

# IFTA COMMITTEE CHAIRS GUIDE



January 2012

## Disclaimer

All users of the information contained in this document understand and agree that IFTA, Inc. is not responsible for the accuracy of the information provided to IFTA, Inc. by the person or persons that prepared the materials herein. All information contained in this document is provided to IFTA, Inc. by the responsible party or parties, and IFTA, Inc. does not alter the information provided or independently confirm the accuracy of the information provided. The sole responsibility of the accuracy of the data lies solely with the person or persons who prepared the materials.

This document was prepared by the IFTA Committee Chairs as a tool to assist fellow Committee Chairs in managing their respective Committees. Suggested changes or additions should be addressed to the IFTA, Inc. staff for collection of the data.

## TABLE OF CONTENTS

A. Introduction	4
B. IFTA Standing/Special Committees	5
C. Understanding the Relationship and Interaction of the IFTA, Inc. Board Liaison and Staff	8
D. The Role and Responsibilities of the Committee Chair	9

## A. INTRODUCTION

In its Strategic Plan, the IFTA Inc. Board of Trustees requested that a committee be struck to “identify areas of training required” for Committee Chairs which would assist and support them in maintaining strong committees.

Past Committee chairs were invited to participate by providing comments on this topic. In the way of general direction, they were asked to consider their experience of being the chair of their respective committees and identifying what went right and what could have been done better. In particular, they were asked to think about how the organization could do more to assist them and their committee members with training, guidance, or coordination.

The comments received were of great benefit and have been incorporated into this Committee Chairs Guide.

## B. IFTA STANDING/SPECIAL COMMITTEES

Article Six of the IFTA, Inc., Bylaws, the Committees Charter and the IFTA Articles of Agreement, Section R1810.200 defines each of the Standing Committees. Additionally the Bylaws also allow for the formation of Special or Other committees. The President, with the approval of the Board, may establish such other committees as from time to time are deemed necessary or desirable, and may, with the approval of the Board, appoint Chairs to such Committees. The IFTA Manuals, Committee Charters and the Bylaws can be found on the IFTA, Inc. website.

### **Standing Committees:**

#### Agreement Procedures Committee (APC)

The Agreement Procedures Committee shall have the responsibility of maintaining the Articles of Agreement and the Procedures Manual, and such other responsibilities assigned to it by the Board. In discharging these responsibilities, the Agreement Procedures Committee shall seek input from the Audit Committee, Law Enforcement Committee, Program Compliance Review Committee, and the Industry Advisory Committee. The President, with the approval of the Board, shall appoint an Agreement Procedures Committee Chair. The chair shall select the committee members to serve on the Agreement Procedures Committee, subject to approval by the Board. The committee members shall be selected from the membership of IFTA, Inc.

#### Audit Committee (AC)

The Audit Committee has the responsibility for the Audit Manual, and such other responsibilities assigned to it by the Board. In discharging these responsibilities, the Audit Committee shall seek input from the Agreement Procedures Committee, Law Enforcement Committee, Program Compliance Review Committee, and the Industry Advisory Committee. The President, with the approval of the Board, shall appoint an Audit Committee Chair. The Chair shall select the committee members to serve on the Audit Committee, subject to approval by the Board. The committee members shall be selected from the membership of IFTA, Inc.

#### Clearinghouse Advisory Committee (CAC)

The Clearinghouse Advisory Committee has the responsibility of advising the Board and the Executive Director of IFTA, Inc. of business rules for the operation of the Clearinghouse, ensuring the Clearinghouse operates within the IFTA requirements, suggesting enhancements to the Clearinghouse, proposing ballots, and serving as a technical resource for membership. The President, with the approval of the Board, shall appoint a Clearinghouse Advisory Committee Chair. The Chair shall select the committee members to serve on the Clearinghouse Advisory Committee, subject to approval by the Board. The committee members shall be selected from the membership of IFTA, Inc.

#### Dispute Resolution Committee (DRC)

The Dispute Resolution Committee has the responsibility for hearing disputes pursuant to the IFTA Dispute Resolution Process. The Dispute Resolution Committee facilitates dispute resolution in a fair, impartial, effective, and expeditious manner. The President, with the approval of the Board shall appoint a Dispute Resolution Committee Chair. The chair shall select the committee members to serve on the Dispute Resolution Committee, subject to approval by the Board. The committee members shall be selected from the members of IFTA, Inc. and the Industry Advisory Committee as set forth in the Dispute Resolution Committee Charter approved by the Board.

#### Industry Advisory Committee (IAC)

The Industry Advisory Committee has the responsibility of advising the Agreement Procedures Committee, Audit Committee, Law Enforcement Committee, and Program Compliance Review Committee, as well as such other responsibilities assigned to it by the Board. The President, with the approval of the Board, shall appoint an Industry Advisory Committee Chair. The Chair shall select the committee members to serve on the Industry Advisory Committee, subject to approval by the Board. The committee members shall be selected from the Industry representatives who have expressed an interest in working with the Board.

#### Law Enforcement Committee (LEC)

The Law Enforcement Committee has the responsibility of advising the IFTA membership regarding law enforcement matters, and such other responsibilities as specified in the International Fuel Tax Agreement or assigned to it by the Board. In discharging these responsibilities, the Law Enforcement Committee shall seek input from the Agreement Procedures Committee, the Audit Committee, the Program Compliance Review Committee, and the Industry Advisory Committee. The President, with the approval of the Board shall appoint a Law Enforcement Committee Chair. The Chair shall select the committee members to serve on the Law Enforcement Committee, subject to approval by the Board. The committee members shall be selected from the membership of IFTA, Inc.

