



Committee and Task Force Handbook

Updated April 2023

ITEEA Committee and Task Force Handbook

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1.0 Who is ITEEA

1.1 Vision and Mission

ITEEA's vision is: *ITEEA is the foremost professional organization promoting technology and engineering education and leading Integrative STEM.*

ITEEA's mission is: *To advance technological and engineering capabilities for all people by nurturing professionalism, growth, and opportunity for those engaged in these pursuits.*

1.2 Strategic Goals

ITEEA's strategic plan defines its strategic goals and is updated regularly. Current strategic goals, per the most recent [2022 strategic plan](#) update, include:

- (1) **Membership:** *Increase membership across all involved in Integrative STEM through valued member benefits.*
- (2) **Engagement:** *Enhance engagement among members and the STEM education community through diverse opportunities for participation, professional development, and recognition.*
- (3) **Partnerships and Collaboration:** *Build, expand, and leverage partnerships with affiliated and related organizations for mutual benefit.*
- (4) **Curriculum and Professional Development:** *Develop educators' and leaders' capacity to use, advocate for, and integrate ITEEA's standards-based curriculum into their educational systems and classrooms.*
- (5) **Standards:** *Establish and support adoption and implementation of state-of-the-art technology and engineering educational standards.*

1.3 Membership

ITEEA individual members and elementary, middle, and high school group members are technology and engineering educators, students, or advocates, including classroom teachers, developers, administrators, and university personnel, representing all levels of education.

ITEEA institutional and corporate members are comprised of leading companies, universities, and organizations in technology and engineering education.

1.4 ITEEA Standards of Conduct

The Standards of Conduct for ITEEA members has been adopted to promote and maintain the highest standards of association service, teaching, and personal conduct. Adherence to these standards is expected from members of the association and serves to assure public confidence in the integrity and service of technology educators. Reported violations of ITEEA's Standards of Conduct will be reviewed by the ExCom.

The International Technology and Engineering Educators Association (ITEEA) is a nonprofit, professional membership organization for technology, innovation, design, and engineering educators. We advance technological and engineering capabilities for all people by nurturing professionalism, growth, and opportunity for those engaged in these pursuits.

ITEEA members, including educators who fill volunteer roles with ITEEA, often occupy positions of significant authority, and with that authority comes important

ethical responsibilities. As education professionals and ITEEA members, we are guided by the following standards of conduct:

- 1. Engage ethically and legally and prioritize the best interest of students in all aspects of technology and engineering teaching and related professional activities.*
- 2. Encourage students to consider the impact of technology and engineering solutions in global, economic, environmental, and societal contexts for the betterment of all humanity.*
- 3. Encourage students to be aware of the need for sustainable development and social justice in all technological and engineering contexts.*
- 4. Maintain and improve our own expertise by continuing professional development.*
- 5. Recognize the limits of our own knowledge and areas of competence and engage others with complementary knowledge and competence in all professional activities.*
- 6. Serve all members of the profession impartially, providing no special privilege or favor to any individual member.*
- 7. Treat all persons equitably and with fairness regardless of race, religion, gender, gender identity, gender expression, sexual orientation, disability, age, national origin, or similar factor.*
- 8. Demonstrate and model respect for students and professional colleagues, never engaging in nor tolerating any forms of harassment.*
- 9. Protect confidential information concerning students and professional colleagues and maintain the confidentiality of privileged information entrusted or known to us by virtue of any position or office held.*
- 10. Support other ITEEA members and professional colleagues in following this standard of conduct.*

2.0 Committees Overview

2.1 Purpose of Committees

ITEEA Committees encompass all of the year-to-year continuing operational activities required to maintain a viable and progressive organization.

Committee Chairs are recommended by the President Elect and approved by the Board. Committee members are recommended by the Chair and approved by the Board.

2.2 Committee Charges

ITEEA has six standing Committees, each charged with specific responsibilities listed below. Revisions to Committee charges shall be approved by the Board. More specific duties and tasks are outlined in each Committees' charge document, which are reviewed and revised at the beginning of the Committee year.

a. Awards Committee

Charge: Provide recognition to members and programs as they advance as leaders in the profession and/or contribute to the excellence of technology and engineering education.

Organization: The Awards Committee shall be comprised of no more than twelve (12) members with diverse representation.

b. Conference Program Committee

Charge: Review and select quality programming for ITEEA's Annual Conference and coordinate with ITEEA staff on communication to presenters, scheduling, and logistics.

Organization: The Conference Program Committee shall be comprised of no more than eight (8) members, including at least one (1) member representing each CSL, CTETE, ESC, and SSC.

c. Elections Committee

Charge: Identify the slate of officers for the Association consistent with the Bylaws.

Organization: The Election Committee shall be comprised of no more than nine (9) members, including each Region Director, plus the Immediate Past President.

d. Membership Committee

Charge: Assess prospective member needs, inform enhancements to member benefits, and recommend strategies to best recruit and retain Association membership.

Organization: The Membership Committee shall be comprised of no more than twelve (12) members, including at least one (1) member representing each Region and one (1) member representing each CSL, CTETE, ESC, and SSC.

e. Standards Committee

Charge: Lead and coordinate the development and marketing of ITEEA standards and related resources.

Organization: The Standards Committee shall be comprised of no more than twelve (12) members with diverse representation.

f. 21st Century Leadership Academy (21CLA) Committee

Charge: Vision, plan, and implement ITEEA's 21st Century Leadership Academy to grow future leaders for the technology and engineering education profession and ITEEA.

Organization: The 21st Century Leadership Academy Committee shall be comprised of no more than eight (8) members, including at least one (1) member representing each CSL, CTETE, ESC, and SSC.

3.0 Task Force Overview

3.1 Purpose of Task Forces

ITEEA Task Forces are assigned a specific task to study and make recommendations to the ITEEA Board of Directors. ITEEA's Task Forces vary year to year and are often aligned with the strategic plan.

Task Force Chairs are recommended by the Immediate Past President and approved by the ExCom. Task Force Members are recommended by the Chair and approved by the ExCom.

3.2 Task Force Charges

Task Forces charges shall be informed by the Board upon formation of the Task Force and approved by the ExCom. More specific duties and tasks, including a defined deliverable and expected completion date, are outlined in each Task Force's charge document. As Task Forces are formed or discharged, they are maintained on the ITEEA website where their charges are listed.

4.0 Committee and Task Force Roles and Responsibilities

4.1 Chair

- a. Prepare a work plan for the Committee or Task Force to achieve its charge with input from Committee or Task Force Members, Staff Contact, and Board Liaison.
- b. Schedule and establish the agenda for each Committee or Task Force meeting and preside at the meetings.
- c. Recommend Committee or Task Force Members for appointment.
- d. Coordinate the Committee or Task Force's unique charge with ITEEA's Strategic Plan.
- e. Prepare and submit reports to the ITEEA Board with input from the Committee or Task Force Members, Staff Contact, and Board Liaison.
- f. Offer feedback to enhance the Committee and Task Force Handbook and/or operating procedures.
- g. Attend ITEEA's Leadership Breakfast training at the Annual Conference.

In the event the Committee or Task Force Chair cannot meet all such obligations, the Chair may delegate assignments to the Vice Chair or other Committee Members.

4.2 Vice Chair

- a. Serve as a voting, working member of the Committee or Task Force. Attend as many Committee or Task Force meetings as possible, contribute to discussions, and volunteer for assignments.
- b. Assist the Chair in fulfillment of their duties, including any delegated assignments.
- c. Preside as acting Chair should the Chair be absent from any Committee or Task Force meeting(s).
- d. Contribute to the development of the Committee's or Task Force's work plan and reports to the Board.

4.3 Member

- a. Serve as a voting, working member of the Committee or Task Force. Attend as many Committee or Task Force meetings as possible, contribute to discussions, and volunteer for assignments.
- b. Complete volunteer assignments in a timely manner and communicate questions and challenges to the Chair.

4.4 Staff Contact

- a. Support the Chair in fulfillment of all duties, including scheduling meetings, maintaining meeting records, and executing on work plans and action items.

- b. Attend all Committee or Task Force meetings or, if unable to attend, identify an alternate staff member to attend in your place.
- c. Liaise between the Committee or Task Force and the Executive Director, helping to resolve questions and share concerns or challenges.

4.5 Board Liaison

- a. Support the Chair in coordinating the Committee's or Task Force's unique Charge with ITEEA's Strategic Plan.
- b. Attend all Committee or Task Force meetings or, if unable to attend, identify an alternate Board member to attend in your place.
- c. Liaise between the Committee or Task Force and the Board, helping to resolve questions and share concerns or challenges.
- d. Review the Committee or Task Force reports so all accomplishments, challenges, and requests can be effectively communicated at Board meetings.

5.0 Committee Operating Procedures

5.1 Committee Chair Appointments

Committee Chairs must be voting ITEEA Members in good standing. Committee Chairs shall be appointed for a two (2) year term and may serve up to two (2) consecutive terms, totaling four (4) years of Committee Chair service. Exceptions to term limits may be approved by the Board.

The President Elect, with input from the Board and current Committee Chairs, will recommend Committee Chairs for any open Chair positions to the President. Prior to recommending, the President Elect shall confirm proposed Committee Chairs' willingness to serve. The Board shall approve Committee Chair appointments at their Winter meeting and Committee Chairs shall be notified of their confirmed appointment soon thereafter. Committee Chairs officially begin term at the ITEEA Conference.

Should a Committee Chair resign mid-year, the Board delegates approval of new appointment to the ExCom. The Board shall be notified of any changes to Chair positions immediately via email.

5.2 Committee Member Appointments

Committee Members must be ITEEA Members in good standing. Committee Members shall be appointed for a two (2) year term. Committee Members may serve up to three (3) consecutive terms, totaling six (6) years of service, including any terms served as Committee Chair or Vice Chair. Exceptions to term limits may be approved by the Board.

