



**Illinois Road and Transportation Builders Association
Planning & Design Division
MISSION STATEMENT**

The mission of the Planning & Design Division is to support the activities of the Illinois Road and Transportation Builders Association in representing the interest of the transportation industry at the local, state and national levels. This support should be participatory and financial.

To accomplish this Mission:

1. The Division should encourage participation of its members on the modal and other committees and councils to address their particular issues at the local, state and national levels and to support IRTBA as a whole with the objective of having the size of IRTBA and its influence in Springfield and Washington fully coordinated with IRTBA management and staff.
2. The Division should participate in all activities related to the Transportation industry. This would include assistance and initiative in establishing Policy Statements, responding to request for communications to the Legislature and transportation agencies concerning legislation and regulations, including, testifying on behalf of IRTBA when requested.
3. The Division should cooperate with other national and state professional societies and transportation related organizations in the development of transportation and business policies.
4. Dues and any special assessments should be paid regularly and promptly.

The Board of Directors, under the leadership of the Chair of the Division, should be active in the conduct of the business of the Division. It should meet at least four times each year to receive the reports of its Committees, take necessary actions to approve and submit to the IRTBA Board of Directors the position and concerns of the Committees, review the recommendations of the Committees toward the development of the current IRTBA Statement of Policy, and be concerned with the retention and addition of the membership to support its activities. Efforts should be made to establish activities of Intermodal Advisory Councils. If the Advisory Councils have been eliminated from the process, the Division Chair should be the link to the IRTBA Board. Efforts should be made to improve the relationship between P&D and IDOT Executives. Professional and legislative programs should be held in Springfield which could be supplemented with legislative lobbying visits. The Planning and Design Division should support ASCE and NSPE in their efforts on a technical level. The Division should participate with members from other organizations such as ACEC, CECI, NSPE, and others where such cooperation will produce desirable synergism to achieve the results that are of mutual interest.

Committees should be a forum for exchange of information and ideas, as well as an opportunity to meet peers and network. Committees should undertake activities affecting the business operations of the membership of the Division, including business practices such as Total Quality Management, Quality Assurance and Quality Control. Committees should only exist if they have a function and can be active. Also, Committees should meet as frequently as possible but, at least twice each year to address state and national issues, if warranted, and report their findings to the whole Division. The Statement of Policy section pertaining to any committee should be reviewed during the year with the objective of supplying our positions to the Board of Directors of the Planning & Design Division. As new methods, regulations, and procedures are enacted or distributed, the committees should be prepared to address these with position papers, or manuals, again utilizing the Task Force method. The results of the Committee work should produce ideas that can become future legislation and official IRTBA policy. Committees should access other Divisions and Committees of IRTBA to seek their input and cooperation where issues transcend the interest of more than one committee.

Membership participation is the key to retention and growth. The membership needs to be active if the Division is to survive and be dynamic. The act of membership should be a commitment to participation and the opportunity to participate should be available. With the assistance of IRTBA Staff, members should be directly involved in the lobbying effort, meeting with Legislative staff and key members of House and Senate at both Federal and State levels on issues that concern the transportation industry. Members should be involved in the analysis and writing of legislation, in whole or in part, receiving direct assignments from IRTBA Board of Directors.

IRTBA staff participation is essential to the activities of the Division. A sufficient amount of time from a staff member should be assigned to the Division by IRTBA management to allow the Division to fulfill its Mission. Telephone calls, fax transmissions, electronic mail, meeting attendance, and letter writing are only some of the activities that could be pursued.

The Chairman of IRTBA should be invited to the Planning & Design Division meetings, particularly the Board of Directors meeting.