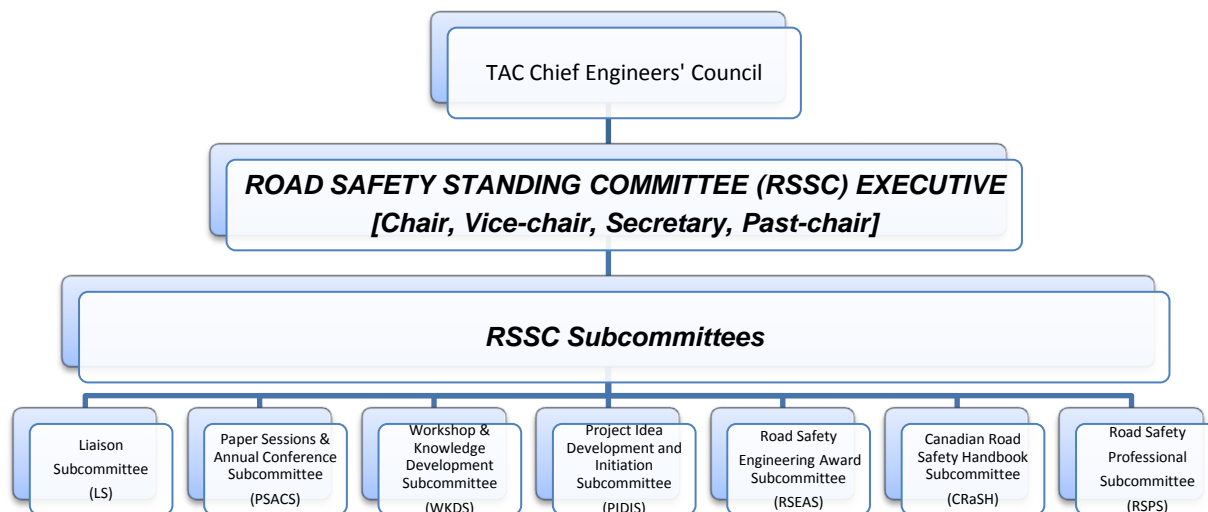


The organizational structure of the Road Safety Standing Committee (RSSC) is comprised of:



RSSC Membership at-large:

1. Representation from the public and private sectors, as well as academia/students
2. Volunteer participation on RSSC Subcommittees

Each Subcommittee of the RSSC is to have its own Chair or Co-Chairs, with direct reporting responsibilities to the Executive. In keeping with the responsibilities that the Chair of the RSSC has relative to the Chief Engineers' Council (CEC), the responsibilities of each RSSC Subcommittee Chair/Co-chairs shall include, but not necessarily be limited to, the following:

- Develop and maintain/update an appropriate Subcommittee Scope (Terms of Reference) document, and secure RSSC approval of the document's content accordingly
- Ensure on-going Subcommittee membership resource requirements are identified for successful completion of all Subcommittee deliverables and obligations, as per the Subcommittee Scope/Terms of Reference
- Identify, plan, oversee, and co-ordinate Subcommittee tasks required to deliver all activities assigned to the Subcommittee under the RSSC's 5-year Strategic Plan.
- Canvass RSSC membership for the filling of Subcommittee volunteer opportunities as they arise, and for additional Subcommittee involvement as may be desired
- At the annual Spring and Fall Technical Meetings, report to the RSSC and the Executive on Subcommittee progress, accomplishments, issues, etc.
- Make similar presentations to other Standing Committees or CEC, if requested (and/or support the RSSC Chair/Executive as required in the development of appropriate presentations to the CEC)
- Seek RSSC (and/or Executive) direction on matters requiring Subcommittee cross-co-ordination and on matters requiring communication external to the RSSC
- Set up and lead Subcommittee meetings/conference calls/etc. as necessary, and submit follow-up meeting notes to the Executive for information and record keeping purposes
- Create a sustainable and strong structure for the Subcommittee, and secure continuity through other volunteers (including when unable to continue his/her own role as Subcommittee Chair)
- Establish and maintain a positive and enthusiastic culture within the Subcommittee
- Adhere to schedule of commitments – as outlined on next page.

Schedule of Commitments for RSSC Subcommittee Chairs/Co-chairs

- On-going
 - Discussion with Subcommittee members as required (in accordance with accountabilities previously outlined) to advance progress on Subcommittee activities/deliverables
- 3 months prior to next scheduled RSSC Meeting (i.e. twice/year) – prior to TAC Spring Technical Meetings & prior to Fall TAC Meetings
 - Optional (At discretion of Chair/Co-chair):
Dependent upon level of progress or issues arising since last RSSC Meeting, convene a conference call with RSSC Executive to provide an update of progress and/or discuss any related matters requiring decision or direction. Subcommittee members may also be invited to join in the conference call, to discuss specific issues/activities being worked on.
- 1 month prior to next scheduled RSSC Meeting (i.e. twice/year) – prior to TAC Spring Technical Meetings & prior to Fall TAC Meetings
 - Mandatory:
Convene a conference call with RSSC Executive to:
 - provide an update of progress and discuss any related matters requiring decision or direction,
 - review Subcommittee report expected to be given at upcoming RSSC Meeting, and
 - request additional agenda topics/time at the upcoming RSSC Meeting.
- Meeting of RSSC Executive/Subcommittee Chairs/Liaison Officers (i.e. twice/year: typically held the Evening immediately before a RSSC Meeting)
 - Mandatory:
Attend meeting and be prepared to:
 - review cross-over issues with other Subcommittee Chairs/Co-chairs and Liaison Officers (representing other TAC Standing Committees, Task Forces, etc.),
 - engage in roundtable discussion on RSSC's 5-Year Strategic Plan activities and deliverables (i.e. linkages and mutual opportunities across Subcommittees),
 - discuss deadlines/targets/etc., and
 - provide insight into Subcommittee presentation(s)/report planned for the upcoming RSSC Meeting, with emphasis on any decision/direction requests that will be made accordingly
 - Optional
Throughout the year, conference calls may be convened by the Subcommittee Chairs/Co-chairs (or by the Executive or by the Liaison Officers) if on-going issues require interim inter-communications. These discretionary conference calls may involve participation from the other Subcommittees, the Executive, and/or the Liaison Officers – depending on the issues at hand.
- Attend RSSC Meetings and Present Subcommittee Report(s) – (i.e. twice/year)
 - Mandatory:
Subcommittee Report(s) and any related presentations should be linked to activities identified in the 5-Year Strategic Plan (or otherwise be in reference to RSSC accountabilities to TAC/Chief Engineers' Council).
 - **[NOTE:** If the Subcommittee Chairs/Co-chairs are unable to attend, it is their responsibility to make arrangements for an alternate Subcommittee member to deliver the report(s) and any related presentations on their behalf.]

For all conference calls and meetings led by the Chairs/Co-chairs, the Chairs/Co-chairs shall make the necessary arrangements for a note taker and for follow-up circulation of notes recorded.