

ITEEA Affiliate Representative Resource Book
Section 2: ITEEA Affiliate Representative Responsibilities

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TO: ITEEA Affiliate Representatives

FROM: Gary Wynn, DTE
ITEEA President 2010-2011

RE: Responsibilities to Your Association

As the Affiliate Representative to ITEEA from your state, you hold a very responsible and influential position. The manner in which you conduct your responsibilities will either establish you as a premier leader in association activities, or cause your colleagues to be cut off from all professional communications at the national and international levels. Your activities are pivotal to the success of both your state association and ITEEA.

In this section is a list of responsibilities that need to be completed this year. They fall into three categories:

- Membership Recruitment
- Public Information
- Government

We suggest that Affiliate Representatives create a team to assist in completing these activities. The Membership Recruitment Responsibilities section on page 3 outlines the type of team needed for dynamic action. Choose individuals for your team that will be helpful to you in fulfilling your responsibilities.

Your ITEEA Regional Director will contact you throughout the year and serve as your liaison for all activities that need to be completed for ITEEA. Also, feel free to contact ITEEA's Membership Director at any time. Make these individuals a part of your network and do not hesitate to ask for assistance or guidance. Your job will be made easier.

Finally, we urge you to play an important role in your professional associations (state and national) by exercising the responsibilities given to you and making wise decisions regarding individuals who are identified as potentially strong leaders.

Your professionalism is very much appreciated. Please let us know if we can be of assistance in any way.

SPECIFIC RESPONSIBILITIES OF THE ITEEA AFFILIATE REPRESENTATIVE

Membership Recruitment Responsibilities

Important Note: The Membership Director at ITEEA Headquarters office can provide you with a “CARE” package (Complementary Affiliate Resource materials to Exhibit) ideal for recruiting new members. This package contains membership applications, assorted publications, and other materials that can be given to prospective members. It is designed for use at your conferences or other important meetings. If it is possible for your association to include an ITEEA membership promotion in one of its mailings, it will be emailed to you.

1. Check membership lists when they are sent to validate memberships and contact individuals whose memberships are due to lapse.
2. Notify the Headquarters office any of deaths, new memberships, or membership problems.
3. Create a membership "team" composed of four people including yourself. This team should be made up of a teacher educator, a supervisor, and a classroom teacher.
4. Work with your team to:
 - Recruit members at all levels.
 - Have membership information available at your conferences at a booth, in registration packets and/or on every seat at the main session.
 - Request a few minutes on the program of the main session so that your team can inform fellow professionals about ITEEA member benefits and services. ITEEA has available a membership promotion CD that can be shown. (If you do not know what to say, contact the ITEEA Membership Director for assistance or contact your Regional Director.) Also consult the ITEEA website (www.iteea.org) and the latest editions of *The Technology Teacher* for membership highlights and updates.
5. Request a CARE package from the Membership Director at HQ by emailing mwiley@iteea.org. This package contains membership applications, publication catalogs, and other materials that can be given to prospective members. **CARE packages should be requested at least 3 weeks in advance of your meeting date to allow for scheduling and shipping time.** Please indicate an estimated number of attendees.
6. Explore additional ways to recruit members. Remember, the more contact that you make with a potential member, the more likely you are to recruit that individual.
7. Recognize ITEEA members at your conference and have them stand at a meeting for recognition or give them a special badge or ribbon.
8. Organize an ITEEA function at your affiliate conference. This could be a reception, breakfast etc. Give an ITEEA update, offer membership information and if possible have a representative from the ITEEA Board (i.e. regional director) address the group.

Public Information Responsibilities

1. Inform the Headquarters office and your Regional Director of the following association actions:
 - Any officer elections or changes (especially affiliate rep or newsletter editor changes.)
 - Significant action that your association has planned or has completed (e.g. conferences, speakers, contests)
 - Other pertinent information regarding teachers or students that may be of interest to the profession. Do not forget to include items such as important legislative action being conducted or significant teaching methods/projects, etc.
2. Communicate information from your ITEEA Regional Director to your association officers.
 - Request a time slot on the board's agenda and give a prepared report.
 - Request space in the newsletter and write an article.
3. Assist your award committee in selecting and submitting names for ITEEA Program and Teacher Excellence awards, and make sure that they receive media coverage.

Governance Responsibilities

1. Provide to the Elections Committee names of individuals from your area who may be outstanding candidates for the ITEEA Board of Directors. Have your association represented at every possible opportunity.
2. ***Send a list of individuals who may be interested in becoming active in ITEEA to your Regional Director and President-Elect.***
3. Assist your Regional Director with any other activities that he/she may have during the year.
4. Inform the Regional Director and the Headquarters office about new legislative actions in your affiliate area and how it will affect the profession.

ITEEA POLICIES AND PROCEDURES FOR THE AFFILIATE REPRESENTATIVE

- A. ITEEA Affiliate Representatives are appointed or elected by each affiliated association. Where there is no affiliated association, the ITEEA Executive Director will be responsible for appointing a representative from the area by whatever resources available. ITEEA Affiliate Representatives should be members of the affiliated association and its executive group and/or board of directors. Representatives should be appointed or elected for a three-year term starting at the close of the ITEEA annual conference. They may be re-appointed or re-elected. **Affiliate Reps must be current ITEEA members.**
- B. The ITEEA Executive Director and Membership Director shall be responsible for maintaining and updating a roster of current Affiliate Representatives and shall provide a current roster (emailed in excel format) upon request. Keep the ITEEA office informed of changes by submitting the Affiliate Officers form online.
- C. The ITEEA Executive Director shall be responsible for scheduling and chairing an annual meeting of Affiliate Representatives at the ITEEA annual conference. (**President's Roundtable**).
- D. Affiliated Associations shall assume the primary responsibility for providing financial support for their Representatives. ITEEA shall contribute to the extent of its capabilities in achieving association and ITEEA goals.
- E. General responsibilities of ITEEA Affiliate Representatives include the following:
 1. Serve as liaison between the ITEEA and its Affiliated Associations.
 2. Coordinate the selection of individuals for ITEEA Teacher and Program Excellence award programs and report candidates to chairperson of each program.
 3. Conduct and coordinate ITEEA membership promotion in cooperation with the ITEEA Executive Director and the Membership Coordinator, regional membership coordinators, and other contacts.
 4. Report the name and address of the Affiliate Representative to the Executive Director and Membership Director whenever a change of appointment occurs.
 5. Prepare, display, and staff, or make arrangements for staffing an ITEEA membership promotion booth at every meeting that professional personnel attend in any significant numbers.
 6. Keep the ITEEA Regional Director and ITEEA Headquarters office informed of current officers, newsletter editors, conference dates, and location of the Affiliated Association.
 7. Relay newsworthy items to the Headquarters office for possible use in ***The Technology Teacher, Technology and Children, STEM Connections***, the website, and in other publications.

AFFILIATE REPRESENTATIVE ACTION ITEMS AND DUE DATES

Monthly Tasks	Task # & Due Date	Summary	Page #	Completed (notified Regional Director)
April	1 May 1	<ul style="list-style-type: none"> • Check membership listings • Submit ITEEA Postconference Instruction Form • Submit ITEEA Postconference Feedback Form • Complete sample news release 	7 8 9	
April	2 May 1	<ul style="list-style-type: none"> • Submit State Association Pertinent Information Form (first submission) 	10	
September	3 Sept. 15	<ul style="list-style-type: none"> • Submit Summer Feedback Form on Awards • Communicate awards • Check membership listings 	12	
October	4 Oct. 15	<ul style="list-style-type: none"> • Submit Nominations/Citation Feedback Form 	13	
December	5 Dec. 15	<ul style="list-style-type: none"> • Submit Awards Midwinter Feedback Form 	14	
January		<ul style="list-style-type: none"> • Review ITEEA conference responsibilities • Review tasks for your affiliated state conference 	15 16	
February	6 Feb. 15 Mar. 31	<ul style="list-style-type: none"> • Review ITEEA Preconference Instruction Form • Submit ITEEA Preconference Feedback Form • Prepare State Association Pertinent Information Form to turn in at ITEEA conference (second submission) 	17 18 19	
Affiliated State Post-conference Tasks	7	At the completion of your State Conference: <ul style="list-style-type: none"> • Submit Affiliated State Postconference Feedback Form • Submit State Association Pertinent Information Form (third submission) 	20 21	

