

Monadnock Alliance for Sustainable Transportation Charter

I. MISSION AND VISION

The mission of Monadnock Alliance for Sustainable Transportation (MAST) is to promote all modes of transportation that enhance the environmental, economic and physical health and well-being of citizens in the Monadnock Region.

Monadnock Alliance for Sustainable Transportation envisions residents of our region moving around conveniently and safely, with or without personal automobiles. This vision will result in:

- Affordable, accessible and energy efficient transportation options;
- Integration of transportation into land use planning and policy;
- Improved air quality, environmental and personal health; and
- More time spent interacting with others and less time alone in the car.

II. PURPOSE

With the mission and vision as its guidelines, the purpose of MAST is to be a forum and structural framework to:

- Build consensus on transportation needs and solutions;
- Foster the development of local and regional partnerships on sustainable transportation initiatives;
- Provide information about sustainable transportation initiatives in and outside of the Monadnock Region;
- Help individuals and groups locate support for sustainable transportation projects and initiatives;
- Connect stakeholders with funding resources and technical assistance services; and
- Advocate and educate the entire Monadnock community about sustainable transportation benefits.

III. DEFINITION OF MONADNOCK REGION

The Monadnock Region includes communities of the Southwest Region Planning Commission planning district as delineated by the New Hampshire Office of Strategic Initiatives.

IV. MAST COALITION PARTNERS

The MAST Coalition strives to build and maintain a diverse partnership of organizations and individuals committed to the ideas embodied in this Charter.

A. PARTNER CRITERIA

Organizations representing the following groups or interests are encouraged to join as partners of MAST:

- Any county, town or other political subdivision;
- Any employer in the public or private sector;
- Any organization (non-profit organization, club, coalition, church group, etc.) interested in creating or promoting a balanced transportation system. MAST's mission and vision statements shall guide interpretation of a balanced transportation system.

Organizations will be asked to assign an appropriate representative. This representative should have the ability to affect policy at, or speak on behalf of, the organization they represent.

Individual partners representing themselves are also encouraged to join MAST. Individuals should have an interest in creating or promoting a balanced transportation system. MAST's mission and vision statements shall guide interpretation of a balanced transportation system.

B. COALITION PARTNER RESPONSIBILITIES & EXPECTATIONS

All coalition partners are responsible for and encouraged to:

- Serve as a "face" of the coalition by engaging in responsible dialogue around MAST transportation themes with the partner's personal and professional networks as deemed appropriate;
- Participate in establishing priorities as well as sharing ideas and recommendations with the coalition;
- Coordinate and collaborate within their respective organizations to move coalition activities forward and to educate and inform represented organization as appropriate; and
- Help recruit new partners and foster new leadership as appropriate in an effort to maintain MAST sustainability.

C. PARTNERSHIP LEVELS

The MAST Coalition recognizes that all partners are stakeholders in the MAST mission and vision. Additionally, MAST expects that each stakeholder is using the MAST Coalition as a leveraging tool to help that stakeholder achieve their own goals and objectives through cooperation, collaboration, communication and building consensus on transportation issues. Moreover, MAST understands that each stakeholder will have different backgrounds, interests, skills and resources that they can bring as a contribution to MAST. In an effort to respect these differences and provide an effective but flexible way for stakeholders to

interact with the MAST Coalition, there are two levels of partnership recognized by MAST.

1. Active Stakeholder

In addition to meeting the “Coalition Partner Responsibilities & Expectations” in Section IV.B. above, an active stakeholder is a partner that has a defined role and commitments that it agrees to as a partner to the Coalition. The active stakeholder’s role and commitments shall be determined by that partner, with assistance from the MAST Steering Committee and subcommittees. An active stakeholder defines commitments that it makes by periodically updating a MAST partner pledge form. The MAST Steering Committee and its subcommittees shall keep a list of ongoing pledge needs as a resource to active stakeholders for their consideration.

2. Interested Stakeholder

An interested stakeholder is a partner who is committed to advancing the mission, vision, and action plan of MAST but is unsure of the best way to contribute to MAST. An interested stakeholder desires to remain informed and participate from time-to-time with MAST activities as they coincide with their organizational or personal mission and values. These partners are encouraged to meet with the MAST Steering Committee or subcommittees to determine if there is a specific pledge activity to which that stakeholder can commit as an active stakeholder.

V. MAST STRUCTURE AND DECISION MAKING

MAST encourages an organic, consensus-based decision making process that depends on partners coordinating with each other to identify needs and implement solutions. At the same time, MAST recognizes that leadership is required to represent the coalition’s common interests, provide partners guidance and encouragement, ensure consistency and foster partnerships, collaboration and coordination.

