



**INTERNATIONAL
FUEL TAX
ASSOCIATION, INC.**

Manages

The International Fuel Tax Agreement

912 W. Chandler Blvd., B-7
Chandler, AZ 85225-4910
480-839-4382 / 480-839-8821 FAX
www.iftach.org

ROLE OF IFTA, INC. BOARD OF TRUSTEES LIAISONS TO THE IFTA STANDING AND SPECIAL COMMITTEES

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.