INTERNATIONAL TRANSACTIONAL ANALYSIS ASSOCIATION

The ITAA Guidelines, Procedures and Policy Manual

Table of Contents

Glossary:

AGM	Annual General Meeting
APA	American Psychological Association
BOT	Board of Directors
Bylaws	The laws that govern the operations of the ITAA
CC	Constant Contact: A product to create effective email marketing and other online marketing campaigns to meet business goals
CEU	Continuing Education Units
CPA	Certified Public Accountant
CTA	Certified Transactional Analyst
CVCRM	The database system that manages the membership and is about to change
Dropbox	A space on the internet to store and share files and collaborate on projects
EATA	European Association of Transactional Analysis
EBFF	Eric Berne Fund for the Future
EC	Executive Committee of the Board of Directors
Eventbrite	An event management and ticketing website. The service allows users to browse, create, and promote local events
IBOC	International Board of Certification
ITAA	International Transactional Analysis Association
ITAA Administrator	The person who administers ITAA's day to day operations
ITAA Editor	The person who oversees the ITAA's day to day written materials
ITAA Publisher	Taylor and Francis – publisher of the Transactional Analysis Journal

ITAARA	ITAA Research Awards
Members	People who are paid up or honorary members of the International Association of Transactional Analysis
Board Meetings	Board of Trustee meetings
Onboarding	A human resources industry term referring to the process of introducing a newly appointed Board of Trustee member
PDF	Portable Document Format – a process that enables electronic distribution of a document
PSC	Professional Standards Committee
PTSTA	Provisional Training and Supervising Transactional Analyst
SGF	Scholarship Grant Fund
STA	Supervising Transactional Analyst
TA	Transactional Analysis
TAWCS	TA World Council of Standards
T&F	Taylor and Francis – the TAJ publisher
Trainee	A person undertaking Transactional Analysis training by a PTSTA or TSTA
TAJ	Transactional Analysis Journal
TAJnet	An Internet site created by the ITAA as an extension of TAJ
TTA	Training Transactional Analyst
TSTA	Teaching and Supervising Transactional Analyst
VP	Director

Section 1: Mission, Vision and Values

Mission, Vision and Values statements inform us about **WHO** we are, **WHY** we are here and **HOW** we operate. They are the guidelines by which we deliver services to our members, our communities and our world.

Mission Statement

We are a global organisation committed to the ongoing development of transactional analysis and endorse the certification process provided by the International Board of Certification, an affiliated organisation. We represent the international community of transactional analysts and students and aim to expand TA as a recognized and respected psychological modality worldwide.

Vision Statement

ORGANISATION:

We envision a thriving and engaging professional community dedicated to the ongoing development, understanding, and promotion of TA.

MEMBERSHIP:

We envision our members facilitating transformation through developing personal awareness and healthy relationships in line with TA theory to enhance individuals' lives and the organisations and communities they are a part of.

Values

Integrity

As an association, we strive to be ethical, respectful, honest, and authentic.

Inclusivity

We honour and welcome individuality and authenticity. We foster a trusting, open, and diverse community to support the growth and development of our association. We strive to make our organisation fully accessible for all members.

Community

We value the concept of homonymy – the idea that each of us is autonomous and at the same time inextricably connected as a global nation of people. As an organisation, we demonstrate this by encouraging our members to be caring, respectful, and open-minded as we all adapt to an ever-changing social, environmental, and political landscape.

Social Justice

We support the five principles of social justice: access, equity, diversity, participation, and human rights. In addition, we recognize the importance of addressing the environmental and health issues of our time.

Growth

We encourage our members to embrace and empower their life force – their *physis*. We do this by investing in ourselves and in one another to grow as individuals and as an organisation. Through ongoing reflection and professional development, we enrich our lives and potentially the lives of those around us.

Compassion

We acknowledge and honour the depth and breadth of human feeling. We encourage our members to be respectful of differences and compassionate toward others' experiences.

Section 2: Purpose of this manual

To clarify the Structure, Functions, Systems and Processes of the ITAA in a clear and succinct manner to ensure the organisation operates in effectively.

Given the voluntary nature of this organisation, we need to be nimble and flexible and will constantly update this information as the organisation grows and thrives and to ensure the document is kept up to date.

It will be considered a 'living' document so as the organisation and roles change, the document will be updated.

