



Committee Descriptions

2012

Volunteer Committee Member**Position Description:**

Selected and appointed by ISTE staff leadership, committee members actively participate in the work of the group, provide thoughtful input to deliberations, focus on the best interests of ISTE and the membership rather than personal or constituent interests, and work towards accomplishment of the goals as described in ISTE's strategic Ends.

Responsibilities:

1. Attends all meetings (in person, conference call, and virtual), generally including ISTE's Annual Conference in June, and notifies the primary staff contact whenever the member has a scheduling conflict.
2. Reviews all relevant materials prior to meetings. Prepares to make contributions and voice objective opinions concerning issues and activities.
3. Actively participates on subcommittees or task forces.
4. Accepts and completes special assignments as requested.
5. Promotes volunteer involvement by maintaining an understanding of activities, discussions, and programs.
6. Assists in formulating products and services that will further the goals and objectives of the group and ISTE.
7. Promotes ISTE and the group by supporting and participating in membership recruitment/retention activities.
8. Responds promptly to correspondence and information requests.
9. Represents the group in other meetings of ISTE as requested.
10. Promotes clarity within the group on their role and how it supports and fits within ISTE.

ISTE Membership Committee Charge Document

What is the Membership Committee and its purpose?

ISTE's Membership Committee is a group of approximately 8-10 volunteer leaders who provide input and guidance to the organization's Membership Development staff on a variety of member benefits, initiatives, and strategies.

How is the Committee organized?

The committee is led by the Senior Director of Membership Development. Each committee member is appointed for a one-year term and may be re-appointed for a total of three terms of service. Committee terms begin with the June Annual ISTE Conference and end at the following year's Annual Conference. Members are selected based on background, leadership history and capacity, with the goal of establishing a cohesive group capable of representing the perspectives and opinions of ISTE's diverse membership.

What is the expected time commitment for this committee?

The committee meets virtually via phone each quarter for 90 minutes and face to face at the Annual Conference for a two-hour meeting. Additionally, there are ongoing responsibilities and small work groups throughout the year that average about 2-3 hours per month, depending on time of year.

What are committee members' responsibilities?

To serve on the Membership Committee, volunteers are expected to attend the quarterly committee meetings and face to face meeting at the conference, as well as actively participate in ISTE's member communities and ongoing committee work in between meetings. Committee members are regularly tasked with seeking input from other members (via ISTE community channels and personal networks) in preparation for discussion and input gathering during meetings. Other responsibilities may include welcoming new ISTE members, testing and providing input to new ISTE products or services, and serving as a liaison on other volunteer groups or task forces. If a committee member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a committee member consistently cannot make meetings or meet committee obligations, he or she should discuss potential options with the staff lead. These could include a temporary leave from the committee, reassignment, or other accommodation. If a committee member misses more than one meeting without prior notice or is unresponsive to communication for more than a month, the organization reserves the right to replace the committee member (after reasonable attempts at contact).

For more information, see the enclosed position description included with this packet.

Staff Lead:

Jessica Medaille
Senior Director, Membership Development
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ISTE Public Policy and Advocacy Executive Committee Charge Document

What is the Membership Committee and its purpose?

The Public Policy and Advocacy Executive Committee is a group of 8-10 volunteer leaders who help ISTE understand emerging issues and trends at the national, state, and local levels, formulate education technology public policy positions, provide advice on strategy to achieve these policies, and leverage our members into growing a robust grassroots network.

How is the Committee organized?

The committee is led by the Senior Government Affairs Officer, and includes the ISTE President and Past President or President Elect. Each committee member is appointed for a one-year term and may be re-appointed for a total of three terms of service. Members are selected based on background, leadership history and capacity, with the goal of establishing a cohesive group capable of representing knowledge and perspectives on a variety of advocacy topics. Collectively, members will bring a wide array of experiences to the committee, such as engagement at the district level, experience participating in an affiliate, or knowledge of specific government-funded educational programs. All members will have prior experience doing advocacy and knowledge of how education policy impacts classrooms.

What is the expected time commitment for this committee?

The committee meets via teleconference once a month for an hour and face to face at the Annual Conference. The committee may meet one additional time in person during the year, in which case travel expenses for the additional meeting will be paid for by ISTE. Further, there are ongoing responsibilities and small work groups throughout the year that average to 2-3 hours per month, depending on the time of year.

What are committee members' responsibilities?

To serve on this committee, volunteers are expected to attend and participate in the monthly meetings, and any face to face meetings, as well as contribute at least monthly on the Advocacy group on the ISTE Ning. Committee members are regularly tasked with responding to queries from ISTE staff on policy issues. Other responsibilities may include participating on subcommittees to help ISTE develop advocacy activities, engaging in local and state advocacy activities, and supporting ETAN booths at affiliate conferences.

If a committee member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a committee member consistently cannot make meetings or meet committee obligations, he or she should discuss potential options with the staff lead. These could include a temporary leave from the committee, reassignment, or other accommodation. If a committee member misses more than one meeting without prior notice or is unresponsive to communication for more than a month, the organization reserves the right to replace the committee member (after reasonable attempts at contact).

For more information, see the enclosed committee member position description included with this packet.

Staff Lead:

Hilary Goldmann
Senior Government Affairs Officer
202-861-7777
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Voices Carry ISTE Advocacy Advisory Committee Charge Document

What is the Membership Committee and its purpose?

The Voices Carry ISTE Advocacy Advisory Committee is a group of volunteers who provide input into ISTE's public policy positions and assist in grassroots programs.

How is the Committee organized?

The committee is led by the Senior Government Affairs Officer. Each committee member is appointed for a one-year term and may be re-appointed for a total of three terms of service. Members are selected based on an interest in advocacy and educational policy issues, with the goal of establishing a cohesive group capable of reporting on relevant advocacy issues occurring in their local, district, or state government. ISTE members interested in getting involved in advocacy are encouraged to join the committee.

What is the expected time commitment for this committee?

The committee meets via teleconference once a month for an hour. There may be ongoing responsibilities and small work groups throughout the year that average to 1-2 hours per month, depending on time of year.

What are committee members' responsibilities?

To serve on this committee, volunteers are expected to attend and participate in the monthly meetings, as well as contribute at least monthly on the Advocacy group on the ISTE Ning. Committee members are regularly tasked with responding to queries from ISTE staff on policy issues, and are encouraged to support ETAN booths at affiliate conferences and participate in local and state advocacy activities, such as town hall meetings and visiting local policy makers.

If a committee member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a committee member consistently cannot make meetings or meet committee obligations, he or she should discuss potential options with the staff lead. These could include a temporary leave from the committee, reassignment, or other accommodation. If a committee member misses more than one meeting without prior notice or is unresponsive to communication for more than a month, the organization reserves the right to replace the committee member (after reasonable attempts at contact).

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