

**Purpose and Functions:** OTA Sector Councils build community among groups of like members to provide ongoing opportunities for networking, leadership development, education, information development, and sharing. The Sector Councils are required to meet at least twice per year, once in-person, in accordance with the goal of identifying and communicating sector issues, ideas, and concerns to OTA staff and Board. Sector councils are not policy setting groups. If policy issues are identified within the sector, the council may go through the process of establishing a Task Force.

Each OTA Council must have an explicit statement of purpose.

**Establishment and Eligibility:** OTA will establish Sector Councils to serve the needs of any specific, cohesive community of interest related to the mission of OTA. Any OTA member may request the formation of a Sector Council by submitting formal documentation. The request to form an OTA Sector Council must be supported by at least seven current OTA members. OTA staff can help interested members identify potential participants in order to reach the critical mass needed for the application. The final decision for formation of an OTA Sector Council shall rest with the OTA Board at the recommendation of the Executive Director.

### **Sector Council Application Checklist:**

- ✓ We have identified at least 7 OTA members committed to participating in our Council.
- ✓ We have identified at least 1 member who will act as the primary OTA contact until officers are elected.
- ✓ We have reviewed the Council Operating Guidelines and agree to operate within the outlined requirements if the request for establishment is approved.

### **Sector Council Establishment Timeline:**

- Members may submit a Council Application to OTA's Executive Director at any time they have met the requirements and believe they are ready to establish a Council
- OTA's Community Relations Committee reviews the application at their next monthly meeting and decides whether they need more information or are ready to make a recommendation to the OTA Board.
- OTA's Board of Directors votes on the establishment of the Council at their next regular meeting.

Any OTA member in good standing, falling within the defined scope of the Council may join a Sector Council without discrimination.

**Roles and Responsibilities:** Sector Councils will have a dedicated OTA staff liaison. The OTA staff role will not negate the duties of elected council leadership. Sector councils will adhere to an officer election process occurring once two (2) years. Elections shall be held for the Chair, Vice-Chair and Secretary.

The Sector Council Chair will be required to prepare and submit, with the staff liaison's support, a bi-annual report to the Board. Also, an update at the Annual Meeting will be required.

The Sector Council Secretary will be responsible for the administrative and record-keeping needs for the council.

The Sector council will conduct at least one in-person meeting per year in conjunction with an industry event i.e. Policy Conference or either of the Expos.



**Resources and Funding:** Sector Councils will not charge any fees for participation. Each Sector Council will be allocated a general stipend by OTA, based on available resources, for administration and support of the council. Sector Councils may request to and raise funds on their own with the following provisions:

- 1) OTA will charge a small administrative fee of 10% for any projects originating from a sector council for any sector council sponsored projects.
- 2) Should the sector members decide to undertake a “project” the costs invested in the project for each sector member will not result in a reduction of support for OTA general funds (annual fund and membership dues). For instance, if a sector decides that each member will contribute \$10,000 for a specific project, that member will not reduce its support of OTA by \$10,000 (or any part thereof)

Sector Councils will receive incentives for the recruitment of new OTA members. Editorial space in OTA’s Organic Report quarterly newsletter will be made available for Sector Councils. Council leadership will also be given a “Playbook” of resources and a mandatory anti-trust training seminar. During Policy Conference in Washington, DC, the Sector Councils will be allotted facility space for meeting and networking opportunities at no cost to them.

**Accountability:** Sector Councils are accountable to the Board. Accountability will clearly be outline at the time of establishment. Each Sector Council will be required to submit an annual report to the OTA Board on the outcomes of council meetings. They shall be responsible for record and bookkeeping of allocated funds. In addition, the councils will work with the staff liaison through the process of gaining and disseminating restricted funds.