



Wisconsin TECHNOLOGY
Education Association

Board of Directors Handbook

*“The Proud Professionals of the Wisconsin
TECHNOLOGY Education Association”*

2020

Forward

“The mission of the Wisconsin TECHNOLOGY Education Association is to provide proactive leadership in advocating the advancement of technology education by promoting relevant curriculum, communicating information, providing staff development, and the networking of education, business, and industry.” (from the WTEA Strategic Plan, adopted fall 2000)

The success of any organization is directly related to the continued efforts of its membership. Only through the dedication of our membership, staff and committees will the WTEA continue to be a viable association.

Presented herein are the guidelines and duties of the association’s officers, board of directors, and committees. This handbook is intended to serve as a guide for the board of directors and other association personnel when conducting association business. This document should be reviewed and updated periodically by the President and/or the Executive Committee. The appendix includes copies of the forms used for conducting association business.

Table of Contents

FORWARD	i
TABLE OF CONTENTS	ii
I. WTEA CALENDAR OF EVENTS	1
II. WTEA STANDING COMMITTEES	2
A. EXECUTIVE	
B. ELECTIONS	
C. AWARDS	
D. BUSINESS ADVISORY TEAM	
E. CONFERENCE	
F. AD HOC	
III. OFFICERS AND DUTIES	4
A. PRESIDENT	
B. PAST PRESIDENT	
C. PRESIDENT ELECT	
D. VICE-PRESIDENT	
E. SECRETARY-TREASURER	
F. DISTRICT DIRECTORS	
G. DIRECTORS AT LARGE	
H. WISCONSIN DPI REPRESENTATIVE	
I. OTHER EDUCATION REPRESENTATIVES	
J. ITEEA REPRESENTATIVE	
IV. OTHER ASSOCIATION PERSONNEL	8
A. EXECUTIVE DIRECTOR	
B. OFFICE COORDINATOR (<i>new 2019</i>)	
C. CONFERENCE COORDINATOR	
D. PROGRAM COORDINATOR	
E. INTERFACE EDITOR	
F. WEBMASTER	
G. PROJECT SHOWCASE COORDINATOR (<i>new 2019</i>)	
H. AWARDS COORDINATOR (<i>new 2019</i>)	

V. ASSOCIATION AWARDS AND SCHOLARSHIPS **12**

- A. TECHNOLOGY EDUCATOR OF THE YEAR
- B. PROGRAM OF THE YEAR AWARD
- C. WTEA AWARD OF EXCELLENCE
- D. SPECIAL RECOGNITION AWARD
- E. CERTIFICATE OF APPRECIATION
- F. 25-YEAR AWARD
- G. INSPIRE AWARD
- H. COMMUNITY SERVICE AWARD
- I. WTEA SCHOLARSHIP
- J. WTEA LIFETIME ACHIEVEMENT AWARD

VI. APPENDIX **15**

- a. WTEA Officer Candidate Information Form
- b. District Division Map
- c. WTEA Conflict of Interest Policy
- d. History of the WTEA

I. WTEA CALENDAR OF EVENTS

(Based upon the WTEA fiscal year/school year calendar)

FALL

- Fall issue of ***Interface***
- Fall Board of Directors meeting
- Deadline for WTEA award nominations
- Regional/District meetings

WINTER

- Winter issue of ***Interface***
- Winter Board of Directors meeting
- Regional/District meetings
- WTEA elections
- ACTE Conference

SPRING

- WTEA Annual Conference
- WTEA Awards Banquet
- Spring issue of ***Interface***
- ITEEA Conference
- Wisconsin **SkillsUSA** Leadership Conference and Skills Competition

SUMMER

- **SkillsUSA** National Leadership Conference and Skills Competition
- **WTEA** summer workshop

Note: Special meetings of the Board of Directors or the Executive Board may be called by the President whenever necessary.

II. WTEA STANDING COMMITTEES

A. Executive Committee

The Executive Committee (Exec Board) consists of the WTEA President (Chairperson), the President-Elect/Past President, the Vice President, Secretary/Treasurer, and the Executive Director.

PRIMARY RESPONSIBILITIES

- Conduct the business of the Association and make decisions regarding association business when there is insufficient time to call a meeting of the Board of Directors.
- Propose new guidelines and procedures to the Board of Directors for consideration.
- Engage in short-term and long-term planning to recommend definitive goals and means to attain them.
- Evaluate the operation of the Association and fill vacant positions as they occur.
- Identify individuals to serve as District Directors and association coordinators.
- Review the association's annual operating expenses and budget as appropriate.
- Seek sponsors for the annual conference and other association events to help offset expenses.

