



Government Passenger Travel Advisory Council, National Defense Transportation Association Chairperson Role Guidelines:

What is the Role of the Chairperson?

Chairing a committee for GPTAC is a key role in NDTA. The Chairperson must ensure that the committee it serves on functions properly, that there is full participation during meetings, that all relevant matters are discussed, that collaboration with government representatives is fostered and encouraged, and that effective decisions are made and carried out.

The Chairperson seat is an individual appointment, and not an appointment of an organization where more than one person carries out the duties and responsibilities.

The role of a Chairperson can be time consuming, with work between meetings, external representation of the organization, and interactions with the Council and NDTA staff. Chairing a committee requires communication, diplomacy and leadership skills of a high level.

A Chairperson for any committee within the Government Passenger Travel Advisory Board (GPTAC) must be a member in good standing at a *Sustaining Membership or higher* within NDTA.

For more information on membership fees, please outreach to [Lee Matthews](#) at NDTA.

Main duties of the chairperson

The responsibilities of a Chairperson can be summarized in five focus areas:

1. To provide leadership.
 - a. The overarching role of the chairperson is to provide leadership, they must be an effective communicator, collaborator and encourage participation by industry members.
2. To ensure the committee functions properly.
 - a. The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the GPTAC charter, and that collaboration is solicited and encouraged in an open, and efficient manner. The Chairperson must make the most of all his/her committee members, building and leading the discussion and collaboration. This also involves regularly reviewing committee performance and identifying and managing the process for renewal of the committee through recruitment of new

members, and working together with NDTA to insure committee members are current on their membership status. These actions include:

- i. Defining charter of committee.
 - ii. Establishing committee priorities for the GPTAC, NDTA and government partners.
 - iii. Scheduling committee meetings.
 - iv. Leading committee discussions.
 - v. Preparing meeting minutes
 - vi. Distributing material to the committee whenever needed to keep members informed, particularly agenda material before meetings and to the GPTAC, NDTA and government partners.
3. To represent the committee and broader GPTAC in industry, conferences and opportunities to raise awareness of the GPTAC and NDTA.
 4. To produce a written annual report for annual board meetings, outlining the major activities and issues that were covered during the year. Committee chairs are invited to GovTravels planning meetings and to the Passenger Travel Advisory Board once a year to discuss current committee issues and activities.

While Chairpersons are encouraged to set a cadence of meetings for collaboration and delivery of charter, it is mandatory for each committee to meet at a minimum of 6 times per year.