

TTRA Board/Management Team/Committee Roles

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The Board:

The Board governs. They ensure that the association serves the needs of its members, by establishing direction and policies for programs, products and services. They focus on longer term, strategic issues.

- Review and modify the mission statement
- Identify current and potential industry/profession issues
- Identify what and how the association should deal with current and potential industry/profession issues
- Set goals and directions with input from the Management team and committees (i.e. review and modify the strategic plan)
- Establish annual budget and provide financial oversight
- Challenge the Management team and committees to meet goals
- Monitor, measure and evaluate progress towards goals

President

The President shall, subject to the control of the Board of Directors, generally suggest, direct, and control the business and the officers of the Association. The President shall preside at all meetings of the members and at all meetings of the Board of Directors. The President shall appoint and be an ex-officio member of all committees.

The Management Team

The Management Team implements within the constraints of the management contract. They keep the association moving ahead in the direction set by the board and according to the policies established by the Board, by implementing procedures that deliver the programs, products, and services to the members. They focus on shorter term, operational issues. The management team creates and implements action plans under the direction of the chief staff officer to meet established association goals

- Provide input and advice to the Board on strategic goals
- Create action plans
- Implement action plans
- Facilitate committee and Board process
- Prepare and present status reports

The chief staff officer

The chief staff officer manages. He/she is the chief executive officer of the association. He/She reports to the board of directors through the chief elected officer of the Board. He/she is responsible for implementing the policies and programs of the association. He/she is also responsible for the operations of the association, which includes providing direction and management of the staff. He/she is responsible to provide regular status reports and facilitates the actions of the President, the Executive Committee and the Board. The chief staff officer is an ex-officio member of all committees.

Advisory Committees

They advise and assist the Management team. It serves a volunteer core to achieve certain objectives as set by the Management team.

- Provide input on goals and yearly objectives
- Provide volunteer input to the Management team on how to achieve goals and objectives
- Serve as a volunteer core to meet established objectives as set by the Management team
- Monitor progress towards assigned goals

Committee Chair

This person, along with the assigned Management team member, leads the committee to achieve their objectives. The chair helps to ensure that the committee keeps a long-term perspective. He/she chairs all committee meetings and acts as an advisor to Management team.

Board Liaison to Committees

This is a Board member appointed by the President to facilitate communications between the Board and the committee. He/she communicates decisions made by the Board and the overall direction established by the board to the committee and presents recommendations from the committee back to the Board. To get an action item on the Board agenda the Board liaison sends a request to the President (with a copy to the appropriate Management team member) fourteen days prior to the Board meeting.

Staff Coordinator for a specific committee

This staff position is responsible under the direction of the chief staff officer to create and implement an action plan to accomplish goals for a specific area of work assigned by the chief staff officer. They gather input from the committee and facilitate its operation. The Staff coordinator takes and distributes minutes on a timely basis and creates and maintains monthly status reports. The staff coordinator works through the chief staff officer for action items they identify that may need to be discussed by the Board.

Notes:

1. In order to successfully meet objectives staff and committees have to work synergistically. If staff and committee activities begin to diverge the chief staff officer and the President are to be informed and they will work to bring the efforts back in line with one another.

3. In order to be successful, the Board, the staff and the committees maintain their focus on the needs of the profession and the needs of the association's members.