#### Program Compliance Review Committee (PCRC)

The Program Compliance Committee has the responsibility of maintaining the IFTA Program Compliance Review Guide, establishing and maintaining a pool of qualified individuals to conduct compliance reviews, reviewing all program compliance review reports to determine any needs for reassessment, to make findings of compliance or non-compliance, and such other responsibilities as specified in the International Fuel Tax Agreement or assigned to them by the Board. In discharging these responsibilities, the Program Compliance Review Committee shall seek input from the Agreement Procedures Committee, the Audit Committee, the Law Enforcement Committee, and the Industry Advisory Committee. The President, with the approval of the Board, shall appoint a Program Compliance Review Committee Chair. The Chair shall select the committee members to serve on the Program Compliance Review Committee, subject to approval by the Board. The committee members shall be selected from the members of IFTA, Inc.

## **Special Committees:**

### Information Technology Advisory Committee (ITAC)

The ITAC has the responsibility of advising the Board and the Executive Director of IFTA, Inc. of proposed IT solutions that will improve the administration of the IFTA. Additionally, the ITAC is responsible for serving as a technical source for membership, maintaining a committee member rotation chart, recruiting members and maintaining a list of potential committee members, and making recommendations to the Board to fill committee vacancies.

### Attorney's Section Steering Committee (ASSC)

The purpose of the Attorney's Section is to provide training for jurisdiction attorneys and to provide a forum to discuss and resolve potential areas of conflict involving legal issues.

### C. UNDERSTANDING THE RELATIONSHIP AND INTERACTION WITH IFTA, INC. BOARD LIAISONS AND STAFF

The IFTA, Inc. Board of Trustees (Board) assigns individual Board members to act as liaisons to the IFTA standing and special committees. In most instances, more than one Board liaison will be assigned to each committee. When two or more Board members are assigned to a committee, one will be designated as the lead liaison. The lead will provide a report of the committee activities at each Board meeting. The Board liaisons will, among other things:

- participate in committee conference calls,
- advise the committee regarding projects assigned by the Board, including Strategic Plan action items,
- provide guidance to the committee when questions arise regarding Board-assigned projects, and
- provide guidance to the committee regarding responsibilities found in the committee charter and in the IFTA Governing Documents.

#### Committee Projects

The Board liaisons will report to the Board the activities of the committee and the progress on special projects.

- Project tracking forms are provided to the committee chairs with each charge given to the committee.
- The project tracking form should be completed and provided to the Board liaisons prior to each conference call.
- An updated form should also be provided to the Board liaisons and IFTA, Inc. prior to each Board meeting. The lead liaison will then report these activities to the Board.

#### Committee Membership

The Board liaisons will report to and request action if required by the Board regarding committee membership.

- If a vacancy on the committee occurs, it is the responsibility of the committee chair to recommend a replacement. Each committee has established its own term limits and representation as allowed in each committee charter.
- Such recommendation should be made to the lead liaison.
- The lead will then bring the matter to the full Board. The Board is required to take action. Once action is taken, the lead will inform the committee chair.

## D. THE ROLE AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

### Conference Calls

Determine conference call schedule (i.e., monthly, quarterly, etc.). Take into consideration the other IFTA committees when scheduling conference calls. Conference calls should be held on a regular basis to keep members engaged. Keep the call to no more than an hour whenever possible.

- Set an agenda for conference calls. Ensure an agenda is distributed at least one week prior to the scheduled meeting. Include sufficient information to stimulate discussion.
- Determine note taker.
- Lead the call through the agenda:
  - Follow-up with members who don't participate and re-affirm their interest;
  - Don't ask "who agrees," ask "who disagrees and why";
  - Ask questions to participants giving each member a chance to speak.

### Board Reports

The committee chairs are responsible for submitting a report to the Board outlining the committee's activities from the prior Board report prior to each Board meeting or as requested by the Board. In addition to the report, the most recent committee members terms document and the committee's waiting list should also be provided for the Boards review.

### Annual Workshop (if applicable)

- Oversee development of upcoming workshops the committee is part of.
- Assign a sub-committee to lead the planning of the Workshop. Do not take on the responsibility of doing all the work.
- See that committee members have the tools and information needed.

### Committee Attendance

- Keep your committee full.
- Review Committee charter annually.
- Determine how many from each region (if appropriate).
- Work with Board Liaison to add member to committee.
- Review Member Terms document for the committee in advance of the annual roll offs.
- Maintain a volunteer list.

### General Information

DELEGATE! Do not wait for people to volunteer or you will end up doing everything yourself. This will cause you to burn out, and the members will become frustrated and disinterested, resulting in a weak committee. Delegate to all members to share the load and create a more cohesive committee.

Keep the strategic/big picture in mind (jurisdictions, board liaison/IFTA staff member, and industry partnership).

Ensure that the vice chair has ample opportunity to take on tasks that demonstrate leadership in the committee – preparing him or her to step into the chair position. The chair and vice-chair should communicate on a regular basis.

All committee members should have clear expectations of what is expected of them, and the chair/vice chair should ensure that new members are aware of the expectations (in writing) and re-enforce those expectations as needed. Such expectations might include:

- Estimated time and effort required (e.g.. number of hours per month);
- Must participate in conference calls or give notice if they can't attend;
- Attend the annual workshop or actively participate with the workshop (this may include finding presenters or being a presenter/facilitator);
- Be prepared to take on special tasks or projects as part of a subcommittee or on their own;
- Prepare/comment on ballot proposals.