

## **Roles/Responsibilities of Regional Transportation Coordination Council (RTCC) Members**

### **Elected Seats**

The officers shall be elected by vote at a regularly scheduled RTCC meeting to serve a term of two (2) years or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place. Elections shall be held at the RTCC meeting in February of every odd numbered year.

- Chair-The Chairperson will serve a minimum of two years. They will facilitate all RTCC meetings, develop meeting agendas with the Vice Chair and Mobility Director, call meetings to order, conduct a roll call, conduct votes, plan RTCC Summits (if applicable), promote the RTCC and give updates to other elected officials/groups, and work in conjunction with the Mobility Director and others on ensuring strategic goals are being met. The Chair will also attend bi-monthly NWCCOG Council meetings to give updates on RTCC. If the Chair cannot attend, the Vice Chair or Secretary should attend. If none of the elected officers can attend, the Mobility Director will attend and provide updates. Time commitment: 4-8 hours per month.
- Vice Chair- The Vice Chair assists the Chair and facilitates meetings if the Chair is absent. They will also assume the role of the Chair until the next election should the Chair resign. They will serve a minimum of two years. They will help develop meeting agendas with the Chair and Mobility Director, plan RTCC Summits (if applicable), promote the RTCC and give updates to other relevant organizations, and work in conjunction with the Mobility Director and others on ensuring strategic goals are being met. Time commitment: 4-6 hours per month.
- Secretary- The Secretary will take meeting minutes during each quarterly RTCC meeting. They may elect to use AI tools for assistance. They will send meeting minutes to the Mobility Director 2 days after quarterly meeting occurrences. If the Vice Chair resigns, the Secretary will assume the role of the Vice Chair until the next election. Time commitment: 1-2 hours per month

### **Work Groups**

Time Commitment: 2-4 hours per month

Each work group is correlated with an RTCC goal and strategy. All RTCC members should select a work group to participate in. Some strategies may be led by the Mobility Director and/or Elected Officers.

- Work Group Leads- self-select, organize 1 monthly meeting per month, ensure the group is meeting the goal timeline and activities, assign a note taker, report out project progress and send notes to the Mobility Director within 2 days of the work group meeting, report out progress at each quarterly meeting.
- Work Group Members- self-select, attend monthly meetings, ensure the group is meeting the goal timeline and activities, actively participate.
- Mobility Director-Supports work groups in planning meetings and logistics. Will attend meetings if available.