



Task Force Descriptions

2012

Volunteer Task Force Member**Position Description:**

Selected and appointed by ISTE staff leadership, task force 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 (generally via phone and other virtual means), 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. Accepts and completes tasks and assignments in between meetings as needed/requested.
4. Assists in formulating products and services that will further the goals and objectives of ISTE.
5. Responds promptly to correspondence and information requests.
6. Promotes clarity within the group on their role and how it supports and fits within ISTE.
7. Promotes volunteer involvement by maintaining an understanding of group activities, discussions, and goals.

ISTE Affiliate Annual Meeting Planning Task Force Fact Sheet

What is the Affiliate Annual Meeting Planning Task Force and its purpose?

This is a group of 6-8 affiliate leaders who will work with staff to design and present the affiliate annual meeting at ISTE 2012. The annual meeting is a full day of networking, sharing, brainstorming, connecting, discovering and learning amongst affiliate leaders to strengthen their relationships with each other and with ISTE, and to build capacity for their organization. This group may also assist with planning and hosting for the affiliate reception which follows the annual meeting.

How is the group organized?

The task force is led by ISTE's Affiliate Program Director. Members are selected based on interests and skills related to event planning, affiliate organizational development, and professional development planning and facilitation. The group will be made up of ISTE members who have served as leaders of their affiliate, and will include some who have been on the planning committee in the past, as well as some who have not. Group members must have attended at least one annual meeting in the last four years. Group members should have: 1) a good understanding of the affiliate program and benefits; 2) awareness of needs of affiliate organizations; and possibly 3) connections with people, organizations, and/or resources that may be useful for the event.

What is the expected time commitment for this task force?

The task force will meet 6-7 times virtually between January and June. Some tasks will need to be accomplished outside meeting times. Task force members need to be available at the conference the day of the event to help set up and host the annual meeting and reception.

What are task force members' responsibilities?

Volunteers are expected to:

- Attend the phone calls/meetings
- Actively participate in task force work in between meetings
- Conduct research and create elements/tools that will be used during the event
- Offer constructive input to discussions and support decisions made by the group
- Communicate in a timely manner
- Set up and host the annual meeting and reception
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If a group member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a group member misses more than one meeting without prior notice or is out of communication for more than a month, the organization reserves the right to replace the group member (after reasonable attempts at contact).

Staff Lead:

Susan Larson
Affiliate Program Director
541-434-8900
slarson@iste.org

ISTE Affiliate Collaboration Tool Task Force Fact Sheet

What is the Affiliate Collaboration Tool Task Force and its purpose?

The Affiliate Collaboration Tool Task Force is a group of 3-4 tech-savvy individuals who will research and possibly help design a tool that can be used to enhance communication and collaboration among ISTE's affiliates. The tool should be web-based and made exclusively accessible to ISTE's affiliate reps and leaders to provide a platform for these needs:

- Discussions
- Listserve/captured listserv discussions
- Document storage/sharing
- Member profiles and a searchable directory
- Sharing of pictures and video
- A speakers' bureau that contains a profile for each speaker, the ability to rate a speaker, and the ability to add comments/recommendations per speaker. (If this cannot be incorporated into the affiliates' collaboration tool, it may be best to create it to be a separate tool.)

How is the group organized?

The task force is led by ISTE's Affiliate Program Director. Members are selected based on interests and skills related to Web 2.0 and collaboration tools. Some of the group members will be leaders and/or reps of their affiliate, but it is not required that all group members be affiliate leaders.

What is the expected time commitment for this task force?

The task force will meet virtually once or twice in January/February to understand the scope of the project, and then meet as necessary over the following several months. Each group member will be asked to spend enough time outside the meetings in research and discovery of solutions to be able to contribute possible solutions with a final selection devised by March or April. The work of this task force will be complete when a tool is put in place.

What are task force members' responsibilities?

Group members are expected to attend meetings, do their own research, and share examples with the group of tools that may meet the needs of the project. Once a tool can be discovered and/or created, group members may help contribute to setting up the tool with appropriate elements. Staff will be responsible for putting the tool in place and communicating with all affiliate leaders as to how the tool will be used.

If a group member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a group member misses more than one meeting without prior notice or is out of communication for more than a month, the organization reserves the right to replace the group member (after reasonable attempts at contact).

Staff Contact:

Susan Larson
Affiliate Program Director
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ISTE Affiliate Award Planning Task Force Fact Sheet

What is the Affiliate Award Planning Task Force and its purpose?

The ISTE Affiliate Award Planning Task Force is a group of 5-6 individuals who will research and make recommendations for a new award or suite of awards that will recognize outstanding accomplishments by ISTE's affiliates. The group will produce a written plan that will be submitted to ISTE staff for final approval and implementation. The award will be introduced at ISTE 2012 and nominations will open for the first time in the 2013 award year.

How is the group organized?

The task force is led by ISTE's Affiliate Program Director. Members are selected based on interests and skills related to organizational development, awards, and the affiliate program. Some of the group members will be leaders of their affiliates, but it is not required that all group members be affiliate leaders.

What is the expected time commitment for this task force?

The task force will meet virtually each month from February through June or until a finalized award has been developed. Each group member will be asked to spend some time between meetings in research and development of award components. If work is not completed by June, meetings may continue until all plans are complete. The awards package must be finalized by August to be included with the nominations opening by December 1.

What are task force members' responsibilities?