Committee Chairs, with input from the Board and their Staff Contact, will recommend a roster of Committee Members (and Vice Chair, if applicable) for service by completing and submitting a Committee Roster (see Appendix A). Prior to recommending, the Committee Chair shall confirm proposed Committee Members' willingness to serve. The Board shall approve Committee Member (and Vice Chair, if applicable) appointments at their Spring meeting and Committee Members (and Vice Chair, if applicable) shall be notified of their confirmed appointments soon thereafter. Committee Members officially begin term at the ITEEA Conference.

Should a Committee Member (or Vice Chair, if applicable) resign mid-year, the Board delegates approval of the new Committee Member appointment to the Committee Chair. The Board shall be notified of any changes to Committee membership at their next meeting.

5.3 Committee Meetings

Committees shall meet as needed throughout the year to advance their work plans and achieve their charge(s) for the year. Meetings shall be called by the Committee Chair and require a quorum of Committee Members to take action. Meetings should be scheduled to best accommodate the majority of Committee Members' schedules. All Committee Members shall receive meeting invitations in advance of the meeting.

The Committee Chair and Staff Contact shall maintain a record of all Committee meeting documents. Agendas should be prepared and shared in advance of the meeting, ideally at least three (3) days in advance. Minutes shall be prepared and distributed following the meeting, ideally no more than (1) week after.

5.4 Committee Reporting

Committee Chairs shall report the Committee's progress to the Board at least two (2) times per year. All reports should include key accomplishments, challenges, requests for Board action, and requests for Board feedback.

Committee reports are typically due in advance of the Board's Spring and Fall Board meetings, and the exact due dates may vary. Additional reports may be required by request of the Board or submitted at the discretion of the Committee Chair.

5.5 Subcommittees

Subcommittees may be formed as needed to work on specific items related to the Committees' charge. Subcommittees shall be appointed by the Committee Chair and shall be comprised of a subset of the overall Committee membership.

6.0 Task Force Operating Procedures

6.1 Task Force Chair Appointments

Task Force Chairs must be voting ITEEA Members in good standing.

The Immediate Past President, with input from the Board, will recommend Task Force Chairs for any new Task Force Chair positions to the ExCom. Prior to recommending, the Immediate Past President shall confirm proposed Task Force Chairs' willingness to serve. The ExCom shall approve Task Force Chair appointments via email or at their next meeting and Task Force Chairs shall be notified of their confirmed appointment soon thereafter. Task Force Chairs shall serve for the duration of the Task Force.

Should a Task Force Chair resign mid-year, the Board delegates approval of new appointment to the ExCom. The Board shall be notified of any changes to Task Force Chair positions immediately via email.

6.2 Task Force Member Appointments

Task Force Members must be ITEEA Members in good standing.

Task Force Chairs, with input from the Immediate Past President and their Staff Contact, will recommend a roster of Task Force Members for service to the ExCom. Prior to recommending, the Task Force Chair shall confirm proposed Task Forces

Members' willingness to serve. The ExCom shall approve Task Force Member appointments via email or at their next meeting and Task Force Members shall be notified of their confirmed appointment soon thereafter.

Task Force Members shall serve for the duration of the Task Force, however, should a Task Force Member (or Vice Chair, if applicable) resign mid-year, the Board delegates approval of the new appointment to the Task Force Chair. The Board shall be notified of any changes to Task Force membership at their next meeting.

6.3 Task Force Meetings

Task Forces shall meet as needed throughout the year to advance their work plans and achieve their charge. Meetings shall be called by the Task Force Chair and require a quorum of Task Force Members to take action. Meetings should be scheduled to best accommodate the majority of Task Force Members' schedules. All Task Force Members shall receive meeting invitations in advance of the meeting.

The Task Force Chair and Staff Contact shall maintain a record of all Task Force meeting documents. Agendas should be prepared and shared in advance of the meeting, ideally at least three (3) days in advance. Minutes shall be prepared and distributed following the meeting, ideally no more than (1) week after.

6.4 Task Force Reporting

Task Force Chairs shall submit interim and/or final reports to the Board as specified in their charge document by the expected completion date. Task Forces may request an extension of the expected completion date from the Board. Task Forces' final report shall include specific recommendations and/or requests for Board action.

Appendix B

Task Force Report Template

ITEEA Task Force Report to Board

Task Force: Name/Number

Background:

Historical information related to formation of Task Force, prior related efforts, etc.

Activities Completed:

List of work done by Task Force (meetings, discussions, focus groups, surveys, etc.). This should relate to the assigned tasks on your Charge document.

Recommendations for Board Action:

Recommendations for the Board to vote on.

Budget Impact of Recommendations:

Impacts to expenses/revenues if recommendations are adopted.

Outstanding Issues:

Issues that were identified, perhaps discussed, but not directly addressed by the Task Force's recommendations. These issues may warrant further study or follow on efforts.

Submitted By:

Date: