



Canadian Institute of Transportation Engineers

Training Committee Terms of Reference

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1. Purpose of the Training Committee Terms of Reference

This document outlines the background and mandate of the Canadian Institute of Transportation Engineers (CITE) Training Committee. The Training Committee is the liaison with the CITE membership, the CITE Executive and Board of Directors, CITE Technical Liaison Committee and partner organizations for training.

2. Background of the Training Committee

The Training Committee was formed in 2016 to increase the awareness and availability of training opportunities for Canadian transportation professionals by overseeing the development and delivery of training initiatives. The Training Committee is comprised of CITE members who are responsible for prioritizing, selecting and organizing training opportunities for transportation professionals across Canada.

Since the Training Committee is primarily a coordinating body tasked with providing opportunities for training to CITE members, it typically does not get involved with the development of specific training materials or delivery of the actual training sessions. Individual members of the Training Committee can be involved in the preparation of materials and delivery of the training sessions as appropriate.

3. Mandate

The mandate of the CITE Training Committee is to:

- Provide the opportunity for Canadian District members to participate in timely, relevant, and valuable training;
- Provide continuing professional development (CPD)/education opportunities for Canadian District members;
- Take a multi-disciplinary approach to address the diverse learning and career development needs of CITE members;
- Promote Canadian technical products and services; and
- Oversee technical training for CITE members.



4. Reporting Structure

The Training Committee reports to the CITE Executive and Board of Directors.

The CITE Past President will liaise between the Training Committee and the CITE Executive. The Past President will ensure the timely conveyance of communications, materials, and requests/requirements between both groups.

5. Training Committee Membership

A minimum of four and a maximum of six members will comprise the Training Committee.

The Training Committee Chair will issue a call for volunteers when additional committee members are required once approval is received from the CITE Executive. The new member(s) will be selected by the Training Committee based on the committee's needs, and appointed by the CITE Executive.

Training Committee members will nominate the Training Committee Chair and Vice-Chair, and the CITE Executive will appoint the nominees for a one year renewable term. The Vice-Chair will move into the Chair position once the Chair has completed their term.

Committee members will serve a maximum term of four years on the Training Committee. This term can be extended if the member is entering the Chair or Vice-Chair position at the end of their fourth year, until they complete their term in the Chair position.

A member of "*excite*" (CITE Committee for emerging members) will be appointed as a liaison to the Training Committee to provide a link between the two Committees.

Nomination and appointment of Training Committee members and positions will occur in conjunction with the CITE Executive fall meeting, in advance of the CITE Executive elections.

Training Committee members must remain CITE members in good standing throughout the period of their appointment.

Travel expenses and costs related to the attendance of Training Committee in-person meetings are the responsibility of the members, but may be subsidized by the Training Committee at its discretion and as budget permits.



6. Meetings and Attendance

One in-person and up to four teleconference meetings are typically held annually. The in-person meeting is held at the CITE Annual Conference prior to the CITE Board Meeting. A second in-person meeting may be held in conjunction with the CITE Executive fall meeting in the host conference city if required and will be determined on an annual basis. Conference calls will be held as required to facilitate current training initiatives.

If more than two successive meetings are missed without explanation, a member may be asked to step down from the Training Committee.

7. Duties and Responsibilities

Duties and responsibilities of the Training Committee are as follows:

- 1) Identify and prioritize relevant training topics through communication with the CITE membership;
- 2) Coordinate with the CITE Technical Liaison Committee (TLC) to identify training opportunities related to TLC projects;
- 3) Investigate a range of methods to effectively deliver training opportunities, including in-person and on-line;
- 4) Pursue opportunities to provide training at the CITE Annual Conference and/or Section Meetings;
- 5) Liaise with partner organizations (i.e., Ontario Traffic Council, CITE Sections, etc.) to identify and market potential training opportunities;
- 6) Prepare proposals for new training initiatives and present them to the CITE Executive and Board;
- 7) Identify qualified and experienced trainers to develop and deliver the training programs;
- 8) Oversee the development of training materials and the delivery of quality training programs to the Canadian transportation community;
- 9) Work with the Board, Sections and Student Chapters to coordinate logistics to facilitate in-person training events;



- 10) Monitor Canadian satisfaction with CITE training programs through discussions with and surveys of the CITE membership;
- 11) Communicate regularly with the CITE membership by:
 - Maintaining the Training Committee web pages on the CITE website, reviewing and updating as required; and
 - Other means/media as required (such as CITE Transportation Talk and CITE membership e-mails);
- 12) Develop, negotiate approval for, and manage the Training Committee budget as approved by the CITE Executive and Board of Directors; and
- 13) Provide a written report to the CITE Executive and Board of Directors once per year at the Annual General Meeting that occurs at the spring in-person meeting.

8. Management of Training Initiatives

A Training Coordinator will be chosen from the members of the Training Committee to act as the primary point of contact for each training initiative. All Training Committee members will be involved as required for the successful delivery of each initiative.

9. Meeting Management, Agendas and Reporting

Training Committee meetings will be working sessions. The format of meetings will be discussed with Training Committee members in advance of the upcoming meetings.

- The Chair or Vice-Chair will develop meeting agendas and coordinate associated materials.
- Materials will be sent out for review in advance of meetings.
- Completion and circulation of meeting minutes will be rotated through the Training Committee members.
- Training Committee meeting notices, agendas and minutes will be made available to the CITE Past President.



The Chair or Vice-Chair will make a presentation on the activities of the Training Committee to the CITE Executive and Board at the spring in-person meeting.

10. Decision Making

Development of consensus is the goal of the Training Committee members for all decision making activities. In the absence of achieving consensus, a majority vote of Training Committee members will complete the decision making process.

11. Terms of Reference Review

The Terms of Reference for the Training Committee will be reviewed by the members of the Committee after the first year, and thereafter every two years. Any changes or updates to the document will need to be approved by the CITE Executive and Board of Directors.