B. Elections Committee

The President Elect/Past President will coordinate association elections with assistance from the Executive Director and other Board members as needed.

PRIMARY RESPONSIBILITY

- Identify candidates for offices of: President Elect, Vice-President, and Secretary/Treasurer.
- Send each candidate a copy of the Biographical Data Form.
- Identify and confirm at least two (2) candidates for each office.
- Candidate information should be published in the winter Interface.
- Elections will be held in February. A motion (and vote) can be made at the Winter Board Meeting to elect a candidate that is running unopposed, and save election expenses.
- Work with the Executive Director to coordinate the development of the election materials and timing of the election process.

C. Awards Committee

Chaired by the WTEA Secretary/Treasurer or the President's designee. Membership should include the Executive Director and other Board members.

PRIMARY RESPONSIBILITY

- Provide recognition to association members and other stakeholders as they achieve excellence in technology education.
- Solicit nominations for WTEA Awards.
- Select the recipients for the association's awards.
- Provide the following awards to be presented at the WTEA annual meeting and/or awards program. (procedures may be found in Awards Committee Handbook)
 - Program of the Year Awards (M.S./Jr. High and High School)
 - Technology Educator of the Year
 - 25-Year Award
 - Special Recognition Awards
 - Community Service Award
 - WTEA Award of Excellence
 - Inspire Award
 - Other awards as developed by the Board of Directors
- Maintain and post a running list of all award winners.

D. Business Advisory Team

The Advisory Team will consist of members that represent the businesses, industries, and trades that we as Technology and Engineering teachers support. The Advisory Team will start small and will be led by an elected Advisory Team Leader. The Team Leader will serve as an Ad Hoc member of the WTEA Board. Additional members will be recommended by the Advisory Team and the Executive Committee.

Responsibility/Purpose

The Advisory Team will be to help inform the association on current trends and issues important to the businesses and industries we support. Additional benefits of the Advisory Team include:

- Relay current trends happening in business and industry.
- Provide insight on the “Skills Gap” and workforce development in technical areas.
- Update board on government initiatives/issues related to technical occupation areas.
- Assist in the area of helping the WTEA create connections and partnerships with businesses and organizations in different technical areas.
- Provide legislative support in areas dealing with Technology and Engineering Education if applicable.
- Hold a roundtable session at the annual conference to share business and industry trends with the membership.

E. Conference Committee

The Conference Committee consists of the Executive Director, Program Coordinator, Exhibit Coordinator, Project Showcase Coordinator, Awards Committee Chairperson, a

WTEA Foundation representative, and any other Board Member or WTEA member that offers to assist with conference activities.

Responsibility/Purpose

The Conference Committee will plan and coordinate as aspects of the annual conference as directed by the Board of Directors. Tasks include:

- Provide regular reports to the WTEA Board.
- Select and coordinate off site conference activities.
- Solicit sponsors for conference activities and events.
- Develop a conference program, app and other communications for use by the membership prior to and during the conference.
- Provide a post conference report to the WTEA and include recommendations for change as needed.

F. Ad Hoc Committees

The President or the Board of Directors may assign special purpose committees.

Responsibility/Purpose

These committees will function within the guidelines of the WTEA Constitution and By-Laws. Their assignments should follow the mission and goals of the WTEA.

- Any member of the board of directors can move to create additional committees as necessary to conduct the business of the Association. Ad Hoc committees should be established to serve a specific function for a limited time.
- The President or Board of Directors may also combine committees as necessary to help the association reach its goals.
- New standing committees can also be created by action of the Board of directors.

III. Board of Directors Duties and Responsibilities

- All officers of the association shall be active members of the WTEA.
- Liaisons to the WTEA from other organizations are encouraged, but not required to become members of the WTEA.
- All members of the Board of Directors and ad-hoc voting members shall complete the WTEA Conflict of Interest form and update its contents as needed.
- The WTEA Board is responsible for selecting and awarding the Lifetime Achievement Award . The award details can be found in Section V of this handbook.
- Members of the WTEA Board of Directors may vote on all motions and bylaw changes brought before the Board. Other Education Reps, the ITEEA Rep, Advisory Team members, Committee chairpersons and other association personnel attending Board Meetings may vote on all matters brought before the Board except motions that change or amend the Association Bylaws. Only members of the Board of Directors are counted when determining quorum (see Constitution Article IV.C.2). Note: Board members, Other Education Reps, etc. may abstain from voting on any issue.

- Individuals serving on the WTEA Board that are employed in education are expected to be members of the WTEA.

A. President

The President is the official spokesperson of the WTEA. As the official spokesperson of the WTEA, the President's responsibilities include but are not limited to the following:

- Plan the agenda for all official meetings of the Association.
- Appoint the Board of Directors and members to Association committees.
- Call for special meetings of the Exec Board or the Board of Directors when necessary.
- Facilitates the implementation of the WTEA Strategic Plan.
- Once every Presidential term, review the Constitution, By-Laws and Operating Handbook.
- Represent the WTEA on regional, state and national committees when appropriate.
- Oversee the actions of the Executive Director and other association personnel.
- Coordinates the activities of the other Association Officers.
- Submit President's message for each Interface issue.

B. Past President

The Past President should serve as a mentor to the incoming President. The Past President responsibilities include but are not limited to the following:

- Serve as Chairperson of the Elections Committee and other committees as assigned by the President.
- Assist in the development and implementation of the WTEA Strategic Plan.
- Assist the Vice-President in overseeing and facilitating the activities of District Directors.

C. President Elect

The President Elect works closely with the President in managing the Association. The President Elect responsibilities include but are not limited to the following:

- Serve as Chairperson of the Elections Committee and other committees as assigned by the President.
- Assist in the development and implementation of the WTEA Strategic Plan.
- Assist the Vice-President in overseeing and facilitating the activities of District Directors.

D. Vice President

The Vice-President completes the responsibilities of the President during his or her absence. The Vice-President's responsibilities include but are not limited to the following:

- Serves as a member of committees as appointed.
- Coordinate and facilitate the activities of the District Directors.

- Provide in-servicing of new directors.
- Maintains an ongoing communication with the District Directors.
- Assist the President in developing meeting agendas.
- Provide information from the District Directors activities to the President.

E. Secretary-Treasurer

The Secretary-Treasurer shall take minutes of all Association of meetings. The Secretary-Treasurer's responsibilities include but are not limited to the following:

- Serve as Chairperson of the Awards Committee and other committees as appointed.
- Work with the Executive Director to make sure that all Board members receive a copy of the Meeting Minutes.
- Provide a summary of Meeting Minutes for the Interface.
- Oversee the association's finances as executed by the Executive Director.

F. District Directors

The WTEA has identified eight district boundaries based upon the sixteen Wisconsin Technical College Districts. A map showing the district boundaries is included in the appendix. The president will appoint a district director to represent each of the eight districts. The district divisions are as follows:

District A Wisconsin Indianhead & Chippewa Valley Tech Colleges

District B Nicolet Area & North Central Tech Colleges

District C Northeast Wisconsin & Lakeshore Tech Colleges

District D Fox Valley & Moraine Park Tech Colleges

District E Milwaukee Area & Waukesha County Tech Colleges

District F Blackhawk & Gateway Tech Colleges

District G Mid-State Tech College and Madison College

District H Southwest Wisconsin & Western Wisconsin Tech Colleges

The appointment of representatives will be held consecutively with association elections. The term of office for district directors will be a minimum of two years. Districts A, C, E, G will be appointed on odd years and B, D, F, H will be appointed on even years. The District Director responsibilities include but are not limited to the following:

- Act as an advocate for WTEA and promote meetings within the district to foster professional communication and fellowship.
- Provide reports of meetings, information regarding next meeting, and summary of activities to members as appropriate.
- Recommend personnel, programs and presentations that could assist the WTEA in achieving association objectives regarding recognition awards and conference presentations.
- Submit a district report or article for each issue of the Interface and submit a summary of the district activities to the Executive Committee before each Board of Directors meeting.

- Provide support in conducting WTEA workshops and Conferences. (Participate as Local Coordinator)
- Update and maintain an annual contact list of technology education teachers within district.

G. Directors at Large

Directors at Large (4) will be appointed by the President. The Director at Large responsibilities include but are not limited to the following:

- They will serve as committee chairpersons and complete other activities as assigned by the President.
- Assist their local District Director with meetings and events.
- Act as an advocate for WTEA and promote meetings within the district to foster professional communication and fellowship.
- Recommend personnel, programs and presentations that could assist the WTEA in achieving association objectives regarding recognition awards and conference presentations.
- Provide support in conducting WTEA workshops and Conferences.
- Provide articles and other content for the Interface Journal.
- Provide reports of meetings, information regarding next meeting, and summary of activities to members as appropriate.

