



Committee Handbook



Member Committees

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ICTA Bylaws Article XI – Committees

ARTICLE XI - STANDING AND OTHER COMMITTEES

Section 1. The standing committees of The Institute appointed annually by the Chair and whose duties will be prescribed by the Chair shall be as follows:

Admissions Committee

Bylaws Committee

CTA of the Year Committee

Election Tellers Committee

Fundraising Committee

Membership Committee

Nominating Committee

Resolutions Committee

Toni Trumbull Scholarship Committee

Section 2. Special committees of The Institute may be appointed by the Board of Directors, or by the Chair, upon resolution of the Board, upon the Chair's initiative, or by resolution adopted at any annual or special meeting of The Institute.

ARTICLE XII - AMENDMENTS

Section 1. Amendments to the Bylaws may be proposed in the following manner:

a. The Bylaws of this Institute may be amended by a majority vote of the entire Board of Directors, providing that a text of the proposed bylaw or amendment shall be furnished to each Member of the Board, at least 10 days before the meeting at which a vote on the same will be

taken. Such bylaw or amendment must be approved by the Membership present and voting at the annual business meeting.

b. By petition signed by not less than ten percent (10%) of the voting Members of this Institute in good standing and presented at the annual meeting; provided, however, that 30 days prior to such meeting, notice in writing of such proposed amendment shall first be given to the Board of Directors.

Section 2. Such amendment proposed by the Board, or by a majority of The Institute Membership, shall become effective as an amendment to these Bylaws when approved by the Membership present and voting at the annual business meeting.

Committee Descriptions

The **Admissions Committee** Responsible for reviewing applications from prospective members to verify that the applicant has completed the requirements for membership in the institute. The committee chairperson is responsible for collecting all applications filed for review, calling meetings of the committee to review applications, notifying applicants of the committee's determination regarding membership, and presenting the committee's recommendations to the Board of Directors for approval at the annual business meeting of ICTA held during the TAAO/ICTA conference.

Estimated Time Commitment: 1-2 hours per week in July to review applications

The **Bylaws Committee** Responsible for recommending changes to the ICTA bylaws to ensure the future success of the institute. The chair of the committee is responsible for calling meetings of the committee when issues arise that require the committee's attention. It is also the responsibility of the chair to present any recommendations for changes to the bylaws to the membership for their consideration during the annual meeting of the ICTA during the TAAO/ICTA conference.

Estimated Time Commitment: Very little if no issues arise. Depends on complexity of issue.

The **CTA of the Year Committee** Responsible for selecting one member for the highest honor of the institute. This award recognizes a CTA who performs high quality work, is devoted to excellence, and maintains a professional image befitting the Institute of Certified Tax Administrators

Estimated Time Commitment: 1-2 hours during June or July to judge nominations.

The **Election Tellers Committee** Responsible for tabulating the votes cast for the election of the ICTA Board of Directors. All committee members must be present for the tabulation meeting at the annual conference. Any committee member unable to attend this meeting must contact the committee chair or ICTA chair with a replacement member to serve in their stead. The chairperson is responsible for reporting the results of the election at the annual business meeting of the ICTA held during the TAAO/ICTA annual conference.

Estimated Time Commitment: Approximately 2 hours at the annual TAAO/ICTA Conference to tabulate votes

The **Fundraising Committee** Responsible for soliciting funds to be used for CTA luncheon during the annual TAAO/ICTA conference in August. Typically this committee sends letters to the ICTA membership and sponsor friends soliciting donations between April and June. Also responsible for coordinating a fundraising activity, typically held at conference.

Estimated Time Commitment: 4-6 hours per month during April and June for preparing solicitation letters.

The **Membership Committee** The membership committee advises the board on where focus is needed to increase membership participation and contacts all non-renewed members each spring to determine any reasons they may not be renewing.

Estimated Time Commitment: 2 -3 hours per week when contacting non-renewals.

The **Nominating Committee** Responsible for selecting candidates for election by the ICTA membership for the office of Director. The chairperson is responsible for causing a ballot to be mailed to each member of ICTA at least 30 days prior to the time of the annual meeting. (Polls close at the end of the 30 day notice of the election notice.) The committee is required to list more than one candidate for each position to be filled on the ballot.

Estimated Time Commitment: 1-2 hour meeting prior to chairperson's preparation and delivery of a ballot to the membership.

The **Resolutions Committee** Responsible for preparing and recommending resolutions (such as those honoring members that have passed away) to the Board of Directors and presenting them at the annual business meeting of ICTA.

Estimated Time Commitment: Very little if no issues arise. Depends on complexity of issue.

The **Toni Trumbull ICTA Scholarship Committee** This committee awards scholarships to help ICTA members and those pursuing their CTA to further their education. The committee reviews scholarship applications and decides which members are awarded scholarships; recipients are announced at the annual conference.

Estimated Time Commitment: 1-2 hours per week in May-June when judging applications

Responsibilities of the Committee Chair

- Recruits additional committee members.
- Prepares meeting agendas and distributes relevant information to members before the meeting.
- Presides over meetings in an orderly and constructive manner, with a focus on gaining consensus and reaching a decision.
- Informs members of objectives and their individual responsibilities.
- Follows-up on the progress of each member's assignments.
- Keeps members and TAAO staff apprised of decisions and project status.
- Encourages active participation of all committee members.
- Prepares status reports for the Spring and Conference board packets and an annual report of activities for the Fall board packet.
- Writes articles for TAN Magazine. (Certain chairs write articles for each issue, but any chair is welcome to submit an article at any time.)
- Writes Thank You notes to sponsors and volunteers.

Responsibilities of Committee Members

- Attend all committee meetings. *
- Review material and agenda before meetings.
- Accept and follow through on assignments, respecting deadlines and parameters of assignments.
- Promptly acknowledge all communications concerning the committee.
- Take an active part in all committee discussions, whether via email or in-person.
- Approach problems objectively and impersonally and respect other ideas or conflicting viewpoints.

Role of TAAO Staff

- Serve as an informational resource and provide administrative support as needed.
- Sign all contracts on behalf of the association.
- Communicate information about committee activities to TAAO membership.

**Committees normally meet in person two times a year: Spring Boards and Fall Leadership. However, a majority of committee work can be carried out through email and conference calls.*

Admissions Committee

The Admissions Committee meets primarily by email as needed, usually January through July, to review applications from prospective members.

ICTA membership applications are mailed or emailed to the TAAO office. After verifying current membership with TAAO and receiving the ICTA application fee, the TAAO office will email the admissions chair a copy of each application. The chair will then review the application or forward the application for review to one or more of the committee members.

Using a checklist, the committee verifies the completeness of each application and verifies that all requirements are met by the applicant. After reviewing the applications, the committee members report back to the chair with their approval or reasons for their disapproval. If there is a difficult or unique problem with an application or a question regarding the qualifications or education requirements of membership, the committee will meet (usually by email) to discuss and resolve the issues.

The admissions chair will contact the applicant for any missing information or problems with the application, by telephone, mail, or email so that required information or documentation can be obtained to finalize the approval of the application.

Once the application is approved or disapproved, the chair notifies the TAAO office so that the appropriate letter can be sent to the applicant. The chair keeps a list of the approved applicants the committee will be recommending to the ICTA Board for membership.

The admissions committee chair works closely with the TAAO office and the ICTA Chair throughout the year and is available to answer questions regarding the education and qualification requirements for membership.

The committee will present the list of new ICTA member recommendations to the ICTA Board during the annual ICTA Board meeting at conference for their vote of approval.

During the annual conference, the Admissions Committee will be available to work with the ICTA Chair in recognizing the new ICTA members and awarding them their certificates.

After the annual conference, the admissions chair will work with the TAAO office in updating the ICTA membership application form. If the application needs extensive updates, the chair may include the committee members to help with reviewing and updating the application form. The updated application form is then presented to the ICTA Board for their vote of approval at their board meeting in the Fall.

Past Committee Chair to contact as a resource: Eva Bush

NEW ICTA MEMBER APPLICATION CHECKLIST

CANDIDATE NAME: _____ TDLR # _____

By TAAO:

Received Payment _____

Member TAAO _____

By Committee: Requirements per By-Laws

Engaged in the profession as RTC, RTA, or RPA? _____

For 5 years or more? _____

Age 25 or older? _____

Verified/Checked Required Courses completed: _____

If applicable, pending class will be COMPLETED

by application deadline? _____

(IF licensed as both RTA and RPA courses considered complete)

Copy of license(s) showing TDLR or TACA designations? _____

3 acceptable business reference letters – signed? _____

Signed Agreement with Constitution and Bylaws? _____

Checked Application Information for completeness? _____

Reviewer Comments:

Needs additional information:

Recommend for Membership? _____

Committee Member Name: _____

Bylaws Committee

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By petition signed by not less than ten percent (10%) of the voting Members of this Institute in good standing and presented at the annual meeting; provided, however, that 30 days prior to such meeting, notice in writing of such proposed amendment shall first be given to the Board of Directors.

Past Committee Chair to contact as a resource: Bruce Medley

CTA of the Year Committee

The CTA of the Year committee will hold their meetings through e-mail. The Chairman of the committee will receive applications from the TAAO office that they receive from the chapters. The Chairman will e-mail copies to each committee member along with a score sheet to be filled out and signed. When the Chairman receives the score sheets back, they will total up the scores then send the totals to the TAAO office for record keeping along with the name of the winner.

Past Committee Chair to contact as a resource: Jim Hudspeth

Election Tellers Committee

The Election Tellers will meet, in a designated area, prior to the annual Business meeting at the TAAO & ICTA Annual Conference.

The unopened Mail-in ballots will be in the designated area, assigned by TAAO staff. The Tellers will open the ballots, review for accuracy and tabulate the votes for each candidate. Online voting is permitted. Therefore, the Tellers will also tabulate Online votes.

A report of the tabulations will be submitted to the Nominating Chair. The Nominating Chair will read the report at the annual Business Meeting to announce the Candidate who received the highest number of votes.

In the event of a tie, an additional vote will be held to determine the winner of the tie during the annual Business meeting.

Past Committee Chair to contact as a resource: Johnny Ivy

Fundraising Committee

The Scholarship / Fundraiser committee will select an interactive game to be played during the conference. This is set up as a booth in the vendor's exhibit area. This activity will generate funds that will be used for scholarships for the upcoming year.

The activity game will be built or supplies purchased to assemble the booth. The cost is usually \$5 to participate in the game. Example: throw ring around bottles. If the ring goes around the bottle they win the bottle. The cost could be \$5 for one ring, \$10 for 3 rings or \$20 for 5 rings.

The TAAO staff will refund any funds spent when receipts are turned in.

A sign-up schedule is given to committee member to work shifts of the booth. This booth is open during trade show exhibit times. We don't open this booth during training session scheduled times. The starting cash and cash box is provided by TAAO staff.

When each booth shift has been completed the cash box is given back to the TAAO staff to hold. When the conference is over or we run out of prizes the funds raised from the booth are counted by TAAO staff and committee chairman.

Past Committee Chair to contact as a resource: Carolyn Miedke

Membership Committee

The membership committee is responsible for advising the board on where focus is needed to increase membership participation as well as working with the State Office to contact all non-renewed members each spring to determine any reasons they may not be renewing. The committee will also assist the board with creating/updating brochures to be handed out at classes and conferences.

Committee members should also make themselves available to work the TAAO & ICTA booth at annual conference if they are in attendance and participate in the annual ICTA Luncheon.

Past Committee Chair to contact as a resource: Leslie Muller

Nominating Committee

Nominating Committee Chair, who is selected by the Immediate Past President, will schedule a meeting not later than 4 (four) months prior to the annual TAAO & ICTA meeting. The meeting may be conducted via email. At said meeting, the committee will verify eligibility of all nominated candidates. The committee will also verify the candidates have accepted the nomination and they are aware of the 5-year commitment in the event they are elected. Once the slate of nominations is complete the slate is reported to the TAAO office for preparation of the ballot.

Past Committee Chair to contact as a resource: Summer Golden

Resolutions Committee

Resolutions presents for the record the list for a moment of silence for all past or life members that have died.

The list is prepared by TAAO office, and read into the record at the annual meeting by resolutions.

Past Committee Chair to contact as a resource: Tylene Gamble

Toni Trumbull Scholarship Committee

The Toni Trumbull Scholarship committee will meet via email after the application deadline and the committee chair receives all applications from the TAAO staff. The committee chair will email the applications to the committee members and each member will rank the applications based on the criteria outlined in the scholarship details (1,2,3...n).

The rankings are added and the top two ranking applicants will be awarded the scholarship. The top two ranking applicants is reported to the TAAO staff and announced at the annual conference.

Past Committee Chair to contact as a resource: Sherri Schell