

TAC COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES: AN INTRODUCTION FOR MEMBERS

As a member of the Transportation Association of Canada, and especially as a volunteer on one of TAC's many councils and committees, you will be part of the national network that helps shape Canada's highway transportation system. With nearly 100 years of history, TAC has a legacy about which you can be proud and a promising future that you can help build. Together, we can contribute to improving our economy, the environment and our collective social well-being.

TAC – *your* Association – is known for the technical excellence of its products. TAC does not set standards, but it is the preeminent national transportation organization in Canada that delivers technical guidelines and best practices that are referenced in most jurisdictions across the country. Volunteers are key to that work.

As part of the Association and as a committee or council member, you will have the opportunity to communicate with and work with other professionals in your field, share information on emerging issues and stimulate research and development. We welcome your involvement and believe that you and your organization will also benefit greatly from your participation.

Council and Committees

TAC councils and committees provide neutral fora where both public sector and private sector interests can be raised in constructive, non-partisan and non-confrontational discussion.

Councils are intended to represent a cross-section of transportation stakeholders and membership is by invitation or designated position. Meetings of councils are typically held twice a year, in the spring and in the fall in conjunction with the TAC Annual Conference. Interested TAC members, who are not council members, may attend council meetings as observers.

Standing committees are established under the auspices of the councils, with Board approval, where subjects require in-depth discussion or analysis. TAC members may join any standing committee that could benefit from their expertise, subject only to limitation due to over-representation from a particular sector or region. Interested TAC members, who are not standing committee members, may attend standing committee meetings as observers.

As well as providing a forum for discussion and information exchange, standing committees identify research needs and priorities, disseminate research results through the organization of conference sessions, panel discussions and workshops, and recommend and review papers for presentation in TAC conference sessions. In discussing research needs and priorities, standing committees may also recommend approaches to address those needs. Approaches can include undertaking a project to develop a research report, a synthesis of practice, or a national guideline. In some cases, standing committees may establish subcommittees to focus on issues of particular interest.

Standing committees generally meet twice a year, in the spring and in the fall in conjunction with the TAC Annual Conference. From time to time, standing committees may hold additional meetings. Members are expected to attend meetings as often as possible, to contribute to discussions, and to participate in decision-making by voting during meetings or electronically when issues arise between meetings. More information about the roles and responsibilities of standing committees members as well as of executive members is included later in this handbook.

From time to time, additional groups may be established to address new or emerging topics that are not already identified within the mandate of existing councils or committees. For the purposes of this document, a committee by any other name is still a committee.

Roles and Responsibilities of Council and Committee Members

As a council or committee member, you will be part of a group of professional peers that share your specific interests in the transportation field and will have the opportunity to inspire leading-edge information sharing and creation on emerging issues and to stimulate research and development. You can expect to:

- Be part of discussions on emerging issues, technologies, research needs and priorities and other matters that may be discussed during council/committee meetings (subject to conflict of interest guidelines).
- Participate in decision-making (for example by electing an executive committee, reviewing minutes and draft documents, and voting during meetings or electronically between meetings).
- Receive information in support of meetings (agenda, background information, minutes, etc.).

As a council or committee member, it is also expected that you will:

- Attend meetings.
- Come prepared to participate in discussions.
- Review guidelines for conflict of interest and declare yours whenever necessary.
- Volunteer, whenever possible and practical, to assist with committee work.

Roles and Responsibilities of Council Chair and Executive Members

TAC councils are managed by an elected executive, generally comprising at least three members: a chair, a vice-chair and a past chair. Each office is generally held for two years.

The TAC Secretariat provides support for Council activities, including acting as secretary during meetings and teleconferences, drafting reports on Council activities for approval, and distributing information to the membership as needed.

Council Chair:

- Chairs meetings
- Reviews conflict of interest guidelines with members
- Reports to TAC Board of Directors

- Liaises with other Council Chairs
- Delegates responsibilities to Secretary, other Council members as necessary
- Sets date and times for Council Executive meetings

Council Executive:

- Prepares/approves agenda for meetings
- Reviews/approves report from Council to Board of Directors
- Acts on behalf of Council between meetings
- Refers any requests for official TAC positions to TAC's senior management
- Conveys recommendations of council for conference sessions/panel discussions/workshops to TAC Secretariat
- Coordinates the development of panel discussion and workshop programs
- Ensures abstracts and full papers submitted for the council's conference sessions are reviewed with comments provided to TAC Secretariat

Roles and Responsibilities of Standing Committee Chair and Executive Members

Standing committees of TAC are also managed by an executive, generally comprising four members: a chair, a vice-chair, a past chair and a secretary. Each office is generally held for two years.

The TAC Secretariat provides support to standing committees by distributing information to the membership as needed.

Standing Committee Chair:

- Prepares agenda for meetings
- Chairs meetings
- Reviews conflict of interest guidelines with members
- Reports to oversight Council
- Presents projects proposed by standing committee for Council approval
- Liaises with other Committee Chairs
- Delegates responsibilities to other Committee members as necessary

Standing Committee Vice Chair:

- Conveys recommendations of standing committee for conference sessions/panel discussions/workshops to TAC Secretariat
- Coordinates the development of panel discussion and workshop programs

Standing Committee Secretary:

- Prepares minutes of meetings and submits draft to Secretariat for distribution to membership
- Takes attendance during meetings and reports to TAC Secretariat

Standing Committee Executive:

- Reviews/approves agenda for meetings

- Ensures abstracts and full papers submitted for the committee's conference sessions are reviewed with comments provided to TAC Secretariat
- Periodically reviews committee terms of reference and recommends revisions as necessary
- Informs TAC secretariat about meetings needs
- Acts on behalf of Committee between meetings
- Refers any requests for official TAC positions to TAC's senior management