



## BOARD OF DIRECTORS

### **PLEASE COMPLETE AND RETURN TO JOHN DUKLEWSKI**

The Transportation Association of Maryland (TAM) is a statewide professional association dedicated to improving mobility for all of Maryland's citizens. TAM is a viable and effective advocate for its members and provides professional development, training, and forums for the pursuit of excellence in public transportation by public, private, and specialized transportation providers.

TAM is a 501 (c) (3) organization that operates under an established, volunteer Board of Directors with representatives from many of the jurisdictions we serve. TAM staff depend on a Board for guidance and assistance with the development of the established strategic goals. The Board meets monthly, including two annual General Membership meetings. In addition, the Board also conducts a Legislative Reception, Driver Rodeo, and Annual Conference & Expo, along with other committee driven activities maintaining a presence throughout the industry. TAM has a very diverse membership representing over 120 organizations. Members include public, private, and non-profit agencies that provide community transportation services enabling citizens to lead independent and productive lives.

The TAM Board (BOD) consists of twelve (12) directors including the President, Vice-President, Secretary, Treasurer and six (6) other at-large members, plus the Associate Member and Community Member representatives. Becoming active on the Board requires commitment and dedicated participation. Committees meet regularly throughout the year ensuring direction and promotion of the association's goals. All Directors have votes on Board issues.

**TAM is seeking nominations to fill the following positions:**

- **At-Large Director (must be a TAM full member)**
- **Associate Representative (must be a TAM Associate member)**

***How long is a term on the TAM Board?***

TAM Board terms are three years and the incumbent is eligible to run for re-election for one (1) three (3) year term in the same position. Only a current Director may run for an officer position. Officers of the Board are eligible for election for one (1) three (3) year term and reelection for one (1) three (3) year term in each of the Officer positions. Open term positions are filled by election from the association membership. Positions vacated mid-term are filled by the Board of Directors.

***What is the nomination process for new TAM Board members?***

Complete the nomination form. You may add additional information, including a resume or bio. Prior to the General Meeting, the Board of Directors shall designate a nominations committee to call for, seek out, review, and nominate candidates sufficient to fill upcoming vacancies. The process of reviewing and nominating such candidates will be done by the Board of Directors. These candidates selected by the Board will be presented to the general membership at least one week before the election meeting, at which time they will be approved or rejected by the voting membership. In the event of rejection of the slate of nominees, nominations will be accepted from the floor. Send all materials to:

Mr. John Duklewski, Executive Director  
Transportation Association of Maryland

939 Elkridge Landing Road  
Suite 195  
Linthicum, MD 21090  
Phone: 410-553-4245  
Fax: 410-553-4321  
jduklewski@taminc.org

## **TAM Board of Directors Job Description/Expectations**

The Transportation Association of Maryland will strengthen Community Transportation through Advocacy and Professional Development

The Board of directors, acting as a single entity, is legal and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws.

### **THE BOARD IS RESPONSIBLE FOR:**

- Establishing the mission of TAM
- Determining how TAM carries out its mission through long-range and short-range planning and review
- Hiring, supervising, evaluating, and supporting the executive director
- Establishing policies that ensure best practices are followed
- Ensuring Legal Compliance
- Acquiring and maintaining resources
  - Adopting an Annual Budget
  - Providing ongoing fiscal oversight
    - Engage an independent annual review/audit
    - Review Form 990 prior to its submission
  - Ensuring TAM has the financial resources necessary to carry out its mission
- Maintaining the board
  - Recruiting new members
  - Orienting and training board members
  - Develop board leadership to maintain continuity and institutional knowledge
- Providing Oversight to ensure the organization is making progress in achieving its mission

### **RESPONSIBILITIES OF DIRECTORS INCLUDE:**

- Understand and promote TAM's mission
- Gain a working knowledge of TAM's programs, services, and delivery models
- Be a working member of at least one committee, work group, or project annually
- Assisting in Recruitment (membership, sponsors, clients, vendors)
- Advocate for TAM
- Help to educate the community
- Identify and/or avoid conflicts of interest
- Offer if not asked to participate in activities you can help with

- Ask Questions
- Be respectful of differing opinions and open minded to diverse ideas
- Actively participate in board meetings, strategic planning retreats, and annual meetings
- Participate in annual board self-assessment

#### TIME DEMANDS (APPROXIMATE)

- Attend and actively participate in at least 75% of Board meetings in a 12 month period.
  - Typically 6 Board meetings, 2<sup>nd</sup> Wednesday of January, March, June, August, October, November/December, 10 AM – 12 PM
- Committee: 1-3 hours per month or as needed
- Annual Planning Retreat: 1 day (usually the Board meeting in November or December)
- Annual Meetings: General Meeting in May, General Meeting in September as part of the annual conference.
- Attendance at Events (time varies): Legislative Reception in January, Rodeo in April, three day annual conference in September.
- Participate in orientation for new board members.
- Board meeting materials will be sent out one week prior to the meeting for review.

#### FINANCIAL AND RESOURCE DEVELOPMENT EXPECTATIONS

- Participating in resource development and fundraising
  - Recruit sponsors if possible
  - Identify and assist in cultivation of potential members
  - Assist in lobby/advocacy efforts in Annapolis

#### BOARD RESPONSIBILITIES TO BOARD MEMBERS

- Maintain Directors and Officers Insurance
- Send meeting materials in a timely manner



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### Contact information:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

1. Are you employed by a current Member organization with TAM?

Yes \_\_\_\_ No \_\_\_\_

Please indicate below if you are nominating for the at-large position or the associate member position:

2. Describe how you can contribute to the TAM organization and its membership.

3. What special knowledge or areas of expertise will you bring to the Board?