Group members are expected to attend meetings, do their own research, and contribute to discussions and ideas. The awards created are meant to recognize outstanding work by affiliates as organizations. Examples of award categories could be member benefits and value, community partnerships/impact on community, student projects/involvement, website, member communications, advocacy, creative funding, etc. Care should be given to the vast differences between affiliate size, structure and budgets to create awards that are equitable and attainable. Research will be conducted related to similar awards programs for other associations, and recommendations will be written to outline eligibility, selection of judges, rubrics, prizes, etc. The work of this task force will be done when a written award package recommendation is submitted to ISTE staff.

If a group member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a group member misses more than one meeting without prior notice or is out of communication for more than a month, the organization reserves the right to replace the group member (after reasonable attempts at contact).

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ISTE Awards Judge Fact Sheet

Opportunity Description:

An ISTE awards judge reviews and scores award submissions for one or more of the nine juried ISTE awards, and makes recommendations to ISTE on award winner selection. Judges are selected based on knowledge related to each award's focus area, knowledge of what ISTE is looking for in an award winner, prior service with ISTE, and/or related skills.

What is the expected time commitment for this role?

Time commitments vary depending on number of submissions, but the average time commitment is 8-10 hours during the month of March. The majority of that time is spent individually reviewing submission materials in the online awards system. Attending a 1-hour orientation webinar in late February is required, as well as a 1-hour judging call for some awards in late March.

What are committee members' responsibilities?

To serve as an awards judge, volunteers are expected to attend the orientation webinar and judging call (if applicable) and to meet all deadlines for completing the award review process.

If a judge finds that he or she can no longer meet the judging obligation, the staff lead should be notified as early as possible so a replacement can be identified. If a judge misses a deadline without prior notice or is out of communication for more than a week during the final judging stages, the organization reserves the right to replace the judge (after reasonable attempts at contact).

Staff Contact:

Heidi Ellis
Membership Program Manager
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Special Interest Group (SIG) Elections/Leadership Selection Task Force Fact Sheet

What is the SIG Elections Task Force and its purpose?

The SIG Elections Task Force is a group of 5 SIG volunteer leaders who will strategize and rework the current SIG election process to allow more members opportunity to participate and better match members' abilities and experience with open volunteer positions.

How is the group organized?

The task force is led by Membership Development staff. Members are selected based on interests and skills, with the goal of establishing a cohesive group capable of representing the perspectives and opinions of ISTE's SIG volunteer leaders and SIG members. Group membership will be a combination of current and past SIG volunteer leaders.

What is the expected time commitment for this task force?

The task force will meet bi-weekly virtually and via phone between February-April 2012. Task force members will also have a virtual workspace where they will provide feedback and share information between meetings.

What are task force members' responsibilities?

To serve on this task force, volunteers are expected to attend the phone calls and actively participate in task force work in between meetings. Group members may be tasked with conducting research and seeking input from other SIG members (via ISTE community channels and personal networks).

If a group member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a group member misses more than one meeting without prior notice or is out of communication for more than a month, the organization reserves the right to replace the group member (after reasonable attempts at contact).

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

Staff Contacts:

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Special Interest Group (SIG) Leadership Meeting Task Force Fact Sheet

What is the SIG Leadership Meeting Task Force and its purpose?

The SIG Elections Task Force is a group of 2-4 SIG volunteer leaders who are responsible for providing feedback, proposing, and planning the ISTE 2012 SIG Leadership Meeting.

How is the group organized?

The task force is led by Membership Development staff. Members are selected based on interests and skills, with the goal of establishing a cohesive group capable of representing the perspectives and opinions of ISTE's SIG volunteer leaders. Group membership will be combination of current and past SIG volunteer leaders.

What is the expected time commitment for this task force?

The task force will meet 4-5 times virtually and via phone between January and June. Task force members will also help setup (the evening before (if possible) and 1 hour prior) and staff various activities during the leadership meeting.

What are task force members' responsibilities?

To serve on this task force, volunteers are expected to attend the phone calls and actively participate in task force work in between meetings. Group members may be tasked with creating materials and seeking input from other SIG volunteer leaders.

If a group member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a group member misses more than one meeting without prior notice or is out of communication for more than a month, the organization reserves the right to replace the group member (after reasonable attempts at contact).

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

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ISTE Young Educator Network Conference Event Planning Task Force Fact Sheet**What is the YEN Event Task Force and its purpose?**

The YEN Event Task Force is a group of 2-4 volunteer leaders who are responsible for researching, proposing, and planning the ISTE 2012 YEN networking event and related conference activities.

How is the group organized?

The task force is led by Membership Development staff. Members are selected based on interests and skills, with the goal of establishing a cohesive group capable of representing the perspectives and opinions of ISTE's under-35 membership. Group membership will be a combination of emerging leaders and other ISTE members under the age of 35.

What is the expected time commitment for this task force?

The task force will meet 4-5 times virtually and via phone between January and June. Task force members will also help setup (1 hour prior) and staff the networking event during the conference. Task force members may also be responsible for other YEN conference activities (open house booth, treat-up, etc.)

What are task force members' responsibilities?

To serve on this task force, volunteers are expected to attend the phone calls and actively participate in task force work in between meetings. Group members may be tasked with conducting research and seeking input from other members (via ISTE community channels and personal networks). Group members are expected to offer constructive input to discussions and support decisions made by the group. Group members are expected to communicate in a timely manner.

If a group member finds that he or she cannot make a meeting or obligation, the staff lead should be notified. If a group member misses more than one meeting without prior notice or is out of communication for more than a month, the organization reserves the right to replace the group member (after reasonable attempts at contact).

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

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