

MTEA
February, 2010
Administrative Board/Executive Council
Standing Committees and Responsibilities

The Administrative Board, with the approval of the Executive Council, shall establish standing committees and define their responsibilities. The Administrative Board shall recommend to the Executive Council, appointment of chairpersons for the Standing Committees. The chairperson's term of office shall run concurrently with the office of the MTEA President. The chairperson, of a Standing Committee, shall recommend members of their committee to the Executive Council for approval. The MTEA President will inform the MTEA membership of any unfilled Standing Committee Chairperson's positions.

If you are interested in a Standing Committee Chairperson's position, send a letter or email, to the MTEA President or Executive Director. The letter or email should include the following information:

- Contact information.
- Years of teaching and areas of expertise.
- Leadership roles you have taken.
- Awards or recognition for your efforts.
- Why you are interested in the position?
- Any relevant goals that you have related to the position.
- Anything else that you feel will be relevant.

Standing Committee Positions & Responsibilities:

1. Awards Committee Chairperson - responsibilities include:

- A. Executive Council liaison for individuals and committees seeking state or national recognition for individual or program excellence in Technology Education. Submit winners to ITEA for recognition.
- B. Prepare and update all forms related to all MTEA recognition awards and post on the website.
- C. Contact all nominees and send out required forms for their award.
- D. Evaluate all forms submitted and help select winners to all awards.
- E. Serve on the fall conference committee.
- F. Serve on and attend the Executive Council meetings.

2. Communications – Website Chairperson - responsibilities include:

- A. Executive Council liaison for setting up and maintaining any electronic communications for MTEA and its membership.
- B. Identify the association's electronic needs and establish a website and a List Serve.
- C. Encourage members to submit material for the website and the List Serve.
- D. Serve on the fall conference committee.
- E. Serve on and attend the Executive Council meetings.
- F. Internet service, software and software updates are paid by MTEA.

3. Fall Conference Chairperson - responsibilities include:

- A. Chairperson position could be shared – Co-Chairpersons – presently with Gary Gronquist
- B. Communicate with all committee members about meetings.
- C. Run and plan agendas for all committee meetings.
- D. Work with the staff at the Holiday Inn, St. Cloud, on the conference.
- E. Renew hotel contracts each year.
- F. Help fill sub committee positions when opened.
- G. Serve on and attend the Executive Council meetings.

4. ITEA Representative – responsibilities include:

- A. Serve as liaison between the ITEA and its Affiliated Associations for a three-term.
- B. Coordinate the selection of individuals for ITEA Teacher Excellence and Program Excellence recognition programs and report candidates to chairperson of each program.
- C. Conduit and coordinate ITEA membership promotion in cooperation with the ITEA Executive Director and the chairperson of the ITEA Membership Committee, regional membership coordinators, and other contacts.

- D. Report the name and address of the Affiliate Representative to the Executive Director and Membership Coordinator whenever a change of appointment occurs.
- E. Prepare, display, and staff or make arrangements for staffing an ITEA membership promotion booth at every meeting which professional personnel attend in any significant numbers.
- F. Keep the ITEA Regional Director and ITEA Headquarters Office informed of current officers, newsletter editors, conference dates and location of the Affiliate Association.
- G. Relay newsworthy items to the Headquarters Office for possible use in *The Technology Teacher*, *Technology and Children*, *TrendScout*, the website, and in other publications.
- H. Serve on the fall conference committee.
- I. Serve on and attend the Executive Council meetings.

5. Legislative Committee Chairperson – responsibilities include:

- A. Review state and national legislation affecting the interests of Technology Education.
- B. Attend legislator meetings that affect Technology Education.
- C. Encourage members to exercise their civic and political rights.
- D. Communicate with the Past-President, who represents MTEA at MnACTE meetings, as to the latest issues that concern Technology Education and Career and Technical Education (CTE) teachers.
- E. Work with the MnACTE lobbyist.
- F. Serve on and attend the Executive Council meetings.

