

IFTA, INC. BOARD OF TRUSTEES CHARGE TO THE STANDING COMMITTEES OF IFTA, INC.

1. **History:** The Bylaws of the International Fuel Tax Association, Inc. outline and govern the memberships of the Standing Committees of the Association. During 2025 and into early 2026, IFTA, Inc. undertook the task of amending the various Committee Charters to bring uniformity to the basic construction and certain required actions (e.g. committee responsibilities, quorums required, term limits, filling vacancies). That work concluded after the 2Q2026 Board Meeting. Simultaneously, the Strategic Planning Working Group (SPWG) was working on a Strategic Plan which was approved by the Board of Trustees in 2025. Part of the Strategic Plan, under “**Maintain Operational Continuity-Systematic Review of Governance Documents**” is a task named “*Review committee composition, roles, responsibilities, and expectations*”.
2. **Purpose of Charge:**

Review and research the Charter of each Standing Committee of IFTA, Inc. to:
 1. Develop a working group led by the Chair of the Agreement Procedures Committee consisting of, but not limited to, standing committee Board Liaisons, standing committee chairs, standing committee vice chairs, and representatives from IFTA, Inc.
 2. Discuss and research the existing committee charters and determine what roles and responsibilities should be established for committee chairs, vice chairs, and committee members.
 3. Prepare a uniform best practices guide establishing roles and responsibilities for each committee position (Chair, Vice-Chair, committee member) that would apply to each Standing Committee of the Association.
3. **Charge:**
 - 3.1 Develop working group.
 - 3.2 Review and research, including if applicable surveying membership for input.
 - 3.3 Provide Board Charge updates at each Board Meeting.
 - 3.4 Provide results of the research, including a draft Best Practices Guide to the Board for its review and approval.
4. **Timeline for Completion of Project:**
 - Propose and establish the working group by the 4Q2026 Board Meeting. Receive approval from the Board for working group composition.

- Research completed and recommendations submitted to the IFTA Board of Trustees by the 3Q 2027 Board Meeting for review including a draft of the Committee Member Best Practices Guide for Board approval.



Darrin Gerry (SD), President
IFTA, Inc. Board of Trustees

September 10, 2026

Date