



## Volunteer Opportunity – CIP External Representative

Committee Member on the Connected & Automated Vehicles Task Force representing the Canadian Institute of Planners (one position)

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### Description

The Transportation Association of Canada (TAC) Connected & Automated Vehicles (CAV) Task Force is a forum for dialogue and collaboration among transportation system owner-operators, regulatory bodies, private businesses, industry organizations, and academia. Its overarching purpose is to help TAC members respond to and benefit from the development and application of connected vehicle and automated vehicle (CV/AV) technologies, with an emphasis on optimizing outcomes for public health and safety, mobility, economic prosperity and environmental sustainability in urban and rural communities.

### Duties & Responsibilities

- Must review and comprehend the TAC [Terms of Reference](#)
- Must adhere to the CIP Member Code of Conduct
- Must attend all TAC's Technical meetings (Spring and Fall) – the committee will meet two times a year.
- Must act as the point of contact between CIP and TAC and must report regularly to the CIP Board
- Must adhere to CIP's External Representation policies

### Qualifications and Competencies

- Must be a full CIP Member (MCIP) in good standing.
- Must be an experienced professional planner
- Should be trained in transportation planning and/or with experience of automated vehicle (CV/AV) technologies
- Should have knowledge of CIP's historic and current initiatives.
- Should have knowledge about [the Transportation Association of Canada](#), its history and current programs.
- Must have strong interpersonal and communication skills, including experience in effective stakeholder engagement.
- Must be willing to represent CIP, while supporting the TAC Task force mandate.
- Must have the time and capacity to commit to this volunteer position, as described in the Duties and Responsibilities.

## Term

The term of office for the TAC Representative shall be two years. The minimum level of effort/expectation is an average of 2 hours per month. This task force will meet up to two times per year by virtual means.

## Reporting

At minimum, the CIP External Representative will provide semi-annual status reports to the CEO to include in the Board meeting package. Using the standardized report template the Representative will outline their activities, issues, action items, knowledge/information transfer activities, and accomplishments.

The CIP Representative will not be remunerated for their participation, as meetings will be held virtually.

## Diversity

CIP offers equal volunteer opportunities to all qualified individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, or appearance. CIP is a national organization, and wishes to engage with current and future members across all our regions. To reflect CIP's diverse membership and that of the Canadian population, as well as to encourage representation from across our organization, CIP may give preference to applicants from an under-represented segment of the population to promote our values of diversity, equality, and inclusion.