

### ***Vice President of Planning***

---

The Vice President of Planning is elected for a term of three years, with election to take place consistent with a rotation schedule established by the Council. The Vice President of Planning serves one term. Current or former members of the *ITAA* Board or the *ITAA* Council are eligible for the office of Vice President of Planning. The Vice President of Planning is responsible for chairing the Strategic Planning Committee and the Bylaws Review Committee. The Vice President of Planning prepares a report on the status of all the activities of the committees reporting to this position for the annual and mid-year Council meetings.

The Vice President of Planning coordinates the meeting of committee chairs. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. The Vice President of Planning prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Planning's annual and mid-year reports. The [Council Member Reporting Form](#) provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at [itaaonline.org](http://itaaonline.org) under Resources. Reports should follow this format.

#### ***Responsibilities***

- Chair the Strategic Planning Committee.
- Serve as Chair of the Bylaws Review Committee. Schedule a meeting of the committee to review bylaws and discuss need for updates or revisions. If changes necessary, completes Bylaws Change Form and submits it to the President-Elect.
- Oversee committee formation and selection of Chair-elect for each committee.
- Coordinate newsletter article submissions from planning committees.
- Review relevant sections of *ITAA Policies and Procedures Handbook*, identify any necessary updates, complete the Handbook Change Form, and submits it to Council for consideration and then the Executive Director for membership vote.
- Submit plan of work, semiannual and annual reports to Council using the Council Member Reporting Form found under "Resources" on the *ITAA* website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

The Vice President of Planning oversees and provides direction to the following committees and their activities:

#### ***Strategic Planning Committee***

Chapter 4 Officers and Duties

The Strategic Planning Committee defines priorities, develop strategies and propose plans for future development of *ITAA*. The committee consists of chairs of the following committees:

- International Relations
- Culture and Industry Learning Tours
- External Relations
- Philosophical Mission
- Bylaws Review

This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

***International Relations Committee***

The International Relations Committee represents all issues and concerns of *ITAA* members regarding international issues, promotes linkages among all *ITAA* members, and facilitates membership and participation in *ITAA* beyond the United States. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues. Information that pertains to activities of the International Relations Committee can be found in Appendix D.

**Composition:**

- Minimum of five members plus a chair.
- Members serve two years; terms are staggered. Members may serve up to two consecutive terms.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect has served at least one year on the committee prior to appointment.

**Responsibilities:**

The International Relations Committee represents all issues and concerns of *ITAA* members regarding international issues, promote linkages among all *ITAA* members, and facilitate membership in *ITAA* beyond North America.

- Sub-committees
  - (1) Visiting Scholar /Practitioner Selection committee:
    - a. Responsible for soliciting nominations for visiting scholar/practitioners.
    - b. Selecting and notifying recipient of costs and expectations.
    - c. Submitting budget to VP and Chair.
    - d. Chair submits the award notification to VP, *ITAA* Executive Director, and Annual Meeting Coordinator.
  - (2) International Bazaar committee:
    - a. Work with conference coordinator as to dates and times of event during annual conference.
    - b. Advertise and solicit donations for bazaar.
    - c. Provide paperwork for donors and buyers.

## Chapter 4 Officers and Duties

- d. Organize and execute bazaar.
- e. Keep records of monies earned and provide accounting to VP, Chair, and *ITAA* Executive Director.

### Other Items:

- Chair serves on the *ITAA* Board.
- Reports to the VP of Planning.
- Chair serves on the Strategic Planning Committee.
- Submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

### ***Culture and Industry Learning Tours Committee***

The Culture and Industry Learning Tours Committee is responsible for working within the Association to stimulate scholarship and encourage study in the rich and diverse fields of textiles and clothing. The committee provides opportunities for members and interested others to experience cultural and fashion-related venues through tours. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues.

### Composition

- Minimum of five members plus a chair.
- Members serve three years; terms are staggered.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect has served at least one year on the committee prior to appointment.

### Responsibilities

- Responsible for working within the Association to stimulate scholarship and encourage study in the rich and diverse field of textiles and clothing.
- Provide opportunities for members and interested others to experience cultural and fashion-related venues through tours.
- Develop tours and formulate a detailed proposal about the study tour for presentation to Council.
- Publicize the tour at the annual conference and in the Newsletter.
- Work with the Travel Agent and Tour Facilitator(s) in coordinating plans (itinerary and events) and establishing costs.
- Be responsible for the selection of the Travel Agent. May request bids from several travel agents for the Study Tour.
- Promote tours to members.
- Prepare a tour evaluation questionnaire and analyze the results.
- Within 3 months of the close of the tour prepare a final report and financial summary of the tour for the VP of Planning and Council, which includes the results of the questionnaire.
- Follow-up tour with a Newsletter article
- If possible, submit a proposal for a Special Topics Session after the trip

### **Other Items**

- Chair serves on the *ITAA* Board.
- Reports to the VP of Planning.
- Chair serves on the Strategic Planning Committee.
- Submit plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendix B.

### ***External Relations Committee***

The External Relations Committee provides leadership to develop and enhance relationships with businesses, institutions, groups and individuals who have common interests and goals with *ITAA*. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues.

### **Composition**

- Minimum of five members plus a chair.
- Chair serves two-year term, which may be renewable.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect serves at least one year on the committee prior to appointment.

### **Responsibilities**

- To provide leadership to develop and enhance relationships with businesses, institutions, groups and individuals who have common interests and goals with *ITAA*.
- To develop appropriate material for the website to keep members aware of committee activities.

### **Objectives**

- To seek new organizations and groups who would benefit from association with *ITAA*.
- To develop and maintain relations with new groups.
- To develop “benefits” information which can be used to solicit new relationships.
- Develop/monitor a strategic plan for External Relations that includes:
  - Target organizations
  - Objectives for collaboration with said organizations

### **Other Items**

- Chair serves on the *ITAA* Board.
- Chair reports to the VP of Planning.
- Chair serves on the Strategic Planning Committee.
- Submit plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

### ***Philosophical Mission Committee***

Chapter 4 Officers and Duties

Fosters visioning and Planning activities highlighting programmatic attention to intellectual and philosophical issues, including attention to the diverse standpoints of *ITAA* members and textiles and apparel scholars, the interests of diverse stakeholders, and diverse ways of conducting scholarship. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues.

- Committee has a minimum of six members including the Chair.
- Members serve three years; staggered terms. A minimum of two members rotate off annually.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect serves at least one year on the committee prior to appointment.
- Chair will submit annual and mid-year reports on committees' work on stated objectives, including the plan of work for the coming year and evaluation of past work.

**Responsibilities (BL:1995)**

- The Philosophical Mission committee fosters visioning and planning activities highlighting programmatic attention to intellectual and philosophical issues, including attention to the diverse standpoints of *ITAA* members and textiles and apparel scholars, the interests of diverse stakeholders, and diverse ways of conducting scholarship.

**Other Items (BL:1995)**

- Chair serves on *ITAA* Board.
- Chair serves as member of the Strategic Planning Coordinating Committee (BL: 1995).
- Reports to the VP of Planning.
- Submit plan of work, mid-year, and annual report. The approved template for Committee Reporting can be found in Appendices.

***Bylaws Review Committee***

A standing committee consisting of the Vice President of Planning, President-Elect, Counselor, and one additional person who has served on Council for at least one year and is appointed by the President. The Bylaws are reviewed annually for needed updates. Any changes are presented to Council for consideration and membership for vote. The Vice President of Planning chairs this committee.

**Charge:**

- The By-Laws are reviewed annually for any updates that need to be considered.
- Any changes are presented to Council for consideration.
- By-Laws changes/considerations are submitted to the Executive Director for membership vote.
- Committee reports to Council.
- Committee submits an annual report that indicates suggested/required Bylaws changes. The approved Committee Reporting Form can be found in the Appendices.
- In consultation with Executive Director, propose Bylaws changes for membership approval.
- Review minutes of Council and committee reports to decide whether Bylaws changes are needed.

## Chapter 4 Officers and Duties

- Use Roberts Rules for wording, format, and decisions of what constitutes a need for Bylaws change.
- Request that changes approved and justification for Bylaws changes originate from committee and Council to assure accuracy.
- Present proposed Bylaws changes to *ITAA* Council to be approved and forwarded to the membership for vote.
- Inform members of proposed Bylaws changes and allow 30 days to consider the alternatives (BL: 1988).
- Prepare ballot in cooperation with Executive Director for voting on Bylaws changes.
- Affected section of old Bylaws, proposed Bylaws and justification for change are compared and distributed at time of vote (CP: 1994).
- Provide results of the Bylaws vote to the Council by mail and in the newsletter (CP: 1994).

---

### ***Vice President of Scholarship***

---

The Vice President of Scholarship is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Scholarship serves one term. Current or former members of the *ITAA* Board or the *ITAA* Council are eligible for the office of Vice President of Scholarship. The Vice President of Scholarship is responsible for a diverse representation of quality scholarship within *ITAA*'s annual meeting. The Vice President of Scholarship prepares a report on the status of all the activities of the committees reporting to this position for the annual and mid-year Council meetings.

The Vice President of Scholarship coordinates a meeting of committee chairs at each annual conference. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. The Vice President of Scholarship prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Scholarship's annual and mid-year reports. The [Council Member Reporting Form](#) provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at [itaaonline.org](http://itaaonline.org) under Resources. Reports should follow this format.

### ***Responsibilities***

- Chair the Scholarship Coordinating Committee.
- Oversee committee formation and selection of Chair-elect for each committee.
- Review relevant sections of *ITAA Policies and Procedures Handbook*, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the [Council Member Reporting Form](#) found under "Resources" on the *ITAA* website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.

---

## Chapter 4 Officers and Duties

- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).
- Coordinate Newsletter article submission from Scholarship committees.
- Send out workshop decision letters.
- Send out special topics decision letters.
- Send out oral/poster decision letters via Executive Director.
- Send out list of selected designs from the Design Review Committee to the Design Awards Committee
- Pull designs from the Design Catalogue if the designer does not attend the conference and notify the designer in writing
- Pull abstracts from the Proceedings if an author does not present the work at the conference and notify the author(s) in writing

### ***Scholarship Coordinating Committee***

Fosters coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textiles and apparel. The Vice President of Scholarship serves as chair of the Scholarship Coordinating Committee and the chairs of the following committees comprise its members:

- Design Review Committee
- Conference Abstract and Paper Review Committee
- Design Education and Scholarship

The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

### ***Responsibilities***

- Foster coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textile, apparel, and merchandising with respect to the annual meeting.

### ***Design Review Committee***

Coordinates the evaluation of visual works as it relates to textile and apparel including the review of all abstract submissions for the annual design competition. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work.

### ***Composition***

- Composed of Committee Chair, Chair-elect, and committee members associated with design area.
- Chair serves a two-year term as chair, plus one year as Chair-elect.
- Track chairs appointed for a two-year term. Recommended committee composition in a given year: 1/2 of the committee will be new members, 1/2 will be in the second year of their term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship.

### ***Responsibilities***

- Review all abstract submissions for design competition.
- Review call for submissions of design entries for design competition. Submit suggestions to the Vice President of Scholarship and the Scholarship Coordinating Committee.
- Keep a record of activities and pass reports for subsequent chairs.

### ***Other Items***

- Chair serves on *ITAA* Board and attends the Annual *ITAA* Board meeting.
- Chair serves on the Scholarship Coordinating Committee.
- Chair reports to Vice President of Scholarship.
- Chair communicates to new members the committee's composition and responsibilities.
- Develop strategies for carrying out committee charge.
- Submit articles to Newsletter to report submission process and to seek/share ideas.
- Chair submits plan of work, annual and mid-year reports of the review processes to the Vice President of Scholarship and the Scholarship Coordinating Committee. Use [Committee Reporting Form](#) found in Appendices of the Handbook.

### ***Conference Abstract and Paper Review Committee***

Coordinates the review and acceptance of all intellectual activities associated with the evaluation of research and teaching abstracts for annual *ITAA* meeting. The committee is also charged with identifying current issues and concerns of *ITAA* members regarding the submission of teaching and research abstracts. This committee is responsible for appointing track chairs to oversee the review process and overseeing selection of individuals to serve as reviewers. As such, committee members are responsible for ensuring that track chair criteria are established and followed and that track chairs receive appropriate instructions concerning the process of reviewing scholarship for presentation at annual meeting. Track chairs distribute abstracts to specific reviewers and are responsible for making final recommendations concerning acceptance/rejection for presentation at annual meetings. They are also responsible for grouping presentations into topic areas. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposed special topic sessions to address emerging issues.

### ***Composition***

- Composed of the committee chair, committee Chair-elect, and track chairs for each track associated with the annual meeting.
- Chair serves a two-year term as chair, plus one year as chair-elect.
- Track chairs appointed for a two-year term. Recommended committee composition in a given year: 1/2 of the committee will be new members, 1/2 will be in the second year of their term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship.
- Chair-elect has served at least one year as a Track Chair prior to appointment.

### ***Responsibilities***

## Chapter 4 Officers and Duties

- Coordinate the review and acceptance of all intellectual activities associated with the evaluation of research and teaching abstracts for the annual meeting.
- Identify current issues and concerns of *ITAA* members regarding the submission of teaching and research abstracts.
- Review call for submissions of research and teaching abstracts. Submit suggestions for change to the Vice President of Scholarship and the Scholarship Coordinating Committee.
- Recommend to the Vice President of Scholarship names of current and future Track Chairs who represent diverse areas of expertise.
- Track chairs are responsible for assigning reviewers to specific abstracts. In consultation with the Chair, Track Chairs determine acceptance of abstracts within their track, determining and titling sessions into groupings, and deciding which sessions might be better served by different formats (e.g. discussant, panels).
- Determine Papers of Distinction. Procedurally, abstracts and full-papers are submitted together; the abstract is reviewed and if accepted, the full paper is reviewed based on the rubric.
- Keep a record of activities and pass reports to subsequent chairs and track chairs.
- NOTE: Add the percent of submissions and percent of acceptances to acceptance letters for faculty to use in P&T decisions.

### ***Other Items***

- Chair serves on *ITAA* Board and attends the Annual *ITAA* Board meeting.
- Chair serves on the Scholarship Coordinating Committee.
- Chair reports to the Vice President of Scholarship.
- Chair communicates to new members the committee's composition and responsibilities.
- Develop strategies for carrying out committee charge.
- Submit articles to Newsletter to report submission process and to seek/share ideas.
- Chair submits annual and mid-year reports of the review processes to the Vice President of Scholarship and the Scholarship Coordinating Committee. Use [Committee Reporting Form](#) found in Appendices of the Handbook.

### ***Design Education and Scholarship Committee***

The Design Education and Scholarship Committee serves at the forefront of defining design as an academic discipline: design research undertaken and presented should be retrievable, contextualized, and make a contribution to knowledge in the field. The committee has the bar set high for fashion design research/scholarship, and will help to define it for graduate and undergraduate students. Our mission is to develop, manage, and promote educational opportunities specific to members' interests and desires. The committee will assist in identifying special topics, pre- and post-tours for conferences, and a shared summer workshop program where committee members can begin to share a skill data bank. The committee reviews and facilitates external design competitions and events that want to partner with *ITAA*. All external partner relationships and MOU agreements must be presented to Council and managed by Executive Director. The committee proposes special topic sessions and newsletter articles to address emerging issues. The committee prepares bi-annual reports (for Council

review at Mid-Year and Annual Council Meetings) to include a plan of work to be presented at mid-year and the status of that plan at annual meeting.

### ***Composition***

- Composed of Committee Chair, chair-elect, and additional members as needed.
- Chair serves a two year term as chair, plus one year as chair-elect.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship. Chair-elect must have served at least one year on the committee prior to appointment.

