



Training Committee Charter

This charter sets forth the purpose and membership requirements of the Training Committee (the “**Committee**”) of the Asphalt Pavement Association of Indiana (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Board of Directors (the “**Board**”).

Purpose

The Committee will guide the development and deployment of training and education programs and objectives of the Association, including oversight of the INDOT certification programs.

The goals and responsibility of the Committee include:

- Oversee the administration, curriculum development, and structure of the annual INDOT certification programs, including the INDOT Certified Asphalt Technician program (ICAT) and Field Supervisor course.
- Identify educational gaps of association members and suggest workshops, seminars, webinars, plant & jobsite visits, and other opportunities for learning.
- Assist with educational outreach to INDOT, public infrastructure owners, commercial market, and engineering consultants and help users better understand the advantages of asphalt pavements.

Membership

The Board shall appoint a Chair and Vice Chair of the Committee, and each will serve a term of two years. Terms of the Chair and Vice Chair may be repeated at the discretion of the Board.

The members of the Committee shall be appointed by the Association staff liaison. Any person that is an employee of an Association member (all membership classifications) is eligible to be a member of the Committee. There shall not be a minimum nor maximum number of Committee members. Members shall not roll off the Committee unless by request. The Chair, Vice Chair, and Association staff liaison may remove any member from the Committee at any time with or without cause.

Meetings

The Committee will meet three times annually, and more often as needed. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. Twenty-five percent (25%) of the Committee members shall constitute a quorum. The Committee may form subcommittees and/or task forces as needed.

Roles & Responsibilities

Committee members are expected to actively support the initiatives and goals of the Committee by:

- Attending 75% of Committee meetings.
- Providing meaningful input and assisting with planning and implementation of training programs.
- Staying well-informed of state and national initiatives, emerging technologies, and innovation in asphalt.

The Committee will review its charter annually and recommend any proposed changes to the Board for review.

APAI Staff Liaison

Elizabeth Pastuszka

epastuszka@asphaltindiana.org

(317) 586-7280