

# AGENDA

## 1. TMA/TMO Networking

Connect with other TMAs/TMOs

## 2. Draft Charter Review

Vote on Council's Plan for the Future

## 3. Knowledge Share Plan

How is the Council going to maximize TMA/TMO knowledge sharing & group solutioning?

## 4. How Can My TMA/TMO Be Showcased in Next Webinar?

Discuss our chapter-by-chapter plan to elevate TMA/TMO work across regions

## 5. Feedback and New Ideas

What are we missing? How can we best support you?

# ACT TMA/TMO COUNCIL CHARTER

## Description

The TMA/TMO Council comprises Transportation Management Agencies / Organizations (TMAs/TMOs) and other interested parties including TMA/TMO champions from the public, private, and non-profit sectors, seeking to advance TDM through sound public/private collaboration.

## Purpose Statement

The TMA/TMO Council is the leading professional resource for connecting and knowledge sharing among localized transportation demand management organizations – commonly referred to as transportation management associations or organizations. Our goal is to increase the prevalence and effectiveness of TMAs/TMOs nationwide.

## Council Goals

- **Be the go-to professional resource for every TMA/TMO at any point in their lifecycle**, leading to highly professional and effective organizations nationwide. This includes supporting TMAs/TMOs in the conceptual, pre-launch stage through support of the most seasoned and established organization.
- **Increase TMA/TMO participation** in ACT and the TMA/TMO Council.
- **Grow the number of communities served** by operational and effective TMAs/TMOs.

## Focus Areas

- **Networking and personal connections between TMA/TMO staff and leaders.** TMAs/TMOs are unique organizations that are far from ubiquitous nationally. Creating a network for idea-sharing helps bridge the gaps created by the distance between our respective organizations.
  - Creation of regular TMA/TMO council events that attract both experienced members and newer entrants into the TMA/TMO space
  - Focus on building community and sharing of ideas
  - Create an optimally organized and systematic approach to supporting mentorship
- **TDM and services case studies and best practices.** TMAs/TMOs are often at the ground level of implementation of TDM strategies. However, the geographic and contextual breadth of TMA/TMO experiences can create barriers to sharing lessons learned and best practices. We seek to be a source and repository of the TMA/TMO experience to shorten learning curves for

all member organizations.

- Conduct webinars and learning sessions at a minimum of quarterly
- Contribute high impact conference sessions annually
- **Funding and org management.** TMAs/TMOs lack uniform organizational structure, creating opportunities to assist prospecting and existing TMAs/TMOs explore alternatives to structure and funding that are contextually relevant and effective. The Council will build routine forums for connection
  - By creating connections between TMAs/TMOs spanning geographies and contexts, council members can assist on the perennial questions of effective structure and funding mechanisms
  - Conduct webinars and learning sessions at a minimum of quarterly

## Membership & Structure

- Membership will be open to all members of ACT.
- Participation in webinars is open to ACT members and ACT member invitees (non-members can attend one webinar per person before becoming members), recognizing that showcasing our collective resource aids in supporting our mission of growing the reach of TMAs/TMOs into additional communities, and growing ACT membership.
- Leadership of the Council will include a Chair, Vice Chair, and Secretary.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.
- Proposals for council positions must be noted on meeting agendas and approved by a majority of participants at a meeting.
- The Council may establish committees to focus on specific aspects of the Council's work.
- All decisions of the Council regarding policy positions, and 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 annually including holding at least one in-person meeting during the International Conference.
- Council meetings must be posted on the ACT Calendar at least two weeks before they occur.
- 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 develop and coordinate 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.