### ***Responsibilities***

- Develop programs/activities for annual meetings.
- Submit articles to Newsletter to seek/share ideas.
- Coordinate and foster all intellectual and creative activities associated with the philosophical underpinnings and evaluation of visual works related to textiles and apparel.
- Identify current issues and concerns of ITAA members regarding design issues.

### ***Other Items***

- Chair serves on ITAA Board and attends the Annual ITAA Board meeting.
- Chair serves on the Scholarship Coordinating Committee.
- Chair reports to the Vice President of Scholarship.
- Chair communicates to new members the committee's composition and responsibilities.
- Develop strategies for carrying out committee charge.
- Submit articles to Newsletter to report submission process and to seek/share ideas.
- Chair submits annual and mid-year reports of the review processes to the Vice President of Scholarship. Use Committee Reporting Form found in Appendices of the Handbook.

---

## ***Vice President of Conferences***

---

The Vice President of Conferences is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Conferences serves one term. Current or former members of the *ITAA* Board or the *ITAA* Council are eligible for the office of Vice President of Conferences. The Vice President of Conferences will oversee the Annual Meeting Committees for the relevant future years and the Design Exhibition Committee, and will have responsibility for identifying potential sites and chairs for future conferences, lending support to assist conference chairs with duties during the annual conference as necessary, facilitate communication between all design committees, identify a member to compile the design catalogue, and send

## Chapter 4 Officers and Duties

out/compile conference review evaluations. The Vice President of Conferences prepares a report on the status of all the activities of the committees reporting to this position for the annual and mid-year Council meetings.

The Vice President of Conferences coordinates a meeting of committee chairs at each annual conference. The purpose of this meeting is to discuss the details for upcoming meetings. The Vice President of Conferences prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Scholarship's annual and mid-year reports. The [Council Member Reporting Form](#) provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at itaonline.org under Resources. Reports should follow this format.

### ***Responsibilities***

- Chair the Conferences Coordinating Committee.
- Oversee committee formation and selection of Chair-elect for the Design Exhibition Committee.
- Review relevant sections of *ITAA Policies and Procedures Handbook*, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under "Resources" on the *ITAA* website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).
- Coordinate Newsletter article submission from Conferences committees.
- Facilitate all communication between design committees
- Support conference chairs during conference as needed
- Identify a person to compile design catalogue and oversee the completion of the publication
- Identify potential sites and chairs for future conferences
- Send out conference evaluations to membership at end of conference

### ***Conferences Coordinating Committee***

Fosters coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textiles and apparel. The Vice President of Conferences serves as chair of the Conferences Coordinating Committee and the chairs of the following committees comprise its members:

- Design Exhibition
- Design Catalog Editor
- Annual Meeting Coordinator Year 1

Chapter 4 Officers and Duties

- Annual Meeting Coordinator Year 2
- Annual Meeting Coordinator Year 3

This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

**Responsibilities**

- Foster coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textile, apparel, and merchandising with respect to the annual meeting.
- Identify current issues and concerns of *ITAA* members regarding the annual meeting.
- Plan the activities that will happen in the subsequent annual meeting.

**Design Exhibition Committee**

Responsible for the exhibition of all design work accepted for dissemination at the annual *ITAA* conference. A plan for exhibition, based on the provided budget, is presented to the Vice President of Conferences and the Annual Meeting chair by the Mid-Year Council meeting. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The chair of the Design Exhibition committee serves on the Conferences Coordinating Committee.

**Composition**

- Composed of five to eight organizing members who orchestrate and execute the design exhibits at annual meeting.
- Committee members are appointed for a three-year term. Recommended committee composition in each year: 1/3 of the committee will be new members, 1/3 will be in the second year of their term, and 1/3 of the committee will be in the third year of their term.
- Members include the immediate past, current, and future *ITAA* Design Presentation Chairs (or co-chairs).
- Chair serves a one year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship.
- Chair-elect has served at least one year on the committee prior to appointment.

**Responsibilities**

After advisement of Vice President of Conferences and Annual Conference Chair, the Design Exhibition Committee will orchestrate and exhibit the designs that are accepted for display at the annual conference. A plan, based on the provided budget, will be presented to the Vice President of Conferences and the Annual Conference Chair by the Mid-Year (typically March) Council meeting.

**Other Items**

- Chair reports to the Vice-President of Conferences.
- Develop strategies for carrying out committee charges.

## Chapter 4 Officers and Duties

- Chair serves on the ITAA Board and attends the Annual ITAA Board meeting.
- Submit Plan of work, Mid-Year, and Annual reports. The [Committee Reporting Form](#) provides a template for Annual and Mid-Year Reports and can be found in Appendices of the Handbook. Reports should follow this format.

### ***Design Catalog Editor***

In 2011, ITAA Council elected to have a digital version of the Design Catalog. The Design Catalog Editor is responsible for the content, cover design, and page layout for the annual Design Catalog. The Design Catalog Editor also files for the ISBN of the catalog and helps distribute the catalog to affiliated university libraries (if hard copy is created). The final catalog is turned into a .pdf and is made available on itaaonline.org.

The Design Catalog Editor is selected through an application process. Selection of the Design Catalog Editor is made by the Design Exhibition Committee.

The Design Catalog Editor is responsible for:

- Filing for ISBN when necessary (if hard copy is created for sale).
- Page layout of content.
- Following template criteria.
- Table of contents, author index, categories (live gallery, static, faculty, student).
- Cover design
- Preface
- Each Design Catalog must maintain consistent size for library cataloging. Design and considerations for the catalog must be considered for digital cataloging. The Design Catalog Editor must maintain a consistent format from year to year. Format and catalog size is determined by Council decisions.
- The Design Catalog Editor oversees distribution of catalogs to appropriate outlets in cooperation with the Executive Director.

### ***Annual Meeting Coordinators Committee***

Appointed two years in advance of the meeting for which they have responsibility. The three annual meeting coordinators (years 1, 2, and 3) serve as members of the Board, each serving two years prior to and in the year of the annual meeting they are coordinating. The Annual Meeting Coordinator for the upcoming meeting serves as the chair at the current committee meeting.

Coordinators are responsible for implementing the program and local arrangements, and reports to the Vice President of Conferences. Annual meeting coordinators should refer to Chapter 7 – CONFERENCE PLANNING AND PROCEDURES of the *ITAA Policies and Procedures Manual* for details on conference Planning. Annual Meeting Coordinators (Years 1, 2, and 3) serve on the Conferences Coordinating Committee. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work.

### ***Responsibilities***

## Chapter 4 Officers and Duties

- Responsible for implementing the program, local arrangements, and other aspects of the annual meetings.
- Annual meeting coordinators should refer to Chapter 7 – CONFERENCE PLANNING AND PROCEDURES of the *ITAA Policies and Procedures Manual* for more detail on conference Planning.
- Reports to the Vice President of Conferences.
- Identify current issues and concerns of *ITAA* members regarding annual meeting issues.
- Critically assess the annual meeting evaluations for changes that need to be made at subsequent meetings.

### **Other Items**

- Each Annual Meeting Coordinator serves on the *ITAA* Board and attends the Annual *ITAA* Board meeting.
- Each Annual Meeting Coordinator serves on the Conferences Coordinating Committee.
- Chair reports to Vice President of Conferences.
- Coordinator for current year is responsible for filing Committee Reporting Form to the Vice President of Conferences.
- Submit plan of work, semi-annual and annual reports.
- Develop strategies for carrying out committee charges.
- Develop programs/activities for annual meetings.
- Submit articles to Newsletter to seek/share ideas.
- Submit Plan of Work, Mid-Year, and Annual reports to Vice President of Conferences. The approved template for [Committee Reporting Form](#) can be found in Appendices of the *ITAA Policies and Procedures Handbook*. Reports should follow this format.

