



The OPTA Board Director

REPRESENTATION

Directors of the Board will be representative of the makeup of the membership, including a broad geographical representation.

RESPONSIBILITIES OF THE BOARD

The Board is responsible for setting the strategic direction, goals and objectives for the association, establishing the plans and budget to meet same, and overseeing their implementation.

BOARD MEETINGS

Five to six board meetings are normally scheduled throughout the year. Additional meetings and/or changes to meeting dates are at the call of the Chair.

Location: Meetings generally take place in the Greater Toronto Area.
Some meetings may be held by conference call.
Where a Director is absolutely unable to attend an in-person meeting, arrangements will be made for a calling-in option.

Timing: Meetings generally run from 10:00 AM to 2:00 PM, except for the meeting during the Ontario Transportation Expo (OTE).

DUTIES

Directors:

- Shall attend Board Meetings;
- Shall be expected to represent the industry in meetings with government officials, at stakeholder sessions, or in meetings with persons or organizations;
- Shall be expected to Chair and/or participate on a Standing Committee of the Board (*e.g., Advocacy; Finance; Info Sharing*);
- Shall be expected to lead and/or participate on limited-time Task Teams (*e.g., on topics such as legislative changes or training*);
- After serving a minimum of one year on the Board, Directors may be voted into an Executive Position by the Board*;
- Executive meetings, and meetings of Standing Committees and Task Teams are in addition to the scheduled Board meetings.

*The Executive Members of the Board

The Executive Members of the Board shall hold office until the first Annual Meeting after having been elected, or until a successor shall have been duly elected and qualified.

The Chair

The Chair, when present, shall preside at all meetings of the members of the Association and of the Board of Directors. The Chair is charged with the general management and supervision of the affairs

and operations of the Association. The Chair with the Secretary or other Officer shall sign all by-laws and membership certificates.

The Vice-Chair

During the absence or inability of the Chair, her/his duties and powers may be exercised by the Vice-Chair, the Past Chair or such other Director as the Board may from time to time appoint for the purpose.

The Chair and the Vice-Chair shall be Transportation Provider Members.

The Past Chair

The immediate Past Chair will be the Chairperson of a Nominating Committee. The Chairperson shall select at least two representatives of Voting Members whose term is not expiring to constitute the Nominating Committee which shall prepare and submit to the Annual Meeting a slate of Directors who are willing to run for the vacancies to be filled.

The Treasurer

The Treasurer shall be responsible for the care, custody and investment of all of the funds and securities of the Association, shall supervise the preparation of the budget, and generally work with the CEO, in all matters relating to the financial administration of the Association. The Treasurer shall make a financial report to the Association at its Annual Meeting.

The Secretary

The Secretary shall be responsible for all notices of Meetings of the Association and of the Board of Directors being given as required and a record of their proceedings being kept, and shall see that all necessary books and records of the Association required by the By-Laws of the Association or by any applicable statute or law are regularly and properly kept.

COSTS

- The Directors shall receive no remuneration, however, by resolution of the Board, expenses incurred by a Director may be paid.