



Committee and Task Force Handbook

Updated May 2022

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, 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, elementary, middle, and high school members are technology and engineering educators, including classroom teachers, developers, administrators, and university personnel in the field 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 Code of Conduct

This Code of Conduct for members of the ITEEA has been adopted to promote and maintain the highest standards of association service, teaching, and personal conduct among its members. 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.

Members of the ITEEA pledge to:

- a. Strive for excellence in all aspects of technology and engineering teaching.
- b. Maintain the highest standard of personal and professional conduct.
- c. Actively promote and encourage the highest level of ethics within the technology and engineering teaching profession.
- d. Maintain loyalty to ITEEA and pursue its objectives in ways that are consistent with the public interest.

- e. Recognize and discharge my responsibility and that of my employer to uphold all laws and regulations relating to policies and activities.
- f. Use only legal and ethical means in all professional activities.
- g. Serve all members of my profession impartially; provide no special privilege to any individual member.
- h. Accept no personal compensation or privilege with intent to influence ITEEA's direction, except with the consent of the association's governing board.
- i. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my position or office.
- j. Refuse to engage in, or countenance, discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, or disability.
- k. Always communicate association internal and external statements in a truthful and accurate manner.
- l. Cooperate with other educators for the advancement of technology and engineering.
- m. Use every opportunity to improve public understanding of the role of technology and engineering.

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 Members are recommended by the President Elect, appointed by the President, and approved by the Board.

2.2 Committee Charges

ITEEA has six standing Committees, each charged with specific responsibilities listed below. 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 contribute to the excellence of technology and engineering education via awards and scholarships.

Organization: The Awards Committee shall be comprised of no more than eight (8) members.

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 Council.

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 eight (8) members, including at least one (1) member representing each Region, 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 Council and each Region.

e. Recognition Committee

Charge: Provide recognition to members as they advance as leaders and distinguished professionals in the technology and education profession.

Organization: The Recognition Committee shall be comprised of no more than eight (8) members. Each of the two (2) subcommittees shall include at least three (3) members.

Standing Subcommittees:

- Distinguished Technology and Engineering Professional
- Emerging Leader

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, and ESC.

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 members are recommended by the Immediate Past President, appointed by the President, and approved by the Board.

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, typically by November 1st. Prior to recommending, the President Elect shall confirm proposed Committee Chairs' willingness to serve. The Board shall approve Committee Chair appointments at their December 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 to the President. Committee Chairs shall complete and submit the completed Committee Roster Template, typically by March 1st. 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 Pre-Conference 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 by March 1st and November 1st, in advance of the Board's Pre-Conference and December Board meetings, though the exact due dates may vary depending on a given year's Board meeting dates. 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 President. Prior to recommending, the Immediate Past President shall confirm proposed Task Force Chairs' willingness to serve. The Board 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 Board and their Staff Contact, will recommend a roster of Task Force Members for service to the President. Prior to recommending, the Task Force Chair shall confirm proposed Task Forces Members' willingness to serve. The Board 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 A

Committee Roster Template

COMMITTEE ROSTER TEMPLATE

Member Name		Email Address	Term Dates		Comments/Notes
Last Name	First Name		Start	End	