---

### **Vice President of Education**

---

The **Vice President of Education** is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Education may serve one term. Current or former members of the *ITAA* Board or the *ITAA* Council are eligible for the office of Vice President of Education. The Vice President of Education is responsible for providing leadership in curricular develop and review, teaching innovation and resources, graduate education, administrative leadership committees, and graduate liaison.

The Vice President of Education coordinates the meeting of committee chairs. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. The Vice President of Education prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Education's annual and mid-year reports. The [Council Reporting Form](#) provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at [www.itaaonline.org](http://www.itaaonline.org) under Resources. Reports should follow this format.

### **Responsibilities**

- Chair the Education Coordinating Committee.

Chapter 4 Officers and Duties

- Oversee committee formation and selection of chair-elect for each committee.
- Notify all best paper submissions of the review results and extend invitations to present at the annual conference. Attend presentations.
- Submit a complete list of best paper award recipients to Vice President of Operations and Executive Director for ITAA records prior to the annual conference.
- Prepare PowerPoint slides (in cooperation with Vice President of Operations) for the awards ceremony during annual meeting. A consistent PowerPoint template that uses the annual conference logo should be used for all general sessions.
- Call for nominations to be included in the July and September Newsletters.
- Oversee Graduate Student Liaison activities and serve as a mentor to the liaison and graduate student group. Notify candidates and the Executive Director of the results of the election.
- Oversee the periodic review of the ITAA meta-goals. (See Appendix E for review procedures.)
- Coordinate newsletter article submissions from education committees.
- Update and submit annual calls for best papers and graduate student liaison to Executive Director.
- Review relevant sections of *ITAA Policies and Procedures Handbook*, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

***Responsibilities in Process for Electing the Graduate Student Liaison:***

- Submit a call for nominations for the Graduate Student Liaison in the June and August Newsletters and via email blasts to ITAA members.
- Forward the names of the candidates to the chair of the Graduate Education Committee to distribute to committee members. The committee will select two students from the potential pool.
- Forward the two names to the current Graduate Student Liaison so that s/he can initiate communication with all graduate student members to elect (via email or other electronic venue) the graduate student representative. The Executive Director will provide support. The election is to take place prior to October 15.
- Announce results to Council by October 31 for formal approval.

### ***Education Coordinating Committee***

Enhances communication and collaboration among all dimensions of textiles and apparel education.

This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

#### ***Composition***

- Composed of the chairs of the following committees: Curricular Development and Review, Graduate Education, Teaching Innovation and Resources, Administrative Leadership, and Graduate Student Liaison.
- Chaired by the Vice President of Education.

#### ***Responsibilities***

- Enhance communication and collaboration among all dimensions of textiles and apparel education.
- Encourage excellence in instruction.

#### ***Suggested Projects***

- Develop and make available to the membership a list of resources needed to support instruction in the various subject matter areas in Textiles and Clothing.
- Initiate projects and activities as planned by the committee to accomplish assigned duties such as:
  - Sponsor workshops on teaching for particular subject matter areas.
  - Develop a list of industries and/or associations who will provide materials or assistance for teaching particular subject matter.
  - Write regular newsletter column on teaching, highlighting new or original ideas on instruction.
  - Plan and sponsor sessions at national meetings related to instruction.

### ***Curricular Development and Review Committee***

Provides intellectual leadership for curricular development in textiles, apparel and merchandising programs, as well as processes enabling assessment of quality and student outcomes. The committee reports to the Vice President of Education, and its chair serves as a member of the Education Coordinating Committee. The committee proposes special topic sessions and newsletter articles to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) to include a plan of work to be presented at mid-year and the status of that plan at annual meeting.

#### ***Composition***

## Chapter 4 Officers and Duties

- Composed of as many members as necessary to complete the committee's work and who are affiliated with a resident instruction program.
- Appointed for a three-year term.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Education.
- Chair-elect has served at least one year on the committee prior to appointment.

### ***Responsibilities***

- Provide intellectual leadership for curricular development in textiles, apparel and merchandising programs.
- Revise as necessary and implement processes enabling assessment of (1) the quality of textiles, apparel and merchandising programs and (2) student outcomes in textiles, apparel and merchandising programs.
- Execute activities to conduct a periodic review of ITAA Meta-goals according to current policy in consultation with Vice President of Education. (See Appendix E for review procedures.)
- Increase awareness of Metagoals.
- Submit plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

### ***Other Items***

- Chair serves on *ITAA* Board.
- Chair serves on the Education Coordinating Committee.
- Report to Vice-President of Education.
- Submit plan of work, semi-annual and annual reports.
- Develop strategies for carrying out committee charge such as:
  - Develop programs/activities for annual meetings.
  - Submit articles to Newsletter to seek/share ideas.

### ***Suggested Activities***

- Determine the role of *ITAA* in proposing core competencies and fostering an understanding of strategies for assessment of student outcomes.
- Identify the relationships/differences among two-year programs, four-year programs, and graduate programs in relation to assessment.
- Identify diverse strategies for assessment of student outcomes, in conjunction with core competencies.
- Explore possibilities for sharing curricular and assessment concerns.
- Conduct workshops (pre- or post-conference, local) for members to (a) discuss competencies and (b) share methods for assessment.

### ***Graduate Education Committee***

Chapter 4 Officers and Duties

Represents interests and needs of graduate education in all matters relating to *ITAA* business. The committee reports to the Vice President of Education, and its chair serves as a member of the education coordinating committee.

**Composition**

- Composed of 12-20 members, who are involved in graduate education in the textiles, apparel and merchandising area, to complete the committee's work. A three-year term is recommended.
- Recommend that the committee chair appoints a member (with experience reviewing entries in the Graduate Student Competitions) to serve as an ex-officio member of the Scholarship Coordination Committee.
- Chair serves two-year term.
- Chair-elect has served at least one year on the committee prior to appointment.
- The committee will elect a Chair-elect every two years in consultation with the current chair and the Vice President of Education. The Chair-elect serves two-year term.

**Other Items**

- Chair serves on *ITAA* Board.
- Chair serves on the Education Coordinating Committee.
- Chair reports to the Vice President of Education.
- Chair submits plan of work, semi-annual and annual reports.
- Develop strategies for carrying out committee charge such as:
  - Develop programs/activities for annual meetings.
  - Submit articles to Newsletter to seek/share ideas.

**Responsibilities**

- Identify current issues and concerns of *ITAA* members regarding graduate education.
- Plan activities designed to improve the quality of graduate education in textiles, apparel, and merchandising and support the activities of related committees.
- Review calls for submissions to Student Best Paper Competitions (graduate and undergraduate) at Annual Meeting. Suggest revisions to the Vice President of Education.
- Conduct the review and select winners for the Student Best Paper Competitions (doctoral, master's, and undergraduate). All candidates must be current members of *ITAA* and winners must be *ITAA* members when the presentation is made. Names of candidates for both graduate levels must be verified by the *ITAA* office.
- Request that the *ITAA* office prepare certificates. Send names of winners along with the advisor's name and mailing address to Executive Director so checks may be prepared. Chair submits annual report of the review process for the Student Best Paper Competitions to the Vice President of Education.
- Coordinate with Vice President of Education and Executive Director to encourage member institutions to provide information about their graduate programs for inclusion on the *ITAA* web pages
- Promote graduate student involvement in *ITAA*.
- Seek nominations and review applications for graduate student liaison.

Chapter 4 Officers and Duties

- By December 31, submit records according to the Distribution of Records Guidelines.

***Chair responsibilities***

- Serve on *ITAA* Executive Board.
- Serve on the Education Coordination Committee.
- Report to Vice-President of Education.
- Develop strategies for carrying out committee charge.
- Develop programs/activities for annual meetings.
- Submit articles to Newsletter to seek/share ideas.
- Communicates to new members the committee's composition and responsibilities.
- Submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting form can be found in Appendices.

***Teaching Innovation and Resources Committee***

Oversees the review of innovative teaching activities and foster programmatic attempts to enhance the development and sharing of innovative teaching resources. The committee reports to the Vice President of Education, and its chair serves as a member of the education coordinating committee. The committee proposes special topic sessions and newsletter articles to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) to include a plan of work to be presented at mid-year and the status of that plan at annual meeting.

