

# YTP Terms of Reference

## ROLE

Young Transport Professionals (YTP) is a not-for-profit organisation established for the purpose of promoting the transport industry to young professionals and tertiary students. The overall purpose of the organisation is to:

- Represent the considered opinions of its members;
- Provide for the continuing professional development of its members;
- Strengthen and enhance the competence of its members;
- Promote education, research and development and information dissemination within the transport industry;
- Provide opportunities for collaboration between its members; and
- Connect, shape and develop its members to be the next generation of leaders in the transport industry.

## COMMITTEE

The YTP Committee is responsible for managing the organisation on behalf of the members. Amongst other things, their main task is to coordinate quarterly technical forums, site visits, and social and networking opportunities.

The Committee includes the following positions:

- President;
- Treasurer;
- Secretary;
- Communications Coordinator;
- Digital Coordinator;
- Partnerships Coordinator;
- Membership Coordinator;
- Member Engagement Coordinator; and
- 2 x Events Coordinator.

The Committee must undertake its duties in accordance with the guidelines set out in the '*Constitution of the Young Transport Professionals Inc*', and those set out by Consumer Affairs Victoria for incorporated associations. In addition to the specific duties associated with individual roles, all Committee Members will ensure that they:

- Attend Committee meetings in person or via conference call<sup>1</sup>;
- Support each other and YTP;
- Collaborate within the YTP Committee and share their expertise wherever required;
- Collaborate and support third parties who share YTP values and objectives;

---

<sup>1</sup> Minimum attendance at 10 out of 12 meetings is expected per year. Typically, meetings are held after work hours from 5:30PM. The date and time are to be determined by the Committee and meetings are held at a central CBD location or online via Microsoft Teams. Additional Committee meetings may be held within the month at the discretion of the Committee.

- Take responsibility for actions assigned to them;
- Take responsibility for the duties that fall under their role;
- Communicate openly with fellow Committee members about workload challenges;
- Support fellow Committee members if they are experiencing workload challenges;
- Promote YTP events and initiatives within your personal network, organisations and social media; and
- Promote YTP to potential new members.

## **MEETINGS**

YTP Committee meetings will be in accordance with the following guidelines:

- All meetings will be chaired by a Chairman, who is nominated by the Committee;
- A meeting quorum will be defined as the presence of a majority of the Committee members holding office;
- The meeting Agenda and Minutes will be maintained by the Secretary and provided to Committee members prior to and following each meeting; and
- If required, additional sub-Committee meetings (i.e. less attendees present than a meeting quorum) will be arranged at a time convenient to the sub-Committee.