***See following pages for details of tasks. The task number is referenced at the top right-hand corner of each page.**

ITEEA POSTCONFERENCE INSTRUCTION FORM (Task 1)

1. You will receive a membership list from the Membership Post following the conference. This list will reflect new and renewing members from the conference. If you do not receive the list for your state, please contact HQ and request it. Notify the ITEEA HQ or your Regional Director immediately of any changes or corrections.
2. Meet with your membership committee and plan next year's thrust. (See Membership Network Section of this book.)
3. See that media coverage was given to all affiliate ITEEA Award winners. Also, check to make sure news releases were provided for ITEEA members attending the Conference.

ITEEA POSTCONFERENCE FEEDBACK FORM (Task 1)

Affiliated Association _____

Affiliate Representative _____

This is the first of several feedback sheets for the coming year. Please take a few minutes and answer the questions on each one. Return each to your Regional Director no later than the indicated date. Feel free to add any information you wish to share with the Headquarters Office.

1. Yes/No I have written a two-paragraph news release for our journal/newsletter naming professionals that attended the ITEEA Conference and the role they played.
2. Yes/No I have received the membership list for my Affiliated Association and checked it for incorrect entries and/or addresses.

Thank you for your help. We look forward to working with you in the coming year.

Please return this feedback form to your Regional Director before May 1st.

SAMPLE NEWS RELEASE (Task 1)

(Affiliated Association name) Represented at the ITEEA International Conference

(Number) members of the (Affiliated Association name) attended the International Technology and Engineering Educators Association's International Conference that was held in (location) on (date). These professionals represented our association by participating in the President's Roundtable meeting, Governance session, visiting the world's largest technology education trade exhibition, and attending a variety of professional development workshops designed for technology education teachers.

(Name) was recognized for the Teacher Excellence Award from our association. (Name) School and (Name) School District were honored for their technology education Program Excellence. Others honored include (names and awards, if any—delete this sentence if none).

(Affiliate Representative) coordinated the association's work in the past year with ITEEA assisting in the development of membership recruitment responsibilities, public information, communications, and activities requiring governmental action of both groups.

Other members attending the ITEEA Conference were: (names in alphabetical order).

Plan now to attend next year's conference in (location) in (dates). Contact (Affiliate Representative) for information.

STATE ASSOCIATION PERTINENT INFORMATION FORM (first submission) (Task 2)

(Online form available at <https://www.iteea.org/Forms/affiliateofficers.htm>)

Region: (Circle one) 1 2 3 4 Affiliate State: _____ Date _____

Affiliate Representative: _____ Effective Dates of Term: _____

Officers change office on: _____ (effective date)

CURRENT LIST OF OFFICERS AND KEY INDIVIDUALS

Please print names and addresses in full. This information will be used for mailing purposes until a change in status has been reported to ITEEA Headquarters. Please include zip/postal code.

President

Phone No. (o) _____
(h) _____

Email _____
Term _____

Secretary

Phone No. (o) _____
(h) _____

Email _____
Term _____

Affiliate Representative

Phone No. (o) _____
(h) _____

Email _____
Term _____

President-Elect

Phone No. (o) _____
(h) _____

Email _____
Term _____

Treasurer

Phone No. (o) _____
(h) _____

Email _____
Term _____

Journal/Newsletter Editor

Phone No. (o) _____
(h) _____

Email _____
Term _____

Conference (s) **Date(s)*** **Location**

Conference Director

Exhibit Manager

*If dates have not been set, please list approximate dates.

AWARDS

The awards program is one tool ITEEA has that gives the member deserved recognition, as well as visibility for ITEEA. As an Affiliate Representative, it is your responsibility to always be on the lookout for members in your state association that should be recognized. ITEEA is dependent on you to provide this important information.

Make yourself aware of the awards the association offers, their deadlines, and develop a list of possible recipients for each award. Put your affiliate members in the national/international spotlight. Please submit at least one name per award per year.

Section 4 Awards includes information on:

- The Special Recognition Citation Nominations
- FTE \$1,000 Undergraduate Scholarship
- Litherland/FTE \$1,000 Undergraduate Scholarship
- Pitsco/Hearlihy/FTE \$1,000 Grant for Excellence in Teaching Technology
- Greer/FTE \$1,000 Grant for Professional Development
- Maley/FTE \$1,000 Technology Teacher Scholarship
- Program Excellence Award (MS, HS)
- ITEEA Elementary Program Excellence Awards
- Teacher Excellence Award (ES, MS, HS)
- College Student Leadership Award
- Maley Spirit of Excellence Graduate Student Citation
- Distinguished Technology Educator (DTE) Program
- Outstanding Affiliate Representative Award

SUMMER FEEDBACK FORM ON AWARDS (Task 3)

Affiliated Association _____

Affiliate Representative _____

1. I have sent information to my association's journal/newsletter editor about the:

Yes/No \$1,000 FTE Undergraduate Scholarship

Yes/No \$1,000 Litherland/FTE Undergraduate Scholarship in Technology Education

Yes/No \$1,000 Greer/FTE Grant for Professional Development

Yes/No \$1,000 Maley/FTE Technology Teacher Scholarship

Yes/No \$1,000 Pitsco/Hearlihy/FTE Grant for Excellence in Teaching Technology

2. I have communicated the following information pertaining to ITEEA awards to my affiliate's Board of Directors:

Yes/No Special Recognition Citation Nominations

Yes/No Teacher & Program Excellence Awards

Yes/No Greer/FTE Grant for Professional Development

Yes/No Maley/FTE Technology Teacher Scholarship

Yes/No Pitsco/Hearlihy/FTE Grant for Excellence in Teaching Technology

Yes/No Distinguished Technology Educator

Yes/No ITEEA/TECA College Student Leadership Award

Yes/No Maley Spirit of Excellence Outstanding Graduate Student Citation

Yes/No Outstanding Affiliate Representative Award

3. I have requested and checked the membership listings received from the Membership Coordinator for correct addresses, duplicate entries, and/or possible omissions.

4. I wish to submit the following names for recognition in ITEEA:

Please return this sheet to your Regional Director before September 15.

NOMINATIONS/CITATIONS FEEDBACK FORM (Task 4)

Affiliated Association _____

Affiliate Representative _____

1. Yes/No I have sent information about the undergraduate scholarships in technology education offered through ITEEA to the colleges and universities in my area (a list of those institutions can be obtained from the Membership Director – email: members@ITEEAconnect.org.)
2. Insert # The information was sent to _____ institutions.
3. Yes/No The selection committee for the Teacher Excellence and Program Excellence Awards has been selected and given the appropriate material.
4. Yes/No A list of prospects for ITEEA Committee members with suggested committees is enclosed.
5. Yes/No A list of possible candidates for ITEEA office is enclosed. (See *The Technology Teacher* for the call for nominations.)
6. Yes/No I have enclosed a list of possible participants to be invited to the ITEEA Technology Festival.

Please return this form with the appropriate lists to your Regional Director before October 15th.

AWARDS MIDWINTER FEEDBACK FORM (Task 5)

Affiliated Association _____

Affiliate Representative _____

1. Yes/No The names of our Teacher Excellence Recipient(s) (one each – elementary, middle, and high school) have been submitted through the online application process.

2. Yes/No The names of our Program Excellence Recipient(s) (one each – elementary, middle, and high school) have been submitted through the online application process.

Please return this feedback sheet to your Regional Director before December 15th.

