

NORTH CAROLINA
NCPTA
PUBLIC TRANSPORTATION ASSOCIATION

Strategic Planning Committee Charter

I. Purpose or Mission Statement

The NCPTA Strategic Planning Committee (hereafter referred to as 'SPC') is appointed and charged with responsibilities associated with developing and updating the NCPTA Strategic Plan. The SPC shall perform needs assessments, plan, develop, guide implementation, and evaluate member programs, to include (but not be limited to) services and/or programs 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 SPC is a standing committee of NCPTA. It was formed in 2015 and charged with developing the initial NCPTA Strategic Plan. The SPC is expected to offer recommendations and provide information relevant to the policies and operations of NCPTA.

III. Membership

The SPC shall consist of the Association's Executive Director (representing the Board of Directors) and six (6) to ten (10) Association members representing a broad spectrum of the Association's total membership. We strive to ensure that The SPC's participating committee members are from diverse segments of the Association's membership (urban and rural transit systems, vendors, suppliers, etc.). Each member shall serve a maximum of a three-year term. Members are expected to attend each meeting either in person or through electronic communication.

IV. Chairperson

The Chairperson of The SPC shall be appointed each year by the Association's President at the NCPTA Board of Directors' August meeting. The SPC Chairperson's appointment will be for one year unless s/he agrees to continue in the role. Co-chair or assistants may be appointed as necessary.

V. Activities, Duties, and Responsibilities

The SPC is responsible for keeping NCPTA's Strategic Plan current. The Strategic Plan is intended to be a vibrant, 'living' document that assists the Association in achieving its Goals and Objectives and ultimately fulfilling the Association's Mission Statement. Each SPC committee member is expected to make contributions to ensure that the Plan is accurate and relevant in the changing transit industry environment.

VI. Standard Committee Procedures

The following are The SPC'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 SPC Scheduled Meetings

Meetings shall be held every quarter in the months of July, October, January, and April and on the first Friday of the aforementioned months. This ensures that the SPC is able to prepare and provide a timely report to the Board of Directors at its meetings which are scheduled to occur within a month following each of the SPC's meetings. If there are any urgent matters at hand, special meetings as determined by the Chair and members of the SPC can be scheduled and held.

Meetings are conducted in person, with conferencing capability for those unable to attend in person.

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

Accepted by the NCPTA Board of Directors on August 4, 2017.



Camille Sterling, President