TRIP Board Member Roles and Responsibilities
October 2026

1. **Letter of invitation** to become a TRIP Board member/letter to existing Board members (include the Board term)

2. **References**: Email with hot links to the references listed below (also contained in backgrounder).

Login Information to TRIP Board of Director's page - Click on the **Board Login** on the upper right of TRIP's home page the username is **TRIPdirector** and the password is **Board#1971**.

History of TRIP
TRIP Mission/Vision Statement
TRIP By-Laws
TRIP Antitrust Statement
TRIP 2026 Action Plan
TRIP Board Listing
TRIP Funding Sources
TRIP current and past year program reports
TRIP Board Meeting minutes
Board Meeting dates and locations

3. **Board Member Roles & Responsibilities**
   Provide a backgrounder on TRIP and a board roster with initial welcome letter

New Board Member Orientation in person or via phone or internet prior to or within one month of election

Learn what they do, what unique skill sets they may have
Briefly review linked references above
Term of the position: three years
TRIP current program efforts (gets new member "plugged in")
Upcoming board meeting dates/locations
Member Engagement - how can they best serve TRIP as outlined in **Board Commitment**?
Discuss key board roles: Set Direction, Engage in Outreach, Ensure and Protect Resources, and Provide Oversight. (Use ASAE's The Governing Board, Key Responsibilities for Association Boards and Board Members)
Can they help with a Committee/Task Force?

Introduce new Board members at next meeting he/she attends

Attendance
As board members serve voluntarily and further TRIP's goals not necessarily by attendance, but by one or more of the methods outlined under **Board Commitment**, mandatory board attendance is not a condition of board service.

Board Meetings
It was the consensus that the current board meeting schedule of quarterly meetings should remain and would be revisited as industry meetings warrant.
Current Board Meeting Schedule
First Quarter - Conference Call (early February & typically lasts one hour)
Second Quarter - Meeting held in conjunction with the ARTBA Federal Issues Meeting and the Transportation Construction Coalition (TCC) Fly-In in Washington, DC (May/June)
Third Quarter - Meeting coincides with the AASHTO-AGC-ARTBA Joint Committee Executive Session (late August/early September)
Fourth Quarter - Meeting is scheduled to coincide with AGC of America's Highway, Transportation & Utility Conference (late October/early November)

Board Commitment
Board members are expected to further TRIP's efforts by one and/or some of the following:

- facilitating his or her company and/or state/national association annual contribution;
- promoting TRIP's involvement in regional, state or federal funding campaigns;
- promoting TRIP within his or her organization and/or state/national association affiliations;
- providing direction for TRIP's regional, state and national communications efforts; and,
- helping to identify and/or recruit new contributors and directors.