

NORTH CAROLINA
NCPTA
PUBLIC TRANSPORTATION ASSOCIATION

Roadeo Committee Charter

I. Purpose or Mission Statement

The NCPTA Roadeo Committee (hereafter referred to as 'RC') is appointed and charged with responsibilities associated with planning and implementing the annual Bus, Van and LTV Roadeo. The RC is responsible for the developing the Annual Roadeo Guide, event budget, schedule and ensuring execution of a successful annual event.

II. Type of Committee

The RC is a standing committee of NCPTA. This committee has been in existence for many years and it is the expectation that the RC will advised the NCPTA Board Members in issues related to the Roadeo.

III. Membership

The RC shall consist of one member of the Association's Executive Committee (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 RC's participating committee members are from diverse segments of the Association's membership (urban and rural transit systems, vendors, suppliers, etc.).

Members are expected to attend each meeting either in person or through electronic communication and actively participate in the committee activities and discussions.

IV. Chairperson

The Chairperson of The RC shall be appointed each year by the Association's President at the NCPTA Board of Directors' August meeting. The RC's 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 RC is responsible for keeping the NCPTA Annual Rodeo Guide current. This guide is intended to provide the NCPTA membership an overview of the annual event while also updating any procedure or rules changes. Each year, the RC will be responsible for developing an event timeline and schedule, maintaining necessary equipment list, coordinating with the host member and necessary vendors to ensure smooth operation of the event.

VI. Standard Committee Procedures

The following are The RC'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.

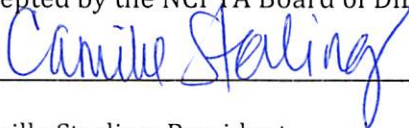
A. The RC Scheduled Meetings

Meetings shall be held at least once a month; more often if necessary to address ongoing event challenges. If there are any urgent matters at hand, special meetings as determined by the Chair and members of the RC can be scheduled and held.

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

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

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



Camille Sterling, President