AFFILIATE REPRESENTATIVE'S RESPONSIBILITIES AT THE ITEEA CONFERENCE

Reports

At the President's Roundtable, turn in the form **listing your association's officers, newsletter editor and date(s) of your state conference(s)** for the period April 1 through March 31 of the coming year.

Your Agenda

- Attend the ITEEA President's Roundtable Meeting.
- Attend the General Sessions and assist with the Teacher Excellence and Program Excellence Award Presentations.

Leadership

- Inform those attending from your state that if they plan to attend a meeting where a meal will be served, please check to see if a meal ticket is required for that function and to purchase it at the registration desk.
- Attend the **ITEEA Special Governance Session**.
- Be prepared to be recognized at the First General Session and by the President during the President's Roundtable Meeting.
- Introduce yourself and association officers to the ITEEA Board of Directors. (They will expect and appreciate you doing so.)
- See that the Teacher Excellence and Program Excellence recipients from your association arrive at their recognition sessions at least 15 minutes before the session starts. (This is needed because award winners sit as a group in an assigned area.)
- During the ITEEA Conference, be aware of activities that would be appropriate for inclusion in a news release for your journal/newsletter. This could include: professional members who attended, awards received, meetings attended, and other items of interest.

Thank you for your help. Best wishes for a great conference and a beneficial time at this year's sessions. Please make sure you fill out the post conference online survey and offer any suggestions for improving the next year's conference.

WHAT TO DO AT YOUR AFFILIATED ASSOCIATION (STATE) CONFERENCE

ITEEA Booth—Make arrangements for an ITEEA membership booth.

- The booth should be in a prominent location and occupied at all times by a person knowledgeable about ITEEA membership, publications, and activities.
- The booth should be stocked with the contents of a CARE Package, which is available from the ITEEA Headquarters. The package will include: a current membership roster for your state, membership applications, sample copies of *The Technology Teacher*, *Technology and Children*, when available, promotional items for the next ITEEA International Conference and other ITEEA meetings, Resource catalogs, and other assorted sample materials.
- Order your CARE package **at least 3 weeks in advance of your meeting date to allow for scheduling and shipping time** of your meeting date by sending an email to the Membership Director at mwiley@iteea.org. Specify the date for the meeting, an approximate number to be expected, and an address where the materials should be shipped.

Preparation

- Review and have available the ITEEA membership list provided by ITEEA's Membership Director. A list of current ITEEA members is included in each CARE Package.
- Have documentation of the approved membership incentive program (if any) you wish to use. ITEEA has available a special promotion for new and renewing ITEEA members. Contact the Membership Director at mwiley@iteea.org for complete details.
- Secure at least two assistants to monitor the ITEEA membership booth.

Presentation—Address the conference attendees at a general session and promote ITEEA. The presentation should last about five minutes.

- Use the membership form as a resource and outline for your presentation.
- Announce the membership incentive plan that you will be using during the conference.
- Place a membership application on every seat in the session or have applications available at your membership booth.
- Promote professionalism by recognizing individuals involved with ITEEA (ask your Regional Director if you need assistance) such as:
 1. Individuals that have attended an ITEEA Conference
 2. Current ITEEA Committee Members
 3. Current or past ITEEA Officers
 4. Individuals who have received ITEEA Awards, e.g., Teacher Excellence or Program Excellence.

ITEEA PRECONFERENCE INSTRUCTION FORM

(Task 6)

1. The ITEEA President will be happy to send a special thank you letter to your Affiliated Association's president or anyone else who has done an exceptional job of promoting ITEEA this year. Please send their names and addresses to the ITEEA President.
2. Please review the ITEEA Conference instruction sheets in this handbook.

ITEEA PRECONFERENCE FEEDBACK FORM

(Task 6)

Affiliated Association _____

Affiliate Representative _____

1. Yes/No I will be attending the ITEEA International Conference.
If not, _____ will attend in my place.

2. Yes/No I have prepared the list of officers (names and addresses) who currently represent my affiliated organization. I will turn this in at the President's Roundtable meeting.

3. I would appreciate it if ITEEA would send a special thank you to the following persons for their promotion of ITEEA this year.