***Composition***

- Composed of members who are affiliated with a resident instruction and have interest in teaching innovation and/or pedagogy scholarship. Number of committee members is not limited.
- A two-year term is recommended. Chair serves a two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Education.
- Chair-elect has served at least one year on the committee prior to appointment.

***Responsibilities***

- Foster programmatic efforts to enhance the development and sharing of innovative teaching strategies, resources, and the scholarship of teaching.
- Review call for submissions of innovative teaching and curriculum strategy abstracts for juried reporting at Annual Meeting. Propose revisions to the Vice President of Scholarship. Submit articles to *ITAA Newsletter* to seek/share ideas.
- Develop programs/activities for the annual meeting.
- Oversee and facilitate the review and maintenance of the online Teaching Sharing Network.

***Chair Responsibilities***

- Serves on *ITAA* Board.
- Serves on the (ECC) Education Coordinating Committee.

## Chapter 4 Officers and Duties

- Reports to Vice President of Education.
- Communicates to new members the committee's composition and responsibilities.
- Submit plan of work, mid-year, and annual reports to Vice President of Education.
- The approved template for Committee Reporting can be found in Appendices.

### ***Administrative Leadership Committee***

Fosters Planning and activities highlighting leadership development within the organization by facilitating opportunities for building and strengthening administrative leadership skills among ITAA members, including attention to diverse experiences of administrators and taking into consideration the various types of institutions represented by ITAA members and textile, apparel and merchandising professionals.

#### ***Composition***

- Composed of committee chair, chair-elect, and additional members who are in leadership positions in higher education institutions. Number of committee members is not limited.
- Chair-elect is nominated and selected by the committee members and serves a two-year term. Chair elect has served at least one year on the committee prior to appointment.
- Chair serves a two-year term.

#### ***Responsibilities***

- Develop programs/activities related to administrative leadership development for annual meetings.
- Use various strategies to identify current issues and concerns of ITAA members regarding administrative leadership.
- Propose special topic sessions and newsletter articles to address emerging issues as appropriate.
- Prepare one mid-year report and one annual report on plan of work and accomplishments.

#### ***Chair Responsibilities***

- Serves on ITAA Board.
- Serves on the (ECC) Education Coordinating Committee.
- Reports to Vice President of Education.
- Communicates to new members the committee's composition and responsibilities.
- Submits plan of work, mid-year, and annual reports to Vice President of Education.
- The approved template for Committee Reporting can be found in Appendices.

### ***Graduate Student Liaison***

Elected 1<sup>st</sup> or 2<sup>nd</sup> year doctoral student at the time of election, who serves as the graduate student's voice to Council. The liaison maintains and monitors graduate student communications, events, elections, and records. The liaison proposes special topic sessions and

newsletter articles to address emerging issues. The liaison prepares bi-annual reports for Council review at Mid-Year and Annual Council Meetings on the status of his/her plan of work.

### ***Composition***

- One elected graduate student.
- Student serves one, one year term.
- Term begins at the mid-year Council meeting through the following annual conference and Council meeting. Transition of responsibilities to occur on January 1.

### ***Process of Election***

- Eligible students must be *ITAA* members.
- Must be first or second year doctoral student at time of election.
- Call for nominations to be included in the May and July Newsletter.
- Students can either volunteer or be nominated for this role. Student vita, a brief vision statement regarding role as liaison, and faculty endorsement with a letter of recommendation are necessary for consideration.
- Names of candidates will be forwarded to chair of the Graduate Education Committee and distributed to all members; the committee will select two students from the potential pool.
- Nominees shall be identified by September 15.
- The two names will be forwarded to the current student representative who will initiate communication with all graduate student members to elect (via email or other electronic venue) the graduate student representative. The organization's Executive Director will provide support. The election is to take place prior to October 15. The Vice President of Education announces results pending Council approval.
- Stipulation: No two student representatives will be from the same institutions over two consecutive years.

### ***Responsibilities***

- To provide a graduate student's voice to Council by attending the mid-year and annual Council meetings.
- Support graduate students' involvement in *ITAA*.
- Maintain and monitor graduate student communications. Currently, this includes a Facebook page: *ITAA* Graduate Students Online Community and a LinkedIn page: *ITAA* Graduate Student Network.
- Work with Executive Director to conduct election for graduate student liaison to the *ITAA* Council. Make recommendation to Vice President of Education for review by Council.
- Follow the Distribution of Records Guideline for *ITAA* Board Members.

Chapter 4 Officers and Duties

- Report to Vice-President of Education.
- Develop strategies for carrying out charge.
- Develop programs/activities for annual meetings, including Fireside Chat and Graduate Student Reception.
- Submit articles to Newsletter to seek/share ideas.
- Submit plan of work semi- annual and annual reports. The approved Committee Reporting Form can be found in the Appendices of the ITAA Policies and Procedure Manual.

---

### ***Vice President of Publications***

---

The **Vice President of Publications** is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Publications may serve one term. Current or former members of the *ITAA* Board or the *ITAA* Council are eligible for the office of Vice President of Publications. The Vice President of Publications is responsible for providing leadership over the various publications provided by *ITAA*, including Clothing and Textiles Research Journal, Newsletter, Social Media, and Website.

The Vice President of Publications coordinates the meeting of committee chairs. The purpose of this meeting is to discuss the committee initiatives for the upcoming year.

### ***Responsibilities***

- Coordinate activities and efforts that promote and advance the publication of high quality, informative, and innovative *ITAA* publications.
- Provide general supervision and leadership to establishing, integrating, and facilitating understanding of policies and procedures regarding all *ITAA* publications: *Clothing & Textiles Research Journal (CTRJ)* and its focused issues, the *ITAA Newsletter*, *ITAA Monographs*, and *ITAA* electronic communications.
- Receive suggestions from members regarding new publications policies and procedures or revision of current policies and procedures. Summarize these suggestions and circulate to the Publications Policy Committee; revised policies; after Publications Policy Committee approval, will be reported to Council and/or the Board.
- Maintain awareness and knowledge of *ITAA* publications systems to quickly recognize any impediments. Develop and suggest modifications in these systems as necessary to retain and enhance their efficiency.
- Encourage development and coordinate efforts of the *ITAA* publications editors and liaisons, which includes the Publications Policy Committee, the Sage liaisons for *CTRJ*, the *CTRJ* Editor and Associate Editors, and the Electronic Communications Committee.
- Serve as the primary liaison between the *ITAA* Publications Editors and liaisons and the *ITAA* Council. Receive annual, and mid-year reports and plans of work of editors (including special editors that have a focused *CTRJ* issue or monograph in process) and submit these to Council. Provide reports to the Publications editors and liaisons regarding actions taken by Council relevant to publications.

Chapter 4 Officers and Duties

- Chair the Publications Policy Committee.
- Develop and regularly update, with assistance of PPC, procedural guides on *ITAA* publications systems; ensure that these are readily available to members.
- Organize and expedite annual selection of editors, associate editors, and members of the *CTRJ* Editorial Board to replace those rotating off.
- Work closely with *CTRJ* editor to increase awareness and understanding among *ITAA* members of legal and regulatory requirements that exist at the federal, state, and institutional levels that are related to publishing. Examples are copyright law and intellectual property rights. Assist and inform editors of *ITAA* publications regarding policies and procedures pertaining to such publications.
- Mentor new reviewers and authors and actively engage in such activities as individual mentoring and development of mentoring sessions in academic units and professional associations.
- Review *ITAA Policies and Procedures Handbook* regularly and suggest necessary and useful revisions for publications pages.
- The Vice President of Publications coordinates meeting of committee chairs and editors. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. This meeting occurs after the first Conference Council meeting so that the Vice President can update committee chairs with any necessary information.
- The Vice President of Publications prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Publication's annual and mid-year reports. The [Committee Reporting Form](#) provides a template for Annual and Mid-Year Reports and can be found in Appendices of the *ITAA Policies and Procedures Handbook*. Reports should follow this format.
- Review relevant sections of *ITAA Policies and Procedures Handbook*, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under "Resources" on the *ITAA* website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

### ***Publication Policies Committee***

Composed of members who represent experience on one or more of the *ITAA* publications. The Vice President of publications serves as chair. Duties of the committee are to set policies for *ITAA* publications and to advise the Council on procedures, policies, and other matters on publications.

### ***Composition***

## Chapter 4 Officers and Duties

- Composed of five members who have had experience in publishing in refereed journals and have had experience working with one or more of the *ITAA* publications. Areas of specialization of committee members should be diverse, generally representing five of the six following areas: aesthetics/design; consumer theories and behavior, historical/cultural; international, business and industry analysis; social, psychological, educational; fashion theory, and textile, fiber and polymer science.
- Chaired by the Vice-President of Publications. The *CTRJ* editor is an ad hoc member.
- Members serve three-year, rotating terms and may serve two terms in succession.
- Current editors and associate editors of *ITAA* Publications are not eligible to serve, other than as ad hoc members.

### **Responsibilities**

- Recommend to the Board policies for *ITAA* publications.
- Reviews and recommends changes to promotional policies for publications.
- Advise the Council on procedures, personnel and other matters pertaining to publications
- Manage documents and records per the Distribution of Records Guidelines for Board Members.
- Recruits and selects *CTRJ* Editor and Associate Editors.
- Recruits and selects Newsletter Editor.
- Approve Vice President's nominations for Editorial Board.
- Review and vote on nominations for Best *CTRJ* Reviewer Awards identified by the *CTRJ* Associate Editors, the *CTRJ* Editor and forwarded by the Vice President.
- Prepare biannual reports on the plan of work for Council for review at Mid-Year and Annual meetings.

### **Additional Procedures**

- Suggestions for new publication policies and procedures or revision of current policies and procedures may be initiated by any member of *ITAA*. The Vice President of Publications will summarize these suggestions and circulate to the committee for comment and possible revision. New or revised policies, after approval of the committee, will be reported to the Council.
- Assist Vice-President of Publications in advisement of openings in the publications leadership, solicitation of applications, review of applications, and recommendation of editors and associate editors to the Council. Criteria for the editors are listed with each editor. Final selection is made by the *ITAA* Council.
- Assist Vice-President of Publications in advisement of openings on the *CTRJ* Editorial Board, solicitation of applications, review of applications, and recommendation of members of the *CTRJ* Editorial Board. Committee approves new members of the Editorial Board put forward by the Vice President.
- Assist Vice-President of Publications and *CTRJ* Managing Editor in their efforts to increase awareness and understanding among *ITAA* members of legal and regulatory requirements that exist at the federal, state, and institutional levels that are related to publishing.
- Engage in efforts to mentor new reviewers and authors and to encourage mentoring of members and colleagues.
- Review and approve proposals for Monograph Series.
- Solicit and select topics for *CTRJ* focused issues.

- Propose conference special topic sessions to address emerging issues.

### ***Clothing and Textiles Research Journal***

#### ***Composition***

- Under the guidance of and consulting the Vice-President of Publications as needed on policy matters, the Editor directly manages the review process for all submissions.
- Seven Associate Editors work directly with the Editor to accomplish the double-blind review process. Subject matter areas are Aesthetics and Design; Consumer Theory and Behavior; History and Culture; International Business and Industry; Social-Psychological Aspects and Education; Textiles, Fibers, and Polymers; and a “floating” Associate Editor covering Consumer Theory and Behavior plus International Business and Industry.
- In consultation with the Editor and Publication Policies Committee, the Vice President of Publications may propose an increase in the number of Associate Editors to meet volume needs.
- The Editorial Board is composed of experienced reviewers serving three year renewable terms. Representation of reviewers for all subject matter areas is sought.
- The Vice-President of Publications and the Editor receive communications from and contact as needed the CTRJ liaison at Sage Publications.

#### ***CTRJ Editor***

- The Editor is an active, nationally recognized researcher in textiles and clothing, an active or reserve member of ITAA, and has other qualifications such as familiarity with *CTRJ* as an author, reviewer, and/or associate editor.
- The Editor serves a four-year term of office and may serve two terms in succession.
- When a new Editor is needed, the Vice-President of Publications solicits applicants and after reviewing credentials, forwards appropriate candidates to the Publications Policies Committee, which reviews and recommends that the Vice-President presents to Council for action.
- The incoming Editor-designate works with the outgoing Editor for one year prior to assuming the editorship.
- The Editor is a member of the ITAA Board.
- The Editor’s mid-year and annual reports provide publication statistics in narrative and table formats and do not use the ITAA committee reporting form.

#### ***CTRJ Associate Editors***

- Associate Editors have significant experience as authors and reviewers, preferably including for *CTRJ*.
- Associate Editors serve three year terms that can be renewed for an additional three years. There is no uniform timeline for term starting and ending points.
- The Editor and Vice-President of Publications identify potential candidates to fill vacancies. Each is asked to provide a vita and statement of interest that are submitted to the PPC for review and approval.
- Using Sage’s Manuscript Central, Associate Editors are asked that upon receipt of a manuscript from the Editor, they secure two reviewers for it within five to seven days. Reviewers are asked

Chapter 4 Officers and Duties

to complete the review within 21 days, with Associate Editors sending a reminder if needed. Upon receipt of the two reviews, Associate Editors are expected to return their recommendation with the reviews to the Editor within five to seven days after receipt.

- Associate Editors whose terms are ending are asked to complete the second review process for any manuscripts first reviewed under their supervision.

**Editorial Board**

- The Editorial Board is composed of experienced reviewers who have been identified by the Editor and Vice-President of Publications or who have applied to be added to the Board. Their vita and application are submitted to the Publication Policies Committee for approval.
- Editorial Board members serve three year terms that can be renewed more than once.
- Editorial Board members are expected to review a minimum of three new manuscripts each year (unless not requested by an Associate Editor); complete reviews within the three-week timeline; and be willing to complete reviews during the summer.

**ITAA Newsletter**

The Newsletter is issued as an ITAA website-linked email every two months by the Executive Director. The Vice-President of Publications receives articles and announcements to prescreen prior to forwarding to the Executive Director. The due date to the Vice-President is one-half month prior to issuance (see below).

<b>Publish Date</b>	<b>Copy Due to VP of Publications</b>
February	January 15
April	March 15
June	May 15
August	July 15
October	September 15
December	November 15

The Newsletter Timeline can also be found in Appendix G and serves as the recommended guide to the editor.

**The Social Media Marketing Committee**

Develops content plans and manages ITAA social media accounts, contributing to branding and promoting of ITAA through social media and generates and maintains photos of ITAA events. The committee also advises the Vice President of Publications on website look, organization and content.

**Composition**

- Composed of a chair and five to ten members who have experience in social media and other social media platforms.
- Report to the Vice President of Publications.

Chapter 4 Officers and Duties

- Members serve three year terms with a chair-elect selected from among the current committee members.

**Responsibilities**

- Recommend to Vice President of Publications changes to the *ITAA* website content, navigation, and presentation.
- Advise the Council on matters pertaining to communications among and to members and non-members.
- The administrator of the *ITAA* Official Online Facebook Community will be the Chair of the Social Media Marketing Committee.

**Facebook Community Guidelines**

1. The *ITAA* Official Online Facebook Community welcomes all members and those interested in textile and apparel education and scholarship. We want your visit to be positive and educational. The following list of guidelines has been established to ensure such an experience:
2. Differences of opinion are welcome as long as they are respectful. Be courteous and respectful of questions and discussions. Any post deemed disrespectful or unproductive to a discussion will be removed at the discretion the administrators.
3. Posting policy: If you have a post or announcement you would like to share, please contact the chair of the Social Media Marketing Committee . The information and/or announcement will be posted by the administrator on your behalf.
4. Posts should be on topic; that is, related to the topics of professional interest to members of the International Textile and Apparel Association. Personal posts that do not relate to such topics will be deleted at the discretion of the administrators.
5. You participate in this Facebook community at your own risk, taking personal responsibility for your comments, your username and any information provided.
6. The appearance of external links on this site does not constitute official endorsement on behalf of the International Textile and Apparel Association. Such links are provided with the intent to share information and resources.
7. Posts that solicit business or advertise a product or service are allowed so long as they are deemed relevant to teaching and scholarly endeavors.
8. Posts that have the intent to defame or defraud any financial, commercial or non-governmental agency are prohibited. Posts should be made in the spirit of sharing information and furthering the body of knowledge.
9. Posts that include obscenities, profanity, or the promotion of illegal activity are prohibited.
10. If the administrator finds repeated violations of posting guidelines, they will consider deleting and/or blocking the posting individuals from this page, and/or possibly discontinue these discussions altogether.
11. Please contact the administrator if you would like to submit a post or have questions/concerns regarding posted content.

A schedule of posting events is as follows:

- Museum Monday – An artifact from a clothing and textiles collection will be posted. This is a great opportunity to feature an object from your university clothing and textiles collection. Please contact the administrator if interested.

## Chapter 4 Officers and Duties

- Current Events in Clothing and Textiles Wednesday
- Fashion quote Friday
- Ongoing posting events are as follows:
- Member Celebrations. Do you or a colleague have an exciting professional development to share? If so, we want to know and celebrate it as an ITAA community! Contact the administrator to submit announcements of professional accomplishments.
- Member profiles. We only get to see each other once a year at conference, so let's get to know each other better all year around! If you or someone you know are interested in being featured in a brief membership profile, please contact the administrator.
- Committee updates. ITAA is committed to keeping the membership updated on committee discussions and work. Therefore, committee updates will be sought and posted periodically by the administrator.
- Calls for papers and publications outside of ITAA. Do you know of other professional organizations or journals that our membership can engage with? If so, please share them so we can continue to enhance our interdisciplinary alliances.
- Discussion topics. Discussion topics about issues relevant to textile and apparel education and scholarship will be posted periodically to engage community members in dialogue.

---

### ***Vice President of Operations***

---

The **Vice President of Operations** is elected for a term of three years, with election to take place consistent with a rotation schedule established by the Council. The Vice President of Operations may serve one term. Current or former members of the *ITAA* Board or the *ITAA* Council are eligible for the office of Vice President of Operations. The Vice President of Operations is responsible for membership, *ITAA* awards, and public relations.

### ***Responsibilities***

- Chair the Operations Coordinating Committee.
- Oversee committee formation and selection of a chair-elect for each committee.
- Coordinate Newsletter article submissions from Operations committees.
- Oversee efforts of the committees on Membership, Faculty Fellowships and Awards, Student Fellowships and Awards, Design Awards, and Public Relations.
- Oversee awards selection process. Send letters of award to recipients. Notify PR Chair so that communication goes to the business/industry supporting the awards.
- Faculty award nominations will be presented to ITAA Council for initial endorsement. A rationale for any dissent regarding a nomination will be presented to Council.
- Notify President, and *ITAA* office of results prior to awardee notification.
- Prepare PowerPoint slides (in cooperation with Vice President of Education) for the Awards ceremony during annual meeting and submit a complete list of annual award recipients to the Executive Director for *ITAA* records within 30 days after annual conference.

## Chapter 4 Officers and Duties

- Present *ITAA* Fellows awards at annual meeting.
- Preside at the awards session of Annual Meeting.
- Update lists of awards document and forward to Executive Director. List of awardees is also found in *Appendices of ITAA Policies and Procedures Handbook*.
- Work with External Relations Committee to promote relationships between *ITAA* and business/industry.
- Review relevant sections of *ITAA Policies and Procedures Handbook*, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the *ITAA* website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

### **Membership Committee**

Provides services to members and seeks new members to join the organization. The Membership Committee also organizes and hosts the First-Time Attendees session at the annual conference. *ITAA* Council is expected to attend this event as well.

### **Composition**

- Composed of a minimum of seven members.
- Appointed for a three-year term; may be reappointed.
- May serve two consecutive terms.
- One member to represent international interests (may be chair of ad hoc committee or designee).
- One member to represent undergraduate membership.
- One member to represent graduate membership.
- Chair serves as a member of the Operations Coordinating Committee.
- Chair serves a two-year term.
- Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect. Chair-elect will serve one year term with subsequent year service as chair.
- Chair-elect has served at least one year on the committee prior to appointment.

### **Responsibilities**

- Implement a plan to increase membership in *ITAA* through recruitment of new members and renewal of current members.

---

## Chapter 4 Officers and Duties

- Recommend criteria for membership categories to the Executive Director.
- Review credentials of applicants for membership, if a question arises.
- Update the membership information, as needed; submit draft to Vice President of Operations who recommends implementation to Council.
- Review the membership directory and make recommendations.
- Follow Distribution of Records Guide for Board Members
- Implement and manage the Mentoring Program including the Mentoring function held during the annual meeting.
- By annual meeting, acquire membership demographics from Executive Director. These demographics should be part of Annual Report.
- Collect information from non-renewing members about reasons for non-renewal
- Review *ITAA* Bylaws membership category section and, when appropriate, present changes to Vice President Planning, Executive Director, and Council members.

### ***Additional Responsibilities***

- Each member of the Committee (including the chair) is responsible for recruiting new members and renewing current members.
- Solicit information from non-renewals to enhance understanding of reasons for non-renewal.
- The Membership Committee Chair and Public Relations Chair will prepare publicity releases for the Annual Meeting and the *ITAA Newsletter* which follows the Annual Meeting. Send copy to the *ITAA* office no later than November 15 for the December newsletter.

### ***Other Items***

- Chair serves on *ITAA* Board.
- Chair serves on the Operations Coordinating Committee.
- Chair reports to the Vice President of Operations.
- Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

### ***Faculty Fellowships and Awards Committee***

Provides oversight for the review of nominations/proposals and applications for faculty fellowships and awards sponsored by *ITAA*. This committee oversees the nomination of the *ITAA* Fellow, the Distinguished Scholar, Rising Star Award, *ITAA* Teaching Excellence Award, *ITAA* Mid-Career Excellence Award, *ITAA* Service Award, among others. The committee proposes special topic sessions to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

### ***Composition***

- Composed of at least 8 members.
- Members appointed for a two-year term.
- Members may serve two consecutive terms.
- Chair serves two-year term.

## Chapter 4 Officers and Duties

- Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves as for one year then as chair the subsequent two years.
- Chair-elect has have served at least one year on the committee prior to appointment.

### ***Responsibilities***

Coordinate review process for selection of recipients for *ITAA* Development Funded Scholarship and Leadership Awards for faculty and externally funded awards to *ITAA* non-student members with scholarship and leadership based criteria when the funding party desires *ITAA* member review.

- Solicit annual nominations for Fellow, Rising Star, Teaching Excellence Award, Mid-Career Excellence Award, and Service Award. Review credentials of nominees and recommend to the Council (Vice-President of Operations) recipients for Fellow, Rising Star, Teaching Excellence Award, Mid-Career Excellence Award, and Service Award. Review credentials of applicants/nominees for each award; select annual recipient.
- Submit the Call for all faculty awards to the *ITAA* Office by the December 1/*ITAA Newsletter*.
- Review criteria and procedures for the selections of each award and recommend revisions to the Council.

### ***Additional Responsibilities***

- The chair will send solicitation notices for each award to the December *ITAA Newsletter*.
- The chair, in collaboration with the Vice President of Operations, will distribute submitted nomination and application packets to members of the Faculty Fellowships and Awards committee, determining appropriate members to review each fellowship and award application. (See Forms posted in the *ITAA Policies and Procedures Handbook*) and vote for nominees for each award. This occurs immediately after the February 1 deadline.
- The committee will review the nomination packets and vote for nominees for each award in February and the chair will report the resulting committee decisions to the Vice President Operations. This occurs before the spring Council meeting, typically held in March.

