

IACTE Committee Action Quick Guide

Purpose of This Guide

This guide is intended to help IACTE committees use the Committee Structure Alignment Guide as a practical planning tool throughout the year. Each committee has been aligned to a major area of the IACTE Strategic Plan so that committee work is focused, purposeful, and connected to the long-term goals of the association.

The committee planning document should be used to identify annual priorities, organize committee membership, schedule meetings, track progress, and report updates to the IACTE Board.

Role of IACTE Committees

IACTE committees help move the work of the association forward. Committees are not expected to complete every possible activity listed in the Strategic Plan each year. Instead, each committee should identify a manageable number of annual goals that directly support its assigned purpose and strategic plan alignment.

Each committee should focus on work that is:

- Aligned to the IACTE Strategic Plan
- Realistic for the year
- Beneficial to members and affiliates
- Connected to association priorities
- Clear enough to report progress to the Board

How to Use the Committee Planning Document

Each committee tab includes the committee purpose, strategic plan alignment, membership section, annual goals and activities, and scheduled meetings.

Committees should use their tab to:

1. Review the committee purpose and assigned strategic plan goals.
2. Confirm committee members and contact information.
3. Select up to three annual goals for the year.
4. Identify activities or action steps connected to each goal.
5. Schedule committee meetings for the year.
6. Track progress throughout the year.
7. Prepare updates for the IACTE Board.

The planning document should be treated as a working document, not a finished report. Committees should update it as work progresses.

Key Annual Committee Dates

The dates below outline the typical annual cycle for IACTE committee planning, reporting, and major committee-related responsibilities. Exact dates should be confirmed each year.

Timeframe	Committee-Relevant Item	Committee Responsibility
July	IACTE Board Retreat / Board Meeting #1	Committees review their assigned Strategic Plan goals, confirm membership, and schedule first meeting to develop goals and activities.
September	Committee Program of Work & Affiliate Goals Due	Committees submit annual goals, planned activities, and priorities to the President.
October	Board Meeting #2	Committees submit updates prior to the meeting and report progress on annual goals.
February	Board Meeting #3 / Pre-Conference	Committees submit updates prior to the meeting and prepare any conference-related committee work.
February	IACTE Annual Conference	Committees support activities connected to professional learning, recognition, advocacy, membership, workforce partnerships, and strategic priorities.
May	Board Meeting #4	Committees submit year-end progress updates and identify unfinished work or recommendations for the next year.
June	Officer Transitions Begin	Committees prepare for leadership transitions and preserve notes, progress updates, and recommended next steps for the next year.
Quarterly	Committee Meetings	Each committee meets at least quarterly, or more often as needed, to move work forward and update the planning document.