



NCPTA Membership Committee Charter

I. Purpose or Mission Statement

The NCPTA Membership Committee is appointed and charged with responsibilities associated with increasing NCPTA membership. The Membership Committee along with the Executive Director and Business manager of NCPTA will keep the Membership Directory up to day.

II. Type of Committee

The Membership Committee is a standing committee of NCPTA.

III. Membership

The Membership Committee shall consist of the Association's Executive Director (representing the Board of Directors), the Association's Business Manager, and three (3) to four (4) Association Members representing a broad spectrum of the Association's total membership. Members are expected to attend each meeting.

IV. Chairperson

The Chairperson of the Membership Committee shall be appointed each year by the Association's President at the NCPTA Board of Directors' August meeting. The Membership Chairperson's appointment will be for one year unless he/she agrees to continue in the role for an additional year and the President so appoints.

V. Activities, Duties and Responsibilities

The Membership Committee is responsible for keeping an electronic copy of the Membership Directory up to day at all times. The Membership Directory is to be published on the Association's website twice annually, once in January after the end of the System Member six (6) month grace period ends, and once in July after the end of the Association's fiscal year. The Membership Committee is responsible for sending annual renewals to the System Members and monthly renewals to the Associate Members. This includes evaluating opportunities to partner with other non-profit agencies including APTA, CTAA, ACT, COMTO, MPOs, RPOs, and other State public transportation associations.

In addition to the above, the Membership Committee will develop and implement a comprehensive membership recruitment and retention strategy by the end of FY 18, and will establish by the end of FY 19 for Board consideration a "Fellows" program to recognize contributions of retiring members.

VI. Standard Committee Procedures

A. Scheduled Membership Committee Meetings

Meetings shall be held every quarter in the months of August, October, January, March and on the first Thursday of the aforementioned months. This ensures that the Membership Committee is able to prepare and provide a timely report to the Board of Directors at its meetings. If there are any urgent matters at hand, special meetings as determined by the Chair and members of the Membership Committee can be scheduled and held.

Meetings are conducted by conference call.

The Membership Committee shall maintain notes of each meeting and include pertinent information as part of the quarterly report to the Board of Directors. The Membership Chairperson (or his/her designee) will present a committee report at the NCPTA Board of Directors' meeting that follows the Membership Committee meeting.

Accepted by the Board of Directors on Nov 6, 2017.



Camille Sterling, President