

DRAFT Executive Committee

Headed by the Commission Chair and consisting of the Vice-Chair, Sec/ and the Chief Executive Officer, the Executive Committee is responsible for external relations, the effective functioning of the DART Board of Commissioners and for the maintenance and development of the Commission-Chief Executive Officer working relationship. Specifically:

- Recommend positions on transportation-related legislation or other legislative issues that have a direct and quantifiable impact on DART's ability to fulfill its mission.
- Oversee the development and implementation of strategies for DART image building, marketing and public relations, and for maintaining a positive relationships with DART customers, member governments, and other stakeholders.
- Oversee the development and implementation of governmental relations policies and strategies.
- Encourage Commission member participation in speaking engagements on behalf of DART.
- Keep the Commission governing mission updated.
- Coordinate the functioning of the DART Board of Commissioners and committees (as appropriate).
- Recommend revisions in the DART Bylaws when needed.
- Annually conduct the Chief Executive Officer's performance evaluation.
- Take action on behalf of the full Commission in true emergency situations where full Commission action is impossible.
- Update values, vision, and mission statement.

STANDING COMMITTEES - OPTION A

Would be included as part of DART Bylaws when appropriate

1) DRAFT Strategic Planning Committee

The Strategic Planning Committee is responsible for developing and leading the Commission's participation in all of DART's short- and long-range planning efforts and developing the budget and other financial resources (such as local taxation initiatives) to support services and programs identified in the planning documents. Specifically:

- Coordinating the planning process with the budget development process, including the development of budget guidelines to steer budget development.
- Recommending to the full Commission the issues that DART's strategic planning should focus on, and reviewing and recommending to the Commission such critical planning products as operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Commission attention.
- Working with the Performance Oversight Committee as part of the annual operational planning/budget preparation process, ensuring that all program plans include both financial and programmatic performance targets that the Performance Oversight Committee can use to monitor DART's programs and operating units.
- Planning the process of developing local taxation funding initiatives, applying for financial support from governmental units and foundations, and maintaining close communication and coordination with the financial resource development activities of any bodies that might be created in the future to build DART's revenue base.

2) DRAFT Performance Oversight Committee

The Performance Oversight Committee is accountable for monitoring DART's operational and financial programs and performance. Specifically:

- Reviewing operational policies meriting Commission attention, identifying the need for revision, and recommending policy revisions to the full Commission.
- Overseeing the administration of customer satisfaction surveys, reviewing such surveys, and reporting survey results to the Commission as appropriate.
- Serving as the DART Audit Committee. In this capacity, overseeing the process of selecting the external audit firm, reviewing external audit reports, and overseeing any corrective actions.
- Providing counsel to the Chief Executive Officer on major internal administrative system upgrades involving significant costs.
- Develop annual performance targets with the Strategic Planning Committee.
- Overseeing purchase, procurement and contract decisions in accordance with established Commission policy.

STANDING COMMITTEES – OPTION B

Would be included as part of DART Bylaws when appropriate

1) DRAFT Planning and Operations Committee

The Planning and Operations Committee areas of responsibility include oversight of operating plans, transit services and customers. The Committee:

- Reviews the Short Range Transit Plan.
- Sets long-range goals and a long-range plan.
- Reviews service goals.
- Recommends approval of the annual service implementation plan and annual service delivery.
- Recommends approval of operations and planning related policies.
- Oversees any operational and ADA policy issues.
- Review operational performance of service.

2) DRAFT Finance/Audit and Administration Committee

The Finance/Audit and Administration Committee areas of responsibility include funding strategies, fiscal transparency, budget development, contracts, labor relations and other administrative matters. The Committee:

- Oversees annual budget process and ongoing monitoring of the budget.
- Reviews fiscal policy.
- Oversees funding opportunities and strategies.
- Reviews procurements and contracts.
- Reviews labor relations and human resources issues.
- Reviews other administrative policies and initiatives.