or other items to the Board of Directors
- Work with staff to identify future committee members and leaders
- Participate in ACT Board of Directors meetings as needed or desired
- Meet all responsibilities of a Committee Member outlined below

Vice Chair: As a trusted partner to the Chair you help guide discussions, support the execution of the committee's mission, and step in to lead meetings when the Chair is unavailable. This role is key to maintaining continuity and momentum within the committee. Serving as Vice Chair is an excellent opportunity to build leadership skills, deepen your impact within ACT, and prepare to assume the Chair role in the future.

- Work with Chair to plan meetings and set the agenda
- Actively engage committee members to encourage participation
- Contribute to setting clear goals and timelines
- Actively participate in meeting discussions to ensure Chair is not the lone voice
- Meet all responsibilities of a Committee Member outlined below

Secretary: You serve in a crucial role, ensuring the committee runs smoothly and stays well-organized. As the keeper of records, the Secretary documents meeting minutes accurately, tracks action items and maintains clear communication among committee members. This role helps provide transparency and continuity, making sure decisions and assignments are captured and followed up on. Serving as Secretary offers a valuable opportunity to contribute to ACT's mission while developing organizational and leadership skills within a volunteer team environment. Key responsibilities include:

- Take accurate and concise meeting minutes to capture key discussions, decisions made, action items, and deadlines
- Ensure timely distribution of agendas, minutes, and meeting materials, in collaboration with Chair, Vice Chair, and Staff Liaison
- Post information to committee's Connect Community
- Meet all responsibilities of a Committee Member outlined below

Committee Member: You play a vital role in advancing ACT's mission by contributing your expertise, insights, and energy to support the work of the committee. As an active participant, you help shape discussions, develop solutions, and carry out initiatives that move the organization forward.

Committee Members are expected to come prepared, engage constructively, and follow through on assignments. By collaborating with fellow members, the Chair, and ACT staff, Committee Members help ensure the committee remains effective, inclusive, and focused.

Serving as a Committee Member is an excellent opportunity to make a meaningful impact, expand your professional network, and grow your leadership within ACT and the broader TDM community. Key responsibilities include:

- Act in the best interests of the organization
- Attend meetings
- Participate in discussions and take on assignments
- Complete assigned tasks in a timely and professional manner
- Respond to emails and discussions via Connect Community
- Disclose any actual or perceived conflicts of interest and not participate in discussions or votes on matters where conflicts exist

Staff Liaison: The Staff Liaison serves as the primary connection between ACT and the committee, helping to ensure that the group's work aligns with the organization's mission, strategic goals, and operational processes. The liaison provides essential support in planning, coordination, and communication, enabling the committee to function effectively. The Staff Liaison does not direct the committee's work but plays a key role in empowering volunteer leaders, supporting collaboration, and ensuring continuity between committees and ACT's broader strategic priorities. Key responsibilities include:

- Work closely with committee leadership to schedule and plan meetings
- Schedule meetings via ACT's meeting platforms and calendar
- Attend meetings of the committee
- Assist with distributing materials, and tracking progress on assignments
- Ensure meeting minutes are being recorded, disseminated, and archived

- Serve as a resource for organizational context and policies and procedures
- Communicate committee activities to the Executive Director
- Share relevant committee activities with staff to ensure coordination and alignment between committee work and to identify opportunities for collaboration
- Advise the group on actions that may require approval from the Board or Executive Director, typically including changes of policies, positions, or financial expenditures
- Work with Executive Director regarding committee requests to present updates and/or votes to the Board of Directors
- Assist the chair with identifying future committee members and leaders

Guidelines for Effective Meeting Management

1. **Finalize and distribute an agenda** in advance (5-10 days) of meeting
2. **Start on time**
3. **Review the agenda** and discuss how any items may be related/dependent on others at the start of the meeting, identify items that may take more/less time than needed, and see if there are any additional items that committee members would like to have added or removed from the agenda.
4. **Encourage everyone** to participate to ensure balanced discussions. Invite quieter members to contribute and encourage consideration of multiple perspectives.
5. **Follow the agenda** and avoid introducing new items without the agreement of the committee or task force.
6. **Maintain a respectful tone.** Discourage personalizing the debate.
7. **Keep the conversation focused** by periodically restating the issue and the intended outcome of the discussion.
8. **Aim for consensus**, recognizing that not all decisions require unanimity.
9. **Before calling for a vote**, clearly restate the issue and the specific recommendation being considered. Ask if any members need to recuse themselves due to a conflict of interest.
10. **Put all matters to a formal vote**, even if there appears to be unanimous agreement.
11. **Identify action items** and assign individuals to be responsible for each decision made. Ensure all votes and assignments are accurately recorded in the meeting minutes.
12. **Close the meeting with a clear summary** of action items and assigned responsibilities.