

Training and Professional Development Committee Charter

I. Purpose Statement

The NCPTA Training and Professional Development Committee (hereafter referred to as 'Training Committee') is appointed and charged with responsibilities associated with promoting and engaging NCPTA members in continual professional development and educational opportunities to ensure safe and efficient delivery of transit services across the State and to develop a responsive, informed and productive workforce.

II. Type of Committee

The Training Committee is a standing committee of NCPTA. It was formed in 2015 and charged with developing the initial NCPTA Strategic Plan. The Training Committee is expected to fulfill its purpose under the direction of the policies and operations of NCPTA.

III. Membership

The Training Committee shall consist of the Association's Executive Director (representing the Board of Directors), a committee chair or co-chair's and Association members representing a broad spectrum of the Association's total membership. We strive to ensure that the Training Committee's participating members are from diverse segments of the Association's membership (urban and rural transit systems, vendors, suppliers, etc.). Each member shall make a commitment to actively participate for a 12 month period with no limitations on length of service. Members are expected to attend each meeting either in person or through electronic communication.

IV. Chairperson

The Chairperson of The Training Committee shall be appointed by the Association's President at the NCPTA Board of Directors' August meeting and shall commit to serve a minimum of two years. The Training Committee 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

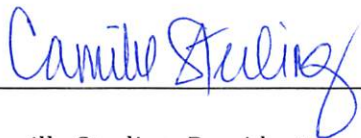
The Training Committee shall assist with the promotion of formal training opportunities offer by NCDOT, NTI and others, support peer groups and peer learning, organize and offer training programs, develop professional development incentives, and services and/or programs consistent with the NCPTA mission, strategic plan, and/or direction provided by the NCPTA Board of Directors and/or Executive Committee.

VI. Standard Committee Procedures

The following are the 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. Meeting Schedule: Meetings shall be held every quarter in the months of July, October, January, and April typically on or before the first Friday of the aforementioned months. This ensures that the Training Committee 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 Training Committee meetings. If there are any urgent matters at hand, special meetings as determined by the Chair and members of the Training Committee can be scheduled and held.
- B. Attendance and Participation: Members are strongly encouraged to attend meetings in person. Conferencing capability for those unable to attend in person will be made available. While a member's service is voluntary, participation in committee activities and initiatives is expected. If active attendance and participation is not feasible, members are asked to inform the committee chair.
- C. Meeting Minutes and Board Updates: The Training Committee shall maintain minutes of each meeting and include pertinent information as part of the quarterly report to the Board of Directors. The Training Committee Chairperson (or his/her designee) will present a committee report at the NCPTA Board of Directors' meeting that follows the Training Committee meeting.

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



Camille Sterling, President