6. Membership Committee Chairperson – responsibilities include:

- A. Coordinate all efforts to maintain and increase membership to MTEA.
- B. Update and post membership list on the MTEA website.
- C. Provide mailing labels for administrative Board and Executive Council mailings.
- D. Serve on the fall conference committee.
- E. Work with the MDE on an accurate list of potential members in the state.
- F. Serve on the fall conference committee.
- G. Serve on and attend the Executive Council meetings.

7. Minnesota Department of Education Representative – responsibilities include:

- A. Report any issues and concerns about Technology Education and Career and Technical Education teachers in the state.
- B. Provide upcoming events that would be of interest to MTEA.
- C. Communicate with the Communication – Website Chairperson any items that can be sent out to mTEA members through the List Serve.
- D. Serve on the fall conference committee.
- E. Serve on and attend the Executive Council meetings.

8. Professional Growth Chairperson – responsibilities include:

- A. Study the present and future curricula in the state and national technology education programs.
- B. Report any recommends in curricula for possible changes to the Executive Council.
- C. Develop workshops for MTEA members and non-members in the state.
- D. Serve on the fall conference committee.
- E. Serve on and attend the Executive Council meetings.

9. Publications Chairperson - responsibilities include:

- A. Facilitate the collection of letters and articles from officers and members by deadlines established by the committee.
- B. Solicit advertisements from vendors to support the costs of producing the electronic or paper journal.
- C. Take or acquire photographs necessary for articles related to awards or MTEA sponsored events.
- D. Supervise the timely production and distribution of the electronic or paper journal.
- E. Report to the Executive Council at regularly scheduled meetings.
- F. Maintain mailing lists and contact information for vendors and VIP's receiving the electronic or paper journal.
- G. Serve on the fall conference committee.
- H. Serve on and attend the Executive Council meetings.

10. Public Education & Relations – responsibilities include:

- A. Attend MTEA Executive Council meetings.
- B. Locate, store, and distribute videos and other publications for members of the MTEA.
- C. Shall encourage members to use this information to support technology education programs at the local level.
- D. Develop materials, posters and/or brochures, for technology education members to use at the local, state and the national level.
- E. Work with the MTEA and Executive Council to promote Technology Education at the local and state levels.
- F. Promote Technology Education by setting up and running a MTEA Booth at other conferences.
- G. Serve on and attend the Executive Council meetings.

11. Standards Implementations Committee Chairperson – responsibilities include:

- A. Work with ITEA on the STL Standards implementation in the state.
- B. Work with MDE to get STL Standards embedded into Technology Education curriculum.
- C. Provide STL materials to all teachers of Technology Education.
- D. Serve on and attend the Executive Council meetings.

12. State Fair Committee Chairperson – responsibilities include:

- A. Act as liaison between the MTEA Executive Council and the Minnesota State Fair Board.
- B. Continue to update the State Fair Category Book.
- B. Coordinate publicity efforts related to project display.
- C. Encourage teachers to delivery to and pick up projects at the State Fair.
- D. Coordinate the presentation of the scholarship sponsored by the MTEA.
- E. Serve on and attend the Executive Council meetings.

13. Student Competitions Committee Chairperson – responsibilities include:

- A. Act as liaison for individuals and committees organizing student competitions.
- B. Represent the MTEA when working with any student competition committees.
- C. Contact individuals and committees organizing events and make sure that all necessary dates and deadlines are correctly posted on the MTEA website.
- D. Notify the Administrative Board and Executive Council of dates and deadlines. Work towards the elimination of conflicts on the calendar.
- E. Encourage Student Recognition efforts between event organizers, the journal, and MTEA.
- F. Serve on and attend the Executive Council meetings.

14. Center of Excellence Representative – responsibilities include:

- A. Inform the Executive Council of any current issues from the Center of Excellence's programs around the state.
- B. Encourage Technology Education teachers to seek out teachers at their local technical college for curricula and support for their programs.
- C. Encourage Technical Colleges to provide workshops for technology education teachers.
- D. Encourage Technology Education teachers to inform and provide information to their students about programs at their local technical college.
- E. Serve on the fall conference committee.
- F. Serve on and attend the Executive Council meetings.