How to use the manual

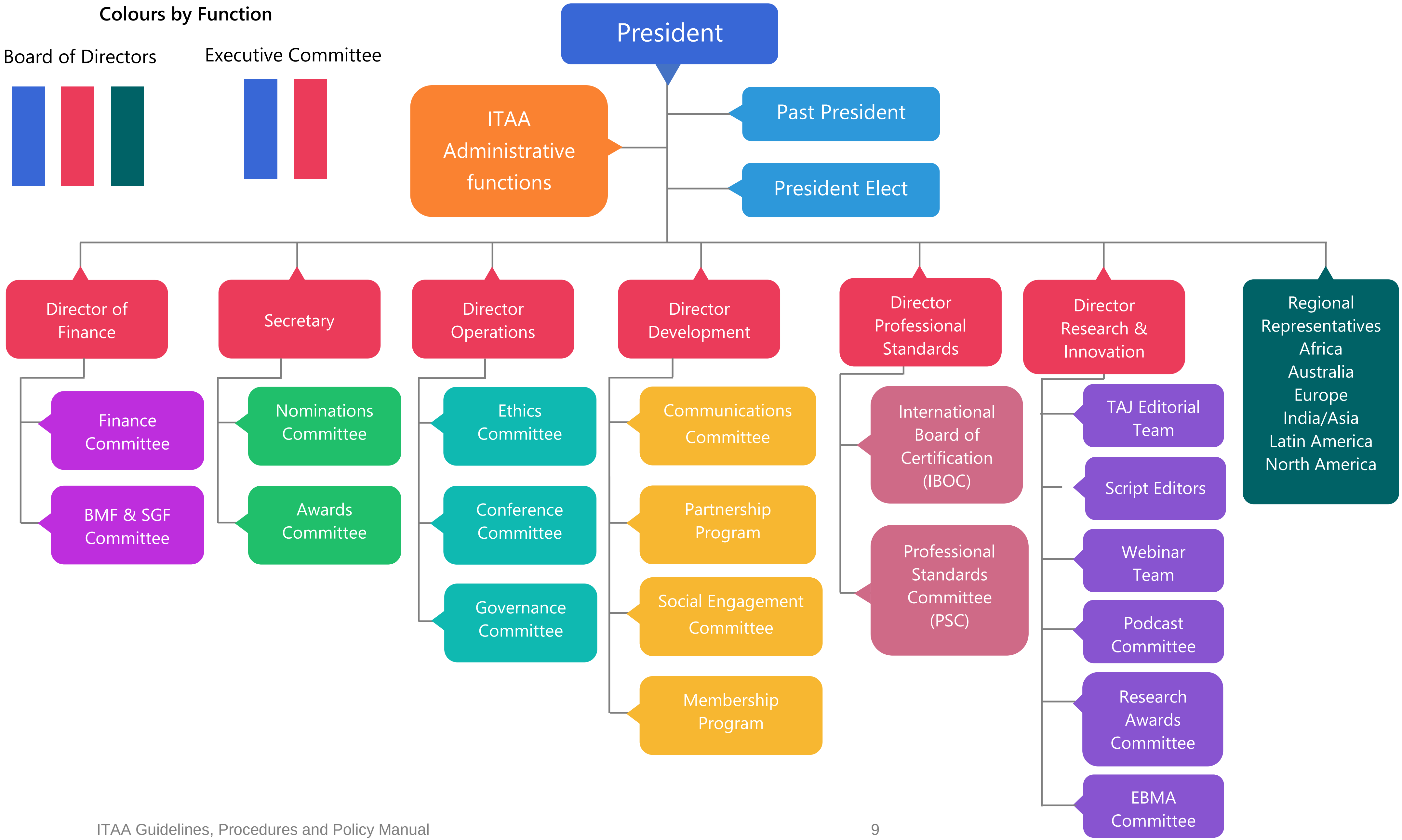
The organisational chart is colour coded to show the various roles and their interconnectedness, e.g. the three President roles are in blue, while the Executive Committee is dark red. This theme is followed through with the overview of the roles as well as specific information throughout the document.

The overview diagrams give an 'at a glance' picture of each of the roles. More detail is available in Section 4 of the document.

NB. Organisation Chart

This chart relates to the Structure of the organisation and does not include task teams as they are functions

Section 3a: Structure of the Organisation



Section 3b: Function of the Organisation

Board of Directors

ITAA Trustees are responsible for ensuring the Association acts in accordance with its purpose and that it carries out its stated mission and vision as well as adhering to its values. This assists the organisation to fulfil the many functions in order for it to be dynamic and vibrant and that it abides by its bylaws.
A Trustee attends meetings of the Board of Directors and responds to matters arising between Board meetings. The Board is responsible for overseeing the administration, programs, and policies of the Association, and has the final authority in making decisions for the Association.

Trustees are appointed to committees of the Board to accomplish specific tasks as needed. Ideally they will have served for one year or more on at least one committee or in an equivalent position in another TA organisation.

An ITAA Regional Representative on the Board of Directors is responsible for representing his or her constituency on the Board of Directors, for representing the membership at large, and for assisting with the management of the business of the Association.

They agree to attend at least 75% of Board meetings and to participate actively by relevant media, on matters arising between Board meetings and to follow up on matters agreed to with the BOT.

All positions are voluntary and as such no financial reward is provided.

The Bylaws require Trustees (other than the President) to serve no more than two successive term of office for any position unless extended under special circumstances.

The Board of Directors has the authority to review and make changes to the organisation by establishing Committees and Task Teams by resolution. The Committees and Task Teams operate according to Section 4 of this Document.

The Board of Directors receive reports from Committees and Task Teams and provide any actions necessary to implement the recommendations from them as approved and accepted by the Board.

Chairpersons of Committees are:

- Fully paid up members of ITAA
- Nominated by the appropriate Directors and appointed by the President with the approval of the Board of Directors
- Recruited to reflect the regional, geographical, and worldwide membership of ITAA
- Rotated or staggered to ensure continuity and experience

Members of Committees are:

- Fully paid up members of ITAA
- Nominated by the chair/s of the committee
- Appointed by the BOT

They serve until their resignation, removal by the Board, until the first meeting of the Board each calendar year, at which time they may be reappointed or their term is finished and a new member is appointed.

Task team leaders, subdivision managers and project managers are appointed by Directors in consultation with the President and serve for the time required for completion of their projects.

The Board consists of all members of the Executive Committee as well as the Regional Representatives from:

Africa	India/Asia
Australasia/Singapore	Latin America
Europe	North America

The Executive Committee sits as a committee of the Board.

Executive Committee

It consists of:

President	Director Operations
Past President	Director Development
President Elect	Director Professional Standards
Treasurer	Director Research and Innovation
Secretary	

Each Director has responsibility for each of the committees carrying out their roles.

Committee Structure

In order for the organisation to carry out the many functions that enable it to continue to grow and thrive, each member of the Executive Committee takes overall responsibility for the committee structures as well as its functions. Regional Representatives can also take some responsibilities for or be part of these committees. The main function of the committees is to ensure the strategic direction is followed, as well as ensuring the mission, vision and values of the organisation are adhered to. The committees' fundamental roles are to grow the organisation and ensure it meets the ongoing and growing needs and wishes of its members.

The General Criteria for all BOT roles, Skills and Abilities common to all roles are:

- An ITAA member in good standing
- Communicates effectively both orally and in writing
- Is able to commit the time necessary to fulfil the position
- Demonstrates the capacity to serve in a management and leadership role
- Demonstrates the ability to organise and plan effectively, set goals and objectives, develop and carry out action plans, and meet objectives
- It is desirable to have had previous involvement, preferably as a BOT member or as a chair, with a standing committee of the ITAA or another volunteer professional organisation
- Negotiates performance expectations, monitors progress, and provides effective feedback to colleagues
- Maintains confidentiality where appropriate
- Excellent communication skills
- Open to continuous learning

Agrees to abide by the TA Principles, Mission, Vision and Values as well as the ITAA Code of Ethics.

All Board and committee members will be a fully paid up ITAA members.

There is no financial recompense for any work done in the name of ITAA. These are all voluntary roles.

The following pages give an overview of the various roles and responsibilities. Full details of the roles are in Section 4

PRESIDENT

WHO ARE THEY RESPONSIBLE TO?

Membership

PRESIDENT'S ROLE SUMMARY

The president is the chief executive officer of the association, elected by the membership:

- Leads the work of the association in accordance with the bylaws and guidelines
- Represents the association to the public and the professional community
- Works with a team of Directors and Board of Trustee members to further the goals of the organisation
- Together with the Directors, oversees the appointments of chairpersons and members to committees and ensuring they understand their roles and responsibilities following ratification by the board

WHAT DO THEY DO?

Presides over all Executive, Board of Trustees and AGM meetings.

WHO DO THEY INTERACT WITH?

- President Elect and Past President
- Office Personnel
- Executive committee members
- BOD
- EATA President
- Members

WHO REPORTS TO THEM?

- Office Personnel
- Executive Committee Members
- Board of Directors

TERM

2 years

PRESIDENT ELECT

WHO ARE THEY RESPONSIBLE TO?

President

PRESIDENT ELECT'S ROLE SUMMARY

The President Elect's primary function is to learn the role of the President and is elected by the membership.

- Becomes familiar with the bylaws and guidelines, the structure and management of the association as well as with the staff and committee chairs
- Develops plans for the following 2 years in consultation with the president
- Works with the nominations committee to recruit candidates for office who reflect the cultural diversity of the membership.
- Attends in-person and telecommunication executive, board meetings and any other meetings that are deemed necessary by the President
- Is proactive in initiating projects, in consultation with the President

WHO REPORTS TO THEM?

No One

TERM

1 Years

WHAT DO THEY DO?

Learns the role of the President
Presides over meetings and represents the President when President is not available

WHO DO THEY INTERACT WITH?

President
As agreed with the President:

- ITAA Administrator and Editor
- Executive committee members
- BOD
- Nominations committee

WHAT SKILