GET CONNECTED to LEARN, SHARE, AND ADVANCE.
AREAS OF DISCUSSION

- What is Expected of You
- Purpose of the Association
- ITEA Strategic Plan
- ITEA Governance and Organization
- Budget and Finances
WHAT IS EXPECTED OF YOU

Read and FOLLOW BOARD MEMBERS RESPONSIBILITIES in the Resource Guide (provided earlier) as well as consideration of the following "reminders“

- Commit to the position; volunteering means commitment
- Attend the meetings; in person is strongly preferred
- Understand the Association and how the Board works
- Do not engage in managing the ED and staff; the EXCOM is the direct link to the ED
- Participate, participate, participate in Board business—your ideas and insights are valuable and need to be heard
WHAT IS EXPECTED OF YOU (CONTINUED)

• Take ownership; help the Association succeed the same as you do in your current organization
• Be an active member; lead or participate on committees or other activities (program/technical chair, speaker, etc.)
• Be a proponent of the Association to members, potential members, leaders of the community
• Leave your title and business relationships at the door
• Ethical behavior is a given
PURPOSE OF THE ASSOCIATION

1. To provide an organization for individuals who have a common interest in the discipline of test and evaluation and who wish to foster, preserve, and advance the art and science of test and evaluation.
2. To provide for the exchange of ideas and information in the field of test and evaluation.
3. To conduct professional meetings, including symposia, seminars, workshops, and courses on the technology and management involved in the field of test and evaluation.
4. To promote education in the field of test and evaluation by conducting symposia, seminars, workshops and courses in the theory and practice of test and evaluation.
5. To support and promote the development and advancement of the state of the art in test and evaluation in allied branches of science, technology, and management.
6. To encourage similar objectives in related organizations, including government, industry, academia, and professional societies.
7. To recognize advances in, and contributions to, testing and evaluation.
8. To document the history of test and evaluation.
9. To fittingly commemorate the achievements of persons who have made substantial contributions to the field of test and evaluation.
10. To sponsor publications concerning test and evaluation.
BENEFITS OF MEMBERSHIP
ITEA MESSAGING OF VALUE

GET CONNECTED...WITH ITEA!

• To LEARN - Your KNOWLEDGE Connection for:
  – Personal Growth
  – Professional Development
  – Career Advancement

• To SHARE - Your NETWORKING Connection for:
  – Building Relationships
  – Acquiring Experience & Knowledge from Others
  – Exchanging Lessons Learned

• To ADVANCE - Your CAREER Connection for:
  – Promoting YOUR Profession
  – Demonstrating YOUR Commitment to Excellence
  – Investing in OUR Future Workforce
ITEA MEMBERSHIP

- Membership - 1,237 Active Members
  - 863 Individual Members
  - Corporate Membership
    - 93 Organizations
    - 374 Corporate Member Representatives
ITEA INDIVIDUAL MEMBERSHIP HISTORY

GET CONNECTED to LEARN, SHARE, AND ADVANCE.
ITEA 2020 STRATEGIC PLAN

Our Vision

*To be recognized as the premier professional association for the international Test and Evaluation community.*

ITEA's Vision defines what the Association desires to create and/or to become in the long-term. It provides a long-term focus for the Association, its programs and services, and its resource allocations. It is the image of the future we seek to create.

Our Mission

*To advance the field of Test and Evaluation worldwide in government, industry and academia.*

ITEA's Mission defines the Association's scope, direction, and emphasis as the Vision is pursued. The Mission is a positioning statement for members, potential members, and related organizations in the short-term. It represents our purpose, reason for being, who we are and what we do.
1. Provide professional development opportunities that help T&E professionals acquire and demonstrate that they have the knowledge, skills, and abilities necessary to excel.

2. Broaden and diversify participation.

3. Clarify ITEA’s image and better communicate benefits of participation.

4. Strengthen ITEA Chapters and Volunteer leadership.

5. Improve the quality and relevance of educational courses.

6. Increase opportunities for information exchange and networking through association events, publications, social media, and other avenues.

7. Increase opportunities to recognize accomplishments of T&E professionals.

ITEA GOVERNANCE AND STRUCTURE

15 Directors (11 Elected to 3-year terms, 4 Appointed to a 1-year term)

Board of Directors
- President
- Executive Committee
  - Vice President
  - Treasurer
  - Secretary
- Elections Committee
  - Ways and Means Committee
- Executive Advisory Group
  - Senior Advisory Group
  - Historian
  - By-Laws
- Executive Director
  - ITEA Staff

Planning and Administration Group
- Corporate Development
- Communications
- Strategic Planning
- Technology

Chapter and Individual Membership Group
- Regional Vice Presidents
- Pacific
- Northeast
- East
- Southeast
- Southwest
- West

Professional Activities Group
- Awards
- Education
- Events
- Publications

26 Chapters / 1,700 Active Members / 73 Corporate Members
SENIOR ADVISORY BOARD

- Established to assist in preserving and furthering the goals and objectives of ITEA.
  - Advise the President and the Board of Directors on matters of policy and strategic planning and accomplish such other tasks as may be requested by the President and/or the Board of Directors.
  - The Chapters and Committees may call upon the SAB, through the Executive Committee, for advice and counsel within the expertise of the SAB.
  - The Board is advisory in nature and will not normally concern itself with the day-to-day operation of the Association.
- The Senior Advisory Board shall consist of no less than three members.
  - A member must be an immediate past President of ITEA or a member with recognized experience in test and evaluation from either government, industry, or academia. Members will be selected and approved by the Board of Directors.
  - The immediate past President of the Association will be the Chairman of the Senior Advisory Board.
  - The members, with the exception of the Chairman, will be appointed for a two (2) year period from the time of their appointment.
COMMITTEES OF THE ITEA BOARD

CREATED BY THE BOARD OF DIRECTORS TO PROVIDE ASSISTANCE IN AREAS AS DEEMED NECESSARY TO FURTHER THE GOALS AND OBJECTIVES OF THE ASSOCIATION.

- Awards Committee - Conducts an annual awards program with an awards presentation ceremony at the annual international symposium.
- Chapter and Individual Membership Committee - Develops strategies for individual membership growth and chapter development. The chairman of the Committee coordinates the activities of the Regional Vice Presidents.
- Communications Committee. Conducts a program for the exchange of ideas and information in the field of test and evaluation with allied branches of government, industry, academia, and professional societies.
Corporate Development Committee - Develops strategies for corporate membership growth and maintains liaison with ITEA corporate members.

Elections Committee - Prepares a slate of candidates and oversees the annual election of the Board of Directors and officers of the Association.

Events Committee - Plans, schedules and supports a multi-year calendar of ITEA-sponsored and co-sponsored symposia, workshops, and conferences.

History Committee. Documents the history of ITEA and specific issues, problems, and developments in the field of test and evaluation.
COMMITTEES OF THE ITEA BOARD (CONTINUED)

- Professional Development Committee - Plans and schedules educational programs in T&E. Oversees ITEA’s scholarship program.
- Publications Committee - Develops and maintains a formal publications program including publishing quarterly The ITEA Journal of Test and Evaluation and sponsors publications concerning test and evaluation.
- Rules and Bylaws Committee. Ensures the activities of the Association are conducted in accordance with these bylaws and conform to the policies and procedures of the Association. Reviews, updates, and amends the governing bylaws of the Association in accordance with the desires of the Board of Directors and the membership.
COMMITTEES OF THE ITEA BOARD
(CONTINUED)

- **Strategic Planning Committee.** Develops and coordinates long-range strategies for achieving the goals of the Association as articulated in the bylaws and subordinate objectives.

- **Technology Committee.** Stays abreast of new technologies of interest to test and evaluation practitioners and develops techniques to address the technologies from a test and evaluation perspective.

- **Ways and Means Committee.** Manages the financial planning and annual budget process for the Association.
ITEA REGIONAL VICE PRESIDENTS

• **Purpose**
  – Regional Vice Presidents represent the region’s interests to the Board, and communicate the Association’s policies and intent to the chapters of their region.

• **Functions** - The four major functions of a Regional Vice President are:
  – Provide support in conducting chapter affairs;
  – Represent chapter interests and concerns to the Board of Directors;
  – Support the Board of Directors by communicating the Association’s directions, policies, and intent to chapters of the region; and,
  – Initiate and coordinate activities between regions.

• Regional Vice Presidents are invited to participate in Board of Directors meetings as members of the Chapter Development and Membership Committee, but are not permitted to vote on motions before the Board.
ITEA CHAPTERS

- Chapters may be created to recognize those active ITEA members who are supporting the goals, objectives, and activities of the Association and its Board of Directors.

- A chapter of the International Test and Evaluation Association shall be considered in existence when all of the following criteria have been met:
  
  **A.** At least ten ITEA members in good standing agree to the formation of a chapter and attend the chapter organizational meeting. Individuals who join ITEA at the organizational meeting are considered to be in good standing.
  
  **B.** The members of the proposed chapter host an organizational meeting and conduct, as a minimum, the following business actions:
    1. Elect chapter officers
    2. Adopt the ITEA bylaws
    3. Adopt an acceptable geographic name for the chapter, and
    4. Notify the ITEA Board of Directors by letter of the above actions.

  **C.** Upon receipt of the organizational letter signed by ITEA members participating in the forming of the proposed chapter, the Board of Directors will accept and acknowledge the organization as a chapter in good standing.
ITEA HEADQUARTERS

Activities include the following:

• Editing and publishing the Association’s official publication, *The ITEA Journal*;

• Assisting ITEA chapters and regional vice presidents in planning and conducting local activities;

• Providing support to members of the Board of Directors and committee chairpersons in the execution of their responsibilities;

• Conducting membership campaigns, collecting dues, processing membership applications, maintaining official membership files, and handling all other membership fulfillment responsibilities;

• Providing administrative support for all ITEA-sponsored events including registration; the design, printing, and mailing of publicity materials; exhibits; proceedings; and all matters related to event finances;

• Preparing and executing the operating budget; and,

• Assisting corporate and individual members by answering questions concerning the Association’s activities.
MAJOR SOURCES OF INCOME

- Courses are sponsored by ITEA and conducted by a 3rd Party.
- Tutorials are conducted in conjunction with an event or the Annual Symposium.
- Workshops are Multi-day events sponsored by ITEA and hosted by a Chapter.

Certification - 1%

Workshops - 32%

Tutorials - 3%

Courses - 4%

Journal - 4%

Corporate Membership - 13%

Individual Membership - 9%

Symposium - 34%

- 53% Registration Fees
- 36% Exhibit Fees
- 11% Sponsorships

- 46% Registration Fees
- 24% Exhibit Fees
- 30% Sponsorships
ITEA MAJOR EXPENSE CATEGORIES

- Workshops: 15%
- Symposiums: 21%
- Scholarships: 9%
- Payroll and Benefits: 34%
- Administration: 3%
- Courses: 4%
- Journal: 9%
- Membership: 3%

GET CONNECTED to LEARN, SHARE, AND ADVANCE.
ITEA BUDGET PROCESS

1. The ITEA budget process is an iterative process that begins with the issuance of a call for budget inputs by the ITEA Executive Director and the distribution by the headquarters staff of Cost Center Business Plans and other documentation to assist in the budget development.

2. Following submission of draft budget inputs by the Cost Centers, the Executive Director, Treasurer and Ways and Means Committee will review the draft budget inputs and provide questions and comments back to the Cost Centers/Committee Chairs. If necessary, Cost Centers/Committee Chairs will refine sub-budgets with committee members and/or event chairs.

3. Once the Executive Director, Treasurer, Ways and Means Committee and the Cost Center/Committee Chairs are in agreement, the Executive Director will prepare a total budget for the Association. This budget will be presented to the ITEA Board of Directors (BoD) for review and approval.
ITEA COST CENTERS

- Cost Centers are those ITEA standing committees whose actions result in revenue and/or expenses for the Association. In addition, a General and Administrative (G&A) Cost Center has been established to manage ITEA G&A costs across the organization. The ITEA Executive Director will manage the G&A Cost Center.
- The established cost centers for the organization include:
  - Awards Committee
  - Education Committee
  - Events Committee
  - Chapter & Individual Membership Development Committee
  - Corporate Member Development Committee
  - Publications Committee
  - G&A
  - Others as appropriately identified for a particular budget planning cycle
- The budget preparation and responsibility for each Cost Center is assigned to the current Chairperson of the Committee corresponding to the established Cost Center.
ITEA SPONSORED / CHAPTER HOSTED EVENTS

- An event *sponsored* by the ITEA international organization is frequently *hosted* by an ITEA chapter.
- The primary responsibility of the host chapter is to develop and execute the technical program for the event. Host chapters work closely with the chair of the ITEA Events Committee and report regularly at meetings of the Board of Directors.
- The resources of the ITEA Headquarters are available to provide administrative support such as:
  - Design and publication of promotional materials (e.g., calls for papers, registration brochures, pocket schedules, *ITEA Journal* advertisements);
  - Bulk mailing and email promotion services;
  - Registration (both advance and on-site);
  - Exhibit coordination;
  - Budget preparation; and,
  - Accounting (e.g., bill payment, invoice preparation, and collection of accounts receivable for registration and exhibit fees).
CHAPTER SPONSORED EVENTS

- Chapters may sponsor educational events as approved by the Board of Directors.
- Because each chapter is established by the ITEA Board of Directors, each chapter is technically an “agent” of the International Test and Evaluation Association, and any debts incurred by the chapter are ultimately the responsibility of the Board of Directors.
- With the exception of regular, recurring chapter meetings, all chapter workshops, symposia, and educational conferences should be reviewed by the corresponding regional vice president and by the ITEA Events Committee.
- Short courses, tutorials, and other programs of formal instruction fall under the purview of the chair of the Education Committee.
- ITEA International Headquarters provides complimentary advertising in the ITEA Journal and a listing in the ITEA Web site calendar for chapter events.
CHAPTER SPONSORED EVENTS  
(CONTINUED)

• To maintain the high standard of ITEA events, it is essential that the Board of Directors, through the Events Committee or the Education Committee, be informed of local chapter events.
  – Each chapter planning an educational event must notify International Headquarters as soon as possible, but no later than 180 days prior to the event.
  – Notification should include, in addition to the dates and location, an overview of the program, a rationale for holding the event, the names of planning committee members, intended audience, format, names of key resource individuals, and, if the anticipated revenue or expense is expected to exceed $1,000, a budget for review by the ITEA Ways and Means Committee.
  – Any contract that involves an ITEA obligation of more than $1,000 must be sent to ITEA International Headquarters for review by the executive director or the Ways and Means Committee before it is finalized.
  – Any net revenues from an event are retained by the sponsoring chapters; similarly, net losses incurred remain the responsibility of the sponsoring chapters.
  – In the case of short courses or tutorials, chapters should include the course title, a description of the material to be covered, and the curriculum vitae of the instructor(s).
ITEA SCHOLARSHIP PROGRAM

- The ITEA Scholarship Program is designed to foster interest and education in technical fields that may benefit the test and evaluation profession. The program furthers the goals of ITEA by providing financial aid to qualified students.
- The ITEA Scholarship Program is administered by the local Chapters with the assistance of the ITEA Headquarters Staff and under the cognizance of the ITEA Board of Directors.
  - Local Chapters may, at their discretion, develop relationships with local universities and colleges to assist with the selection and award of scholarships.
  - Local Chapters will develop eligibility guidelines such as, required grade point average, course of study and application requirements.
  - The selection of individual scholarship awardees is at the discretion of the local Chapter.
  - Each Chapter must provide ITEA with the names of individual scholarship recipients.
- ITEA International will assist the local Chapters with the financial administration of the Scholarship Program including the issuance of scholarship checks and the establishment and maintenance of an Education Account.
ITEA Sponsored / Chapter Hosted events coordinated through ITEA International and the Events Committee.

- For each Chapter-hosted ITEA event the Chapter will be allocated a base incentive of 25% (35% for events hosted by more than one Chapter) of the net income for its scholarship fund.
- The Chapter’s allocation of the net income will be retained by ITEA EO and placed in the Chapter’s Education Account.
- With regard to national events (e.g. Annual Symposium, Technology Review, etc.), the Technical and Program Chairs for the event in conjunction with the ITEA EO will assess the participation and support provided by the hosting chapter(s) and make a recommendation to the EXCOM regarding eligibility for any additional bonus.
- The EXCOM will make the final determination regarding chapter eligibility for an additional bonus.
SCHOLARSHIP PROGRAM FUNDING (CONTINUED)

Supplemental Scholarship Funds

- Supplemental scholarship funds are distributed yearly to Chapters by ITEA International and are intended to supplement local Chapter scholarship fund-raising activities.
- Any Chapter committing funds for a scholarship is eligible for supplemental funds.
- Chapters will receive Supplemental Scholarship Funds equal to not less than $0.25 but not more than $0.50 per $1.00 scholarships awarded based on the amount of scholarships awarded during the financial year.
- Available Supplemental Scholarship Funds in excess of $0.50 per $1.00 awarded will be added to the Education Account to increase the stability and interest revenues.