Thank you for your assistance, please return this to your Regional Director before February 15th.

STATE ASSOCIATION PERTINENT INFORMATION FORM (second submission)

This form may be turned in at the President's Roundtable at the ITEEA Conference. If you do not attend the ITEEA Conference, the form MUST be submitted to ITEEA no later than March 31.

Region: (Circle one) 1 2 3 4 Affiliate State: _____ Date _____

Affiliate Representative: _____ Effective Dates of Term: _____
Officers change office on: _____ (effective date)

CURRENT LIST OF OFFICERS AND KEY INDIVIDUALS

Please print names and addresses in full. This information will be used for mailing purposes until a change in status has been reported to ITEEA Headquarters. Please include zip/postal code.

President

Phone No. (o) _____
(h) _____

Email _____

Term _____

President-Elect

Phone No. (o) _____
(h) _____

Email _____

Term _____

Secretary

Phone No. (o) _____
(h) _____

Email _____

Term _____

Treasurer

Phone No. (o) _____
(h) _____

Email _____

Term _____

Affiliate Representative

Phone No. (o) _____
(h) _____

Email _____

Term _____

Journal/Newsletter Editor

Phone No. (o) _____
(h) _____

Email _____

Term _____

Conference (s)

Date(s)*

Location

Conference Director

Exhibit Manager

*If dates have not been set, please list approximate dates.

AFFILIATED STATE POSTCONFERENCE FEEDBACK FORM (Task 7)

Affiliated Association _____

Affiliated State Association Conference Dates _____

Affiliate Representative _____

Thank you for promoting your profession and ITEEA at your conference. Please provide the following feedback to assist us in being more helpful in the future.

1. Approximately how many people were at the conference? _____
2. How many new or renewing ITEEA members did you sign up? _____
3. Was the CARE package material appropriate? Yes/No
4. What additional materials should have been included in the CARE package?

5. What membership incentive program did you use? _____
6. Did you make a short presentation at one of the major sessions? Yes/No
7. List the names and addresses (on back of this sheet) of the people who assisted you with the ITEEA membership promotion so that we can write them a thank you letter.
8. Did you use the ITEEA banner? Yes/No
9. Did you make a report to your Board of Directors on recent ITEEA activities? Yes/No
10. How can ITEEA be more effective in your area?
11. Please mail a copy of your association's program to the ITEEA Headquarters Office.
12. Please list any programs you feel would be good for the ITEEA conference.
13. Please list any information you feel would be good for publication.

Please return this form immediately after your conference to your Regional Director. The new and renewing memberships should be sent to the Headquarters office.

Thank you for your assistance, please return this along with the form on page 21 to ITEEA by the end of the month during which your state conference was held.

STATE ASSOCIATION PERTINENT INFORMATION FORM *(third submission)* **(Task 7)**
 (Online form available at <https://www.iteea.org/Forms/affiliateofficers.htm>)

Region: (Circle one) 1 2 3 4 Affiliate State: _____ Date _____

Affiliate Representative: _____ Effective Dates of Term: _____

Officers change office on: _____ (effective date)

CURRENT LIST OF OFFICERS AND KEY INDIVIDUALS

Please print names and addresses in full. This information will be used for mailing purposes until a change in status has been reported to ITEEA Headquarters. Please include zip/postal code.

President

Phone No. (o) _____
 (h) _____

Email _____
 Term _____

President-Elect

Phone No. (o) _____
 (h) _____

Email _____
 Term _____

Secretary

Phone No. (o) _____
 (h) _____

Email _____
 Term _____

Treasurer

Phone No. (o) _____
 (h) _____

Email _____
 Term _____

Affiliate Representative

Phone No. (o) _____
 (h) _____

Email _____
 Term _____

Journal/Newsletter Editor

Phone No. (o) _____
 (h) _____

Email _____
 Term _____

Conference (s)	Date(s)*	Location
_____	_____	_____

Conference Director

Exhibit Manager

*If dates have not been set, please list approximate dates.