

ACT Employer Council Charter

Purpose

The Employer Council will provide a forum for ACT members to collect and share best practices around employer commuter transportation programs, services, and benefits. The Council will embrace and address the issues impacting all employers, regardless of size, type, or location and work collaboratively to inform, influence, and shape policies impacting employer commute programs.

Focus Areas

1. Expand commuter benefits to include additional modes of transportation, as well as standardize language nation-wide.
2. Explore ways to increase opportunities for enhancing efficiencies between members.
3. Develop and maintain a compilation of TDM regulatory requirements for employers.
4. Add advocacy focus on educating, influencing, and compiling the information.
5. Identify future needs of employers and take them to right entity within ACT, be that other councils, committees, or the Board of Directors.
6. Create a standard ETC training for the TDM industry, with special emphasis on supporting ACT members.
7. Develop a process for ongoing benchmarking and data gathering, that will be reviewed and updated on a regular basis.
8. Develop and maintain a compilation of Scope 3 emissions laws and regulations to aid ACT members for complying to the rules, as well as develop template responses that are available to the greater ACT membership.

Membership & Structure

- Membership will be open to all members of ACT.
- Leadership of the Council will include a Chair, Vice Chair, and Secretary.
- At minimum, one non-vendor member should serve within the leadership of the Council.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.
- Proposals for council positions must be noted on meeting agendas and be approved by a majority of the participants at a meeting.
- The Council may establish committees to focus on specific aspects of the Council's work.
- Any and all decisions of the Council regarding policy positions, and the related, shall be coordinated with and submitted to the ACT Public Policy Committee for final approval.

Council Meetings & Responsibilities

- The Council shall meet at least four times per year and hold at least one in-person meeting during the International Conference.

- Council meetings must be scheduled and posted on the ACT Calendar at least two weeks prior to their meeting date.
- The Council shall submit a report to the Board of Directors each quarter.
- The Council shall develop and submit an annual work plan to the Board of Directors.
- The Council shall be responsible for developing and coordinating two sessions at the International Conference.

Resources & Budget

- The Council may request resources as part of ACT's annual budget process or through a request to the Board during one of its quarterly in-person meetings.
- The Council may, with approval, solicit funding directly from members of the Council to advance research or support council activities.
- The Council will use ACT's web conference software for all meetings.