

MEETING FACILITATION:

OVERVIEW

The Transportation Association of Canada is a national association with a mission to promote the provision of safe, secure, efficient, effective and environmentally and financially sustainable transportation services in support of Canada's social and economic goals. TAC is a neutral forum for gathering and exchanging ideas, information and knowledge on technical transportation issues.

Much of the work of the Association is conducted by its many councils, standing committees, task forces and project steering committees. Hundreds of volunteers serve on those committees and it is through that work that TAC makes a significant contribution to the development of transportation research, technology and practice in Canada and the world.

When committees work effectively, they can provide valuable insight and advice to the Association and its members; they link the Association to attitudes and concerns of its members; and they can serve as important training ground for future leaders.

Volunteers want to know that their committee work is valuable and is making a difference. Committees that do not work effectively will find it difficult to accomplish their goals; members may become frustrated and disengaged.

Recognizing the importance of its committees and its dedicated volunteers, TAC's Board of Directors recommended that information be provided to assist Committee Chairpersons and other Executive Members as they conduct meetings. The material provided herein is intended to assist TAC's committees better meet their objectives through more effective meetings and improved decision making processes.

The information has been compiled from other sources, including the *Guide to Effective Committees* (Canadian Society of Association Executives, 2007) and the Meeting Facilitation Manual of the Canadian Council of Motor Transport Administrators (2006), as well as TAC's own committee and council support documents.