H. Wisconsin DPI Representative

The representative should be the Technology Education Consultant and/or a representative of the **CTE** Team at the Wisconsin Department of Public Instruction. The responsibilities of the DPI Representative includes but are not limited to the following:

- They will serve on committees and complete other activities as assigned by the President.
- Assist with identifying keynote speakers and topics for conference presentations.
- Serve as an advocate of WTEA to the Department of Public Instruction.
- Inform the Board of Directors about pertinent issues that impact our profession.
- Submit articles for publication to the Interface.
- Communicate and provide updates on SkillsUSA activities.

I. Other Education Representatives

The WTEA Executive Committee shall solicit representatives from the Wisconsin Technical College System Board, U.W. – Platteville, U.W. – Stout, CESA and other institutions as appropriate to serve as liaisons to the WTEA. The responsibilities of the Other Education Representatives include but are not limited to the following:

- Serve on committees and complete other activities as assigned by the President.
- Serve as an advocate for the WTEA to future Technology Educators.
- Submit articles for publication to the Interface.
- Inform the Board of Directors about pertinent issues that impact our profession.
- Promote WTEA student memberships.

- Encourage students and professionals to participate in WTEA activities.

J. ITEEA Representative

The ITEEA representative shall be appointed by the Executive Board to serve a term of three or more years. The ITEEA representative must be a member of both the WTEA and the ITEEA. The responsibilities of the ITEEA representative include but are not limited to the following:

- Represent the WTEA at meetings of the ITEEA and to serve as our Association's delegate.
- Assist in nominating WTEA members for ITEEA awards.
- Coordinate WTEA participation at the ITEEA Conference and assist our award recipients.
- Provide articles about activities of the ITEEA for the Interface.
- Keep the WTEA Board of Directors informed about ITEEA activities and initiatives.
- Encourage WTEA members to become active members of the ITEEA.

IV. Other Association Personnel

The Exec Board can provide an honorarium for service provided to the Board of Directors and the association by members, volunteers and other association personnel as they feel appropriate.

A. Executive Director

The Executive Director will be appointed by the Board of Directors for a two-year term and is subject to a review on a yearly basis. The Executive Director shall coordinate the activities of other association personnel and conduct the financial affairs of the organization. The Executive Director is directly responsible to the Board of Directors for the execution of delegated tasks.

DUTIES AND RESPONSIBILITIES

- Serve as the financial manager of the association to include:
 - Draws up a budget for each fiscal year or as the Board requests.
 - Send out invoices and receive all payments due to the association.
 - Write and signs checks to pay bills for the association.
 - Keeps accurate financial records of all transactions.
 - Report the financial status of the association to the Board of Directors.
 - Files IRS reports, income tax forms, and State Corporation Forms.
 - Submits a comprehensive annual report to the Secretary/Treasurer and presents a summary of this report to the voting membership at the annual conference for review.
 - Works with the financial matters for all special functions of the WTEA.
- Maintain and update the WTEA membership database including:
 - Updates mailing lists of current membership.

- Organizes and processes all new and renewal memberships.
- Coordinate the publishing and printing of the association's journal.
 - Solicits and secures advertising contracts in conjunction with the Interface editor.
 - Budgets and gives financial report for the Interface in cooperation with the editor.
 - Bills and collects for advertisements.
 - Provides Interface mailing labels, and decides on number of copies printed in conjunction with the editor.
- Coordinate arrangements and exhibit contracts in-conjunction with the Exhibit Coordinator.
- Makes all arrangements for Board of Directors meetings including:
 - Assists in arrangements for special WTEA functions such as tech weekends. To work in cooperation with the planning coordinator for each special event dealing with hotels (if necessary), registration, advertising and money related matters.
 - Coordinates general mailings and elections of officers.
 - Orders and distributes forms, stationary and general office supplies.
- Coordinate the annual conference and membership meeting, including:
 - Contract with hotels and convention centers to provide adequate facilities.
 - Ordering certificates/plaques and special recognition awards in cooperation with Awards Committee.
 - Provide programs, maps and materials for conference participants.
 - Assist with conference advertising and vendor contracts.
 - Contracts with hall and exhibitors for annual conference.
 - Receive and process conference registrations.
 - Coordinate and assist the Program Coordinator with arrangements for speakers, presenters and all item related to presentations.
- Coordinates publicity for all WTEA events.
- Serve as historian and parliamentarian for meetings of the Board of Directors.
- Provide recommendations for changes in Association policies and procedures when appropriate.
- Assist in other tasks as deemed necessary by the President and/or Executive Board.

B. Office Coordinator

The Office Coordinator reports to the Executive Director and is appointed by the President or their designee. The Office Coordinator shall assist the Executive Director, WTEA Executive Committee, and all other coordinators in the association to help in coordinating the activities of the association.

DUTIES AND RESPONSIBILITIES

- Update the membership database.
- Enter conference registrations in the membership database..

- Reply to communications regarding membership and registration from members and school representatives.
- Prepare conference registration materials as needed.
- Take charge of the registration area at the annual conference and solicit help as needed.
- Complete other tasks as requested by the Executive Committee.

C. Exhibit Coordinator

The Exhibit Coordinator reports to the Executive Director and is appointed by the Board of Directors. The Exhibit Coordinator is responsible for running the commercial aspects of the conference. This is a two-year appointment and is subject to review on a yearly basis. The Exhibit Coordinator will coordinate all activities with the Executive Director and Program Coordinator.

DUTIES AND RESPONSIBILITIES

- Contact and contract exhibitors for the WTEA annual conference.
- Actively solicit new exhibitors and update mailing lists for contact.
- Develop an exhibitor prospectus.
- Prepare an annual report of conference related matters to be presented to the Board of Directors at the post-annual conference meeting.
- Assist exhibitors during set-up and takedown.
- Plan and organize hall layout with special considerations for presentations.
- Should work with Program Coordinator on presentation facilities.
- Works with sub-contractors for draping, furniture and equipment.
- Assist in securing auxiliary help for the trade show.
- Coordinate recommendations for future shows with the Program Coordinator and the Executive Director.
- Attend all board meetings as requested by the President or the Board of directors.
- Work in full cooperation with the Program Coordinator and Executive Director in annual conference related business.
- Assist in other tasks as assigned or approved by the President.
- Send out post conference thank-you letters to commercial exhibitors.

D. Program Coordinator

The Program Coordinator reports to the Executive Director and is appointed by the Board of Directors. This appointment is for a two-year term and is subject to review on a yearly basis. The Program Coordinator shall be responsible for the educational aspects of the association's annual conference. The Program Coordinator will coordinate all activities with the Executive Director and Exhibit Coordinator.

DUTIES AND RESPONSIBILITIES

- Develop a theme and program in conjunction with the Board of Directors.

- Identify, solicit and coordinate speakers and presentations to meet the conference theme and goals of the association.
 - Classroom practitioners will be prioritized for sectional presenter time slots. Remaining spots will be determined on a first to submit basis or by special agreement with the Executive Committee. Any vendors wishing to present must be a paid exhibitor in the conference trade show to be considered.
- Use the Board of Directors as a resource for conference planning.
- Develop promotional materials and the conference program with enough lead time for printing and distribution.
- Provide conference information to the Interface Editor for inclusion in the association's journal.
- Create conference updates to be posted on the association's web site.
- Coordinate presenter needs, AV equipment and local arrangements with the Executive Director.
- Prepare a progress report for each scheduled meeting of the Board of Directors.

E. *INTERFACE* Editor

The editor shall be appointed by the Board of Directors, and report to the Executive Director. This appointment is subject to review on a yearly basis. The editor shall be responsible for editing, publishing, and distributing the association's journal, Interface.

DUTIES AND RESPONSIBILITIES

- In conjunction with the Executive Director, arrange for solicitation of copy for the Interface other than advertising.
- Select articles and photographs to be published in the Interface.
- Edit all manuscripts for publications.
- Execute publication contract decisions with Board approval.
- Assist with the solicitation, editing and design advertisement copy.
- Secure services for printing and mailing.
- Monitor the publication process for the Interface and follow established time schedules.
- Establish new formats for changes in the Interface with Board approval.
- Assist the Board with other publishing, printing, and image creation as needed.

F. Webmaster

The Webmaster shall be appointed by the Board of Directors, and reports to the Executive Director. This appointment is subject to review on a yearly basis.

The webmaster shall be responsible for:

- Coordinate website hosting and cybersecurity.
- Design, edit, and update website content as needed.
- Maintain the Associations online databases.

- Assist with technology issues, uploads, and other related tasks during the annual conference.
- Assist in maintaining Association social media platforms.

G. Project Showcase Coordinator

The Project Showcase Coordinator shall be appointed by the Board of Directors, and reports to the Executive Director. This appointment is subject to review on a yearly basis.

The Project Showcase Coordinator shall be responsible for:

- Promoting the Project Showcase at the annual conference.
- Assign spaces and tables and needed.
- Assist with setup and dismantling of displays.
- Coordinate arrangements with Program Coordinator and Exhibit Coordinator.

H. Awards Coordinator

The Awards Coordinator shall be the WTEA Secretary/Treasurer or the president's designee and reports to the Executive Committee. This appointment is subject to review on a yearly basis.

The Awards Coordinator shall be responsible for:

- Develop awards nomination form
- Solicits additional nominations from WTEA Board members
- Creates and distributes awards checklists to all qualified nominees
- Collects and reviews materials from all award nominees
- Creates awards rubrics and shares with Awards Committee members for review
- Notifies all nominees of Awards Committee decisions
- Collects photos and additional information from all award recipients
- Creates presentation for Awards banquet
- Creates awards display for the conference

V. AWARDS AND SCHOLARSHIPS

For detailed information regarding association award procedures and qualifications refer to the Awards Committee Handbook.

A. Technology Educator of the Year *“For Outstanding Contributions to Technology Education”*

The Technology Educator of the Year Award is the most prestigious award for instructional excellence presented to an instructor by the WTEA. ITEEA members who receive this award will have their names forwarded for national recognition.

B. Program of the Year

“For Outstanding School Technology Education Program”

This is the most prestigious honor given by the WTEA. The Awards Committee can give up to two awards annually, one to a junior high/middle school and one to a high school.

C. WTEA Award of Excellence

“For Exemplary Achievement in Technology Education”

The WTEA Award of Excellence is awarded annually to recognize teachers for providing outstanding programs in technology education and technology related courses. These awards are to be presented to individual teachers or a group of teachers who work together to provide a specific program.

D. WTEA Special Recognition Award

“For Service and Contributions to Technology Education”

Presented to business & industry professionals, school administrators, and non-Technology Educators their service and support to the field of technology education.

E. WTEA Leadership Award

“For your Dedication and Commitment to the WTEA”

Presented to retiring board members in recognition of their leadership, dedication, service, commitment, to our association.

F. Certificate of Appreciation

This certificate is awarded to individual who presenter sectionals at the annual WTEA Conference.

G. 25 Year Award

The WTEA Board of Directors will recognize and honor members as they complete 25 (or more) years of service to education.

H. Inspire Award

“For Fostering Future Technology Educators“

The WTEA Inspire Award is presented annually to recognize members who have had students who followed in their footsteps and made the career decision to become a Technology & Engineering Teacher.

I. Community Service Award ***“For Outstanding Achievement in Service Learning”***

This award honors a *school technology education club, class, or student organization that has used their knowledge and skills to provide valuable service to their local community

J. WTEA Lifetime Achievement Award

“For exemplary service and leadership in the field of Technology Education over a significant period of time.”

This award was created to recognize members who have:

- gained prominence in technology education.
- made a major and sustained impact on technology education at the local and state level.
- advanced the profession through a sustained and recognized record of exemplary activity.
- improved instruction directly or indirectly.

Procedures for Selection and Recognition

1. Award candidates must be nominated by a current member of the WTEA Board of Directors.
2. The nominee/applicant must provide a three page (maximum) personal profile that best describes all professional accomplishments and endeavors.
3. The written nomination and the personal profile must be sent to the WTEA Secretary/Treasurer prior to the winter meeting of the Board of Directors.
4. Copies of the nomination and personal profile will be distributed at the winter Board of Directors meeting.
5. The recipient will be selected by majority vote of the board of directors.
6. The Secretary/Treasurer will notify the selected recipient.
7. The award will be presented at the Awards Banquet or the annual membership meeting.
8. Nominees who are not selected will remain eligible for consideration the following year. Application materials may be updated prior to re-consideration.

Qualifications

The award recipient must:

- ❖ have taught technology education.
- ❖ be a member of the WTEA.
- ❖ have a minimum of 15 year's experience in the field of technology education.

Notice

1. This award will only be presented upon the nomination of appropriate candidates. It might not be presented annually.
2. The Board reserves the right to adjust the criteria and conditions of this award to accommodate special circumstances.

VI. APPENDIX

WTEA Officer Candidate Form

District Division Map

Conflict of Interest Policy

History of the WTEA

WTEA Officer Candidate Form

Thank you for agreeing to serve as an officer of the WTEA. Please share some information about yourself using the format below. We will share the information you provide on our website, in the Interface Journal, and in mailings and other communications to the association membership.

Please send your completed document along with a jpg or pdf photo that we can print with your candidate information.

Thank you
WTEA Elections Chairperson

WTEA CANDIDATE INFORMATION

Name:
School/Workplace:
E-Mail:

Education & Certification

List your college degrees and any other special training or certificates you hold (A+ certification, LVEC license, etc..)

Professional Experience

Briefly describe your current teaching position, special duty assignments and your employment history.

Leadership, Awards and Recognition

Describe offices held in the WTEA and other organizations.

Identify awards and citations you have received.

Describe other leadership activities that you have participated in. (district committees, DPI activities, curriculum development, etc.)

Position Statement

Please describe what would you like to accomplish as an officer and any goals you have for the association.

District Division Map



WTEA Conflict of Interest Policy

All WTEA representatives (Board members, directors, appointed staff and other organizational personnel) are expected to use good judgment, adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests' conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

No WTEA representatives shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in association. Each individual shall disclose any personal interest that they may have in any matter pending before the association and shall refrain from participation in any decision on such matter. All WTEA representatives shall refrain from obtaining any list of association members, exhibitors, or advertisers for personal or private solicitation purposes at any time during the term of their affiliation.

The standard of behavior for the WTEA is that all persons scrupulously avoid conflicts of interest between the interests of the WTEA on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. WTEA representatives shall sign the Disclosure Statement below and update the information as needed every two years.

Disclosure Statement

"I understand that the purposes of this policy are to protect the integrity of the WTEA's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of WTEA representatives. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and will not be permitted to vote on the question.

In addition to my service to the WTEA, at this time I am a Board member, an employee or a representative of the following organizations: (include positions/titles)

- 1.
- 2.
- 3.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording."

Name: _____ Date: _____

Signature: _____

[] This form was completed electronically, checking the box represents my electronic signature & agreement.

The History of the WTEA

- The Wisconsin Technology Education Association (WTEA) was originally founded as the Wisconsin Industrial Arts Association. The oldest remaining document of the Wisconsin Industrial Arts Association is a copy of the Constitution and By-laws dated 1931-1932. According to Article III Purpose, “the purpose is to further the interests and to promote the general welfare of industrial arts in the state of Wisconsin.” The organization met annually in conjunction with the meeting of the Wisconsin Teachers Association. According to a statement from the association’s president-elect, the membership desired “constructive help from the state in furthering Industrial Arts.” Membership was limited to “regularly qualified teachers of this state whose major duties consist of teaching industrial arts, training industrial arts teachers or supervision of industrial arts teachers in the state.”
- On June 4, 1968 The Internal Revenue Service granted the WIAA tax exemption status under code section 501 c 6. We were categorized as a business league. The WIEA and WTEA have attempted to have our status changed to 501 c 3 several times since that date, always unsuccessfully. A 501 c 3 (educational) organization is sales tax exempt and pays lower postage rates.
- On September 24, 1970 the State of Wisconsin approved the articles of incorporation for the Wisconsin Industrial Education Association, Inc. (WIEA). The WIEA was incorporated as a non-stock corporation. This was the official beginning of our current organization.
- On October 26, 1983, the membership of the WIEA passed a constitutional amendment to Article I changing the association’s name to the Wisconsin Technology Education Association (the vote was 42 yes and 35 no). Douglas La Follette, Wisconsin Secretary of State, officially approved the corporation name change on October 16, 1985.
- In 2008 the WTEA Board created a committee to begin creating public charity to fund Technology Education scholarships. The WTEA Foundation was incorporated on May 6, 2009. The WTEA Foundation, Inc. was classified as a 501 c 3 public charity by the I.R.S on Sept. 28, 2012.
- Our association has hosted the AIAA/ITEA/ITEEA conference in Milwaukee three times (1956, 1983, 2015).
- On March 6-8, 2019, the WTEA celebrated its 50th Annual Conference at the Chula Vista Resort and Waterpark.