



AZTech ITS & Signal Technician Committee Charter

Element	Definition	Focus
History and Business Case	Brief history of the situation leading to the chartering of the AZTech ITS & Signal Technician Committee. Business case addresses organizational relevance and urgency [financial, growth/re-alignment, service and culture]	<p>The AZTech Intelligent Transportation Systems (ITS) Model Deployment began as an experimental ITS model deployment project that was federally funded from 1996-2003 in the Phoenix metropolitan area. It is a regional collaboration of both public and private sectors and has been highly successful. The initial phase of AZTech cleared the path for the next phase by removing institutional barriers, building collaborative relationships and garnering resources to ensure its effectiveness.</p> <p>The AZTech ITS and Signal Technician Committee is a coordinating group of field technicians and specialists to improve the working relationships, coordination and training opportunities among local ITS and signal technicians in Maricopa County.</p>
Mission	What business is AZTech in?	To champion the implementation and integration of intelligent communication and transportation systems technologies for regional solutions that provide timely and accurate information, save lives, improve mobility, and enhance quality of life.
Vision	What would we like AZTech to become?	A world class regional transportation and communication system that provides real-time information and on-time services to enable safe and efficient travel meeting the needs of our community.
Values	What common beliefs and ideals does AZTech value?	<ul style="list-style-type: none"> ▪ Collaboration ▪ Leadership ▪ Integration ▪ Results
Strategies	The strategies needed to achieve the AZTech Mission and Vision	<ul style="list-style-type: none"> ▪ Establish Education and Outreach Programs ▪ Expand and Strengthen Partnerships ▪ Plan, Develop and Deploy Integrated Systems ▪ Optimize Regional Operations and Management ▪ Research and Test New Technological Opportunities
Purpose of the ITS & Signal Technician Committee (core question & deliverables)	Reason the ITS & Signal Technician Committee exists	<p>The AZTech ITS and Signal Technician Committee exists to bring together and serve individuals such as Traffic Signal Technicians and Intelligent Transportation Systems Specialists with the objectives of:</p> <ul style="list-style-type: none"> ▪ Creating a formal curriculum to train individuals in basic and more advanced applications of ITS and signal technologies ▪ Promoting regional collaboration and knowledge sharing between agencies through tours of agency's maintenance facilities and regularly scheduled meetings with presenters and discussion topics ▪ Providing a forum for lessons learned and best practices for technology deployments to help support decisions regarding which technologies and products could provide the best solutions for the region and for each agency and to reduce any duplication of efforts ▪ Helping with career development by making individuals aware of various career paths available and the training, certification requirements, and responsibilities for different positions ▪ Encouraging professional networking by providing more opportunities for individuals to get to know each other and create a network of individuals that they can reach out to when needed

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ITS & Signal Technician Committee Structure and Roles	Structure & Roles	<p>Criteria includes: Primarily ITS and signal technician staff representing public agencies' interest for transportation network operations including cross-jurisdictional operations.</p> <p>The ITS and Signal Technician structure shall have:</p> <ul style="list-style-type: none"> ▪ Open Membership to public agencies ▪ Equal voice ▪ Each agency attending gets only one vote ▪ A chair and vice chair will be elected by the ITS & Signal Technician Committee for a 2-year term. The vice chair will transition to the chair role upon completion of the chair's term for a 2-year term. <p>Upon recommendation by committee members, private entities may attend specific meetings to present information or in an advisory capacity for a specified topic at the discretion of the Committee Chair.</p>
Authority, Accountability	Identifies what decisions the team can make and to whom they are accountable	<p>The AZTech ITS & Signal Technician Committee is accountable to the AZTech Executive Committee. The AZTech Executive Committee gives authority to AZTech through commitment of its resources and alignment of initiatives, policy and procedural implementation.</p> <p>The ITS and Signal Technician Committee will make decisions using a consensus model regarding the direction and focus of the Committee. The Committee chair will be empowered to make a decision if the group needs to move forward and cannot agree. The Committee will also work closely with the AZTech TMC Operators Working Group and the AZTech Operations Committee in order to ensure integration of efforts.</p> <p>The Committee will hold a meeting and/or training a minimum of four times a year. The Chair and Vice Chair of the Committee will attend the AZTech Executive Committee and AZTech Strategic Steering Committee meetings. The Chair will update the group on activities and get input where needed. If there is funding or other resource needs, change in direction or focus, the chair of the AZTech ITS & Signal Technician Committee will raise the issues with both the AZTech Program Manager and the AZTech Executive Committee.</p> <p>Working Teams will be formed to assist in the implementation of initiatives and may meet frequently in between Committee meetings as needed.</p>
Tracking & Reporting	Project updates & communication of progress, milestones, timelines, etc. Include frequency of communications.	The AZTech ITS & Signal Technician Committee Chair will report progress to the AZTech Operations Committee, AZTech Strategic Steering Committee and Executive Committee at their meetings and internally as needed.
Resources	Staffing, budgets, time & materials the Committee will need to accomplish its purpose	In consultation with the AZTech Operations Committee, resources are requested through the AZTech Strategic Steering Committee and approved by the AZTech Executive Committee as outlined in the annual AZTech Action Plan and as identified.