

OTA Steering Committee Info Package

About the steering committee: The OTA steering committee guides the organization, supports members, and sets the strategic direction for the group. There are 3-7 members at any time, with commitments for 1-2 years.

About the application: We will confirm once we've received your application, and ask any follow up questions if we need more information. We'll announce the new board at the November 21st AGM.

New members are welcome! If you're passionate about better transit, we want you to join.

Area	Title	Tasks*	Hrs/mnth
OTA Development	Chair	• Chair meetings • Set and share agendas • Support the board and the organization. • Ensure the board adheres to its governance responsibilities • <i>Optional: Present the OTA in media and speaking events</i>	2-4
	Vice-Chair (All)	• Assist the Chair in leading the board and setting the strategic direction. • Chair meetings in the absence of the Chair. • Support the Board • Ensure continuity of leadership by being prepared to assume the role of Chair if needed. • <i>Optional: Present the OTA in media and speaking events</i>	2-4
	Secretary	• Record and upload minutes at meetings. • Maintain the shared drive. • Ensure key documents are shared and uploaded. • Submit required documentation for society status. • Maintain and update the organization's bylaws and policies as needed. • Update website regularly. • Answer OTA emails if no Director at Large, Connection is selected.	2-4
	Treasurer	• Oversee the preparation and presentation of the annual budget. • Monitor and report on the financial health of the organization. • Ensure accurate and timely financial record-keeping. • Review and approve financial statements and reports. • Ensure compliance with financial regulations and policies.	2-4
Research and	Director at	• Support OTA members with the following, and provide	1-4

Inquiry	Large, Research and Inquiry	leadership to the organization in these areas: • Conduct research to develop a knowledge base on public transit. • Evaluate the organization's activities and impact. • Develop and mentor trainees in research and inquiry. • Write and publish reports, articles, and op-eds. • Stay informed on trends and developments in public transit.	
Connection	Director at Large, Connection	• Support OTA members with the following, and provide leadership to the organization in these areas: • Answer OTA emails. • Plan and facilitate events to engage members and the public. • Oversee marketing and communication efforts. • Manage the onboarding process for new members. • Foster relationships with other organizations. • Enhance the organization's visibility and public profile.	1-4
Advocacy and Action	Director at Large, Advocacy and Action	• Support OTA members with the following, and provide leadership to the organization in these areas: • Develop and implement action plans to achieve organizational goals. • Advocate for policies that support the organization's mission. • Organize and lead direct action initiatives. • Engage with the media to raise awareness of key issues. • Increase public awareness through campaigns and outreach efforts.	1-4

*All positions are expected to attend at least 75% of board and 50% general meetings

Total permitted positions: 7

Chair: Must be 1

The Chair is responsible for leading the board, setting the strategic direction, ensuring effective governance, and representing the organization at official functions.

Vice-Chair: 0 or 1

The Vice-Chair supports the Chair in their duties and steps in when the Chair is unavailable. The Vice-Chair also takes on special projects and initiatives as needed.

Secretary: Must be 1

The Secretary is responsible for maintaining accurate records of board meetings, managing correspondence, and ensuring compliance with legal and regulatory requirements.

Treasurer: Must be 1

The Treasurer oversees the financial affairs of the organization, ensuring financial stability and transparency. They manage budgeting, financial reporting, and compliance with financial regulations.

Director at Large, Research and Inquiry - Up to 3

This Director focuses on developing the organization's knowledge base, evaluating activities, developing trainees, and producing reports and op-eds.

Director at Large, Connection - Up to 3

This Director focuses on planning and facilitating events, managing marketing and communications, onboarding new members, and connecting with other organizations.

Director at Large, Advocacy and Action - Up to 3

This Director focuses on developing action plans, advocating for policies, organizing direct actions, engaging with the media, and raising public awareness.