

Association for Commuter Transportation

Professional Development Committee Charter

Purpose

To assist in identifying the training, education, and mentoring needs of the membership with a goal of advancing member knowledge of TDM and personal professional growth. The Committee will consider the needs of all members, from new TDM professionals to retirees, along with all phases of a Member's career, including challenges facing discrete populations of our Membership. The Committee will help facilitate the exchange of knowledge from experienced TDM professionals to new TDM professionals.

Vision

ACT's is providing engaging and rewarding personal and professional growth opportunities throughout a Member's entire career, enhancing the overall value of membership in ACT.

Key Responsibilities

1. Work with staff to annually review educational and professional development needs of members.
2. Oversee and assist staff with managing ImpACT! Leadership program.
3. Manage Peer Advisory Leaders (PALs) mentoring program.
4. Assist with identifying pre-conference workshops.
5. Assist with and take the lead as appropriate for planning and development of ACT Webinars
6. Provide guidance and assistance to chapters with the development of local professional development activities.
7. Coordinate with Programs & Events Committee to connect or expand professional development opportunities within ACT's conferences and events.
8. Coordinate with the Certification Board of Trustees to look for opportunities to provide educational sessions and training in support of ACT's TDM professional certification.
9. Participate in the review and judging of ACT's professional awards.

Membership & Structure

1. The Committee shall consist of at least four and no more than thirteen members appointed by the Board of Directors.
2. The Executive Committee will recommend to the full Board for approval, a Director from the Board, to serve as Chair of the Committee.
3. A Vice Chair will be selected by the Committee membership at the first meeting of a new two-year term.
4. A Secretary will be selected by the Committee membership at the first meeting of a new two-year term.
5. Members in good standing may submit a statement of interest to the Board for appointment to the Committee.
6. Members of the Committee will serve two-year terms.
7. The Board may appoint and replace vacant seats on the committee throughout the two-year term to a new member that will serve through the remainder of that term.
8. Terms for Committee Members will begin on January 1 and end December 31.
9. There are no limits to the number of terms that a member may serve on the Committee.
10. 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 web conference software for all meetings.

Adopted: November 12, 2018

Updated: November 9, 2020