A. STEERING COMMITTEE ROLES AND RESPONSIBILITIES

A Steering Committee is established with the following roles and responsibilities:

- To oversee and coordinate the advancement of the MAST mission and vision;
- To manage modifications to and coordinate implementation of the action plan;
- To ensure and track MAST’s progress in fulfilling its purpose as defined in Section II of the MAST charter;
- To serve as the entity responsible for disseminating information on behalf of the entire MAST Coalition for the purposes of educating members about relevant events and issues and fostering coordination among partners;
- To serve as the entity responsible for disseminating “MAST platform statements,” advocacy letters or other advocacy tools on behalf of the MAST Coalition;

- To determine MAST sponsorship or participation in activities, initiatives or grants;
- To prepare for and administer the MAST annual meeting and other ongoing MAST coalition wide events;
- To coordinate the research and development of grant proposals on behalf of the MAST Coalition;
- To evaluate partner status and recognize incoming and outgoing partners;
- To develop and implement a process for auditing the Treasurer; and
- To form standing or ad-hoc subcommittees or task forces as necessary to help execute said roles and responsibilities.

B. STEERING COMMITTEE OFFICERS

The Steering Committee shall at a minimum consist of a Chair, Vice Chair, Communications Officer, and Treasurer.

1. Chair

The Chair shall be responsible for approving agendas and calling Steering Committee meetings and Annual Meetings to order, conducting those meetings and ensuring MAST operational consistency with the MAST Charter. The Chair may delegate responsibilities to other Steering Committee members as necessary.

2. Vice Chair

The Vice Chair shall be responsible for assisting the Chair in their duties as needed, as well as ensuring all official MAST operational documentation, including but not limited to agendas, meeting minutes, attendance lists, official letters of correspondence, pledge forms, the action plan, the charter and other operational documents are recorded and stored for safekeeping. The Vice Chair may delegate responsibilities to other MAST partners as necessary.

3. Communications Officer

The Communications Officer shall be responsible for being the point spokesperson for MAST with outside groups and the media. In addition, the Communications Officer is responsible for developing and overseeing the maintenance of a communication system between and among MAST partners. This communications system includes the MAST website, e-mail distribution lists, and social media tools. It also involves coordinating networking activities as needed and fostering community among MAST partners. The Communications Officer may delegate responsibilities to other MAST partners as necessary.

4. Treasurer

The Treasurer shall be responsible for overseeing researching and writing grants intended to serve as a source of funding for MAST, as well as maintaining all books and accounts and administration for the disbursement of MAST funds. The Treasurer may delegate responsibilities to other MAST partners as necessary such as securing a fiscal agent for MAST.

C. STEERING COMMITTEE PROCESS

A Steering Committee shall be voted on by winning a simple majority vote of MAST partners at the MAST annual meeting.

There shall be no fewer than 7 and no more than 11 Steering Committee participants. Odd numbered committees are favored in order to promote clear simple majority votes on Steering Committee business matters. Simple majority voting shall carry a motion on MAST business. A quorum of at least 4 Steering Committee members is required to conduct a meeting. Robert's Rules of Order shall serve as a guideline for MAST business.

At his or her discretion, the Chair, in consultation with staff, may approve documents such as press releases, letters of support for grant applications, outreach materials, and advocacy letters and testimony on behalf of the Steering Committee. The Chair may approve such items outside of a scheduled meeting but reserves the right to call a meeting to discuss the matter with the full Steering Committee.

Steering Committee meetings will be scheduled according to need determined by the Steering Committee but no less frequent than quarterly. Meeting locations may be rotated among participating member facilities.

D. SUBCOMMITTEE STRUCTURE

Subcommittees may be formed by the Steering Committee on an as-needed basis to advance the MAST mission and vision. Subcommittees may not make policy or funding-related decisions on behalf of MAST, however, a Subcommittee may advise the Steering Committee on policy and funding matters. In addition to its advisory role to the Steering Committee, a Subcommittee's main function is to perform various work tasks on behalf of MAST including but not limited to outreach, education, research and technical assistance activities.

Each Subcommittee shall include a Chair, who is responsible for approving agendas, calling Subcommittee meetings, conducting those meetings and ensuring operational consistency with the MAST Charter. The Chair is responsible for providing an annual scope of work as well as updates to the MAST Steering Committee as part of their scheduled meetings. The Chair may delegate responsibilities to other Subcommittee members or staff as necessary.

There shall be no fewer than 3 participants to conduct a meeting. Odd numbered Subcommittees are favored in order to promote clear simple majority votes. Robert's Rules of Order shall serve as a guideline for conducting Subcommittee meetings. Unlike the MAST Steering Committee, Subcommittee meetings shall be documented by a meeting summary, and therefore, not require the approval by Subcommittee members.

E. ANNUAL MEETING

Each year a MAST annual meeting shall be held inviting all established active and interested stakeholders. At a minimum the purpose of the annual meeting will be:

- To promote networking and information sharing between MAST partners;
- To hear nominations for and elect Steering Committee members for the next year;
- To coordinate any hearings involving substantive changes to the MAST mission, vision, charter or action plan;
- To review and approve MAST Financial Report;
- To learn about achievements and challenges associated with the action plan by the outgoing Steering Committee;
- To hear recommendations for next year's priorities by the outgoing Steering Committee to the incoming Steering Committee.