### ***Chronology & Description of Tasks***

#### **August**

- Select members of the committee; at least three to evaluate each award and, in each case, a sufficient membership to meet the review criteria. Committee members should reflect the diversity of members within the association.
- Send Vice President of Operations a list of the committee members and their current addresses, phone #s, fax #s and e-mail addresses.

#### **September**

- Remind committee members of the meeting time at the *ITAA* annual meeting and send them the meeting agenda, committee responsibilities, and strategic plan.

#### **October-November**

- Meet with committee at conference; discuss goals and pertinent issues.
- Consult with Vice President of Operations to determine status of grants including the addition of new grants.
- Have award and fellowship information (about 40) available for distribution on luncheon tables at the conference.

---

## Chapter 4 Officers and Duties

- Review General Guidelines forms for grant proposals and submit to Vice President of Operations for Council approval.
- Send a copy of the General Guidelines for all awards and fellowships to the Executive Director for posting on the website. The *ITAA* Office maintains the *ITAA* Development Fund award calls. Highlighted changes on the previous year's forms are submitted to the *ITAA* Office for web distribution. The goal is to write the calls so that changes will not need to be made yearly (e.g. eliminate meeting place, annual logo). Each call should be reviewed annually for accuracy.

### **February and March**

- For review of Faculty Awards and Honors:
- Sort applications.
- Send committee members copies of the applications and evaluation forms.
- Tally results and notify applicants of decision.

### **July**

- *ITAA* office updates running list of all *ITAA* Award recipients over time

### **Other Items**

- Chair serves on *ITAA* Board.
- Chair serves on the Operations Coordinating Committee.
- Chair reports to the Vice President of Operations.
- Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.
- Follow Distribution of Records for Board Members Guide.

### **Student Fellowships and Awards Committee**

Provides oversight for the review of proposals, nominations, and applications for student fellowships and awards sponsored by *ITAA*. The committee reports to the Vice President of Operations, and its chair serves as a member of the Operations Coordinating Committee. The committee proposes special topic sessions to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

### **Composition**

- Composed of a minimum of five members.
- Students cannot serve on this committee.
- Appointed for three-year term.
- May serve on committee for two consecutive terms.
- Chair serves two-year term.
- Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves for one year then serves as chair the subsequent year.
- Chair-elect has served at least one year on the committee prior to appointment.

### **Responsibilities**

- Publicize *ITAA* student fellowships and scholarships through the *ITAA* website, Newsletter, and email listserv.

Chapter 4 Officers and Duties

- Select recipients for *ITAA* student fellowships and scholarships.
- Follow the Distribution of Records for Board Members Guide.

***Time Line:***

- In August, identify individuals who are willing to serve on the committee. Follow the time line below for the specific type of award:

***Fellowships/Scholarships***

- July 1 is the due date for applications/recommendation letters.
- Update fellowship/scholarship application forms (from website) and send to *ITAA* office for uploading on the web and distribution in the Newsletter.
- Prepare cover letter which accompanies the application forms. Applications and recommendation forms may be downloaded from the website.
- Distribute evaluation forms used by committee members to evaluate applications.
- Receive applications from *ITAA* office and prepare a “packet” of applications for distribution to committee members. Include applications, evaluation sheets, and instructions for timely review.
- Verify *ITAA* membership of award recipients with *ITAA* office. Recipients must be members both when they submit an award application and when they receive the award.
- Notify recipients by mid-August. Recipients need to accept the scholarship/fellowship in writing by early September before letters are sent to the other students.
- Send letters to the remaining students.
- When recipients have accepted awards in writing, send the list of names of award recipients with specific award, school name, and addresses of advisors to Executive Director to prepare checks.
- List of awardees is updated and submitted to the Executive Director to be included on the website.
- Vice President of Operations present certificates/awards at the annual meeting.
- Chair of Student Fellowships and Awards determines from the recipients if they will be attending the annual meeting. Prepare a summary/introduction of each recipient.
- Chair of Student Fellowships and Awards prepares article due January 15 for February *ITAA Newsletter* announcing award recipients.

***Other Items***

- Chair serves on *ITAA* Board.
- Chair serves on the Operations Coordinating Committee.
- Chair reports to the Vice President of Operations.
- Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

***Design Awards Committee***

Provides oversight for the review of student and faculty designs after the first jury has accepted them. This committee reviews the accepted entries for scholarships and awards based on merits of design work. This committee oversees the awards listed on the website at the time the annual design call for

entries is published. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

### ***Composition***

- Composed of a minimum of five members.
- Appointed for three-year term.
- May serve on committee for two consecutive terms.
- Chair serves one year term.
- Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves as chair-elect for one year then serves as chair the subsequent year. Chair-elect has served at least one year on the committee prior to appointment.

### ***Responsibilities***

- The mission of the Design Awards Committee is on-site hosting and management of Awards and judges at the Annual Conference including identifying and securing the on-site judges.
- Provide the on-site judges with the top four or five candidates for each award based on the original scores from the first jury. Eligibility for awards will be based on the designer self-selecting the award at the time of entry and the committee will confirm awards meet criteria when specific criteria are set (for example, entries for awards requiring use of a specific fiber meets that criteria.)
- Review criteria and procedures for the selections of design awards and suggest/implement changes.
- Regarding the Blanche Payne (undergraduate) Scholarship, submissions are due September 1 and eligibility is based on accepted work for the annual conference. The Student Fellowship and Awards Committee will first review the additional materials required of students and submit the
- The chair will report to the Vice President Operations the resulting committee decisions for the design awards.
- The Vice President Operations notifies each award sponsor of the recipients and provides their contact information.

### ***Public Relations Committee***

Assumes responsibility for connecting activities of the ITAA membership (internal relations) with those of diverse societal constituency groups and stakeholders (external relations). Coordination is fostered with the annual meeting coordinators through the Vice President of scholarship. The committee proposes special topic sessions to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

### ***Composition***

- Composed of five members.
- Appointed for a term of two years.
- May serve two consecutive terms.
- Chair serves a two-year term.

## Chapter 4 Officers and Duties

- Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves one year then serves as chair the subsequent year.
- Chair-elect has served at least one year on the committee prior to appointment.

### **Responsibilities**

- Assume responsibility for connecting activities of *ITAA* membership with those of diverse constituency groups and stakeholders.
- Write items for *ITAA Newsletter* and other trade publications including:
  - Undergraduate/graduate students and career choices.
  - Research being conducted by *ITAA* members that makes a difference in relation to industry.
  - Award recipients.
  - Contribute to “Education Update” in *Apparel Magazine* on a regular basis.
  - Arrange for photos to be taken of industry award winners after award presentations at annual meeting. Send photos with press releases to recipients’ local news sources (campus media relations, local newspapers) and to awarding companies for publicity uses. Write summary article for *ITAA Newsletter*.
- Enclose press releases with award recipient’s correspondence. Send any subsequent press releases by email attachment to awardees.
- Assist award winners with developing press releases. A press releases should be sent to the media relations office at award winners’ university/college
- Provide research updates to companies sponsoring awards or scholarships. Work with Faculty Fellowships and Awards chair to send brief press releases addressing research topics and recipient photos to awarding companies, and campus media relations office.
- Provide general press release forms for member conference packets.
- Work with Counselor to write a summary of the Commemorative Lecture and Distinguished Scholar Lecture for *ITAA Newsletter* and other appropriate industry publications.
- Generate ideas for additional vehicles of communication about *ITAA* members and activities.
- Make presentation boards for annual meetings that announce major faculty and student award winners (One board for faculty winners, one board for student winners, and individual boards for *ITAA* Fellows).

### **Other Items**

- Chair serves on *ITAA* Board.
- Chair serves on the Operations Coordinating Committee.
- Chair reports to the Vice President of Operations.
- Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.
- Follow Distribution of Records Guide for Board members.