



## **ASSOCIATION OF MODIFIED ASPHALT PRODUCERS ADVISORY COMMITTEE CHARTER**

The Advisory Committee Charter (this “**Charter**”) sets forth the purpose and membership requirements of the Advisory Committee (the “**Committee**”) of the Association of Modified Asphalt Producers (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Governing Body.

### **Authority and Statement of Purpose**

The role of the Committee is to obtain the outside perspective of the asphalt industry needs and convey these needs to the rest of the Association and its committees. The Committee will provide feedback and direction regarding focus areas for the Technical, Education, Communication, and Planning Committees. The Committee may form subcommittees and/or task forces composed of one (1) or more of its members for any purpose that the Board deems appropriate and in the best interests of the Association.

### **Committee Type and Area of the Program**

This is a standing committee of the Association and under the guidance of the Association’s Executive Committee and Board of Directors. The Association’s Board of Directors and Executive Committee oversees and provides direction regarding the actions and priorities of this Committee. The Committee is established by the Board of Directors and operates at the pleasure of the Association’s Governing Body. The Committee shall conduct business meetings in accordance with the established meetings and anti-trust policy statements.

### **Membership**

The members of the Committee shall be volunteer members of the Association. A staff liaison shall be assigned to Board to assist in the administrative duties. The Chair shall be a volunteer member of the Association and approved by the Board of Directors based on ability to coordinate across organizations and communication of technical needs and understanding of the Association’s position on different topics.

The Chair may request to remove any member from the Committee at any time. The removal will be approved or disapproved by the Association’s Executive Committee and Board of Directors.

The Committee shall consist of no more than eight (8) members with a combination of the following: up to four (4) Producer Members, four (4) Supplier Members, and two (2) Associate Members. A liaison to the Association’s Executive Committee will also be a part of the Committee but serve as a non-voting member. Additional liaisons may be considered at the discretion of the Chair. Liaisons are not included in the total member count.

### **Meetings**

The Committees shall meet three (3) times a year at a minimum. All Committee members will be notified no less than 14 days prior to the meeting date. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. A quorum (50% attendance) will be required for all voting matters and may be done electronically (i.e. email) if the attendance at the meeting does not allow it.

## Performance Evaluation

The Committee shall conduct an annual evaluation of the Committee's performance. The Committee shall review and reassess this Charter periodically and recommend to the Association's Governing Body any improvements to this Charter that it considers necessary or appropriate. The Association's Governing Body will approve the Council Charter and any subsequent changes.

Approved by (Association Director):

Approved by (Committee Chair):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: Ali Mostardo

Name: Tanya Nash

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Updated by Tanya Nash, Association of Modified Asphalt Producers on March 2, 2023  
Approved by the Committee on XXXXX*