

NORTH CAROLINA
NCPTA
PUBLIC TRANSPORTATION ASSOCIATION

Conference Planning Committee Charter

I. Purpose or Mission Statement

The NCPTA Conference Planning Committee (hereafter referred to as 'CPC') is charged with the coordination and administration of operational duties associated with the annual NCPTA Conference, Roadeo, and Golf Tournament. The actions of the CPC shall be consistent with the NCPTA mission, strategic plan, and/or direction provided by the NCPTA Board of Directors and/or Executive Committee.

II. Type of Committee

The CPC is an ad-hoc committee of NCPTA. It is convened annually for the purpose of event planning and execution. It is comprised of three main sub-committees: the Conference Committee and Roadeo Committee.

III. Membership

As indicated in the 2017 "Annual Conference and Roadeo Planning Guide," the CPC shall consist of NCPTA Board members and staff, at least two Chairpersons and member volunteers. Each member shall serve a maximum term of 18 months unless s/he volunteers to continue in their role. Members are expected to attend, at minimum, a monthly conference call or participate through electronic communication.

IV. Chairpersons

The two Chairpersons of the CPC shall be volunteers from within the organization and will assume the responsibility of coordinating the subcommittees and leading planning efforts. One Chairperson shall serve as Conference Program Chair and one Chairperson shall serve as Conference Roadeo Chair. Each Chairperson's tenure will be for one planning period of 18 months (as indicated in the 2017 "Annual Conference and Roadeo Planning Guide") unless s/he volunteers to continue in the role. Co-chairs may be recruited as necessary.

V. Activities, Duties and Responsibilities

The CPC is responsible for planning and executing a quality annual Conference, Roadeo, and Golf Tournament for NCPTA members for the purpose of professional development and networking. Each CPC member is expected to complete assigned tasks within the conference planning timeline and work as a team to create a successful event.

VI. Standard Committee Procedures

The following are the CPC's procedures as of the time of this writing; but these are subject to future revisions depending upon the activities and actions of the Association's Board of Directors, Executive Committee, other Standing Committees, and/or membership.

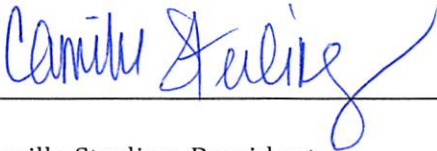
A. The CPC Scheduled Meetings

Meetings shall be held at least monthly during the eighteen (18) month planning period. This ensures that communication between members is consistent and that task updates can be provided regularly. Sub-committees may meet or communicate more often and the frequency of CPC meeting may increase as the event date approaches.

Meetings are conducted by conference call or in person.

The CPC shall maintain notes from each meeting and include pertinent information as part of the quarterly report to the Board of Directors. The CPC Chairperson (or her/his designee) will present a committee report at NCPTA Board of Directors' meetings during the planning period.

Accepted by the NCPTA Board of Directors on November 6, 2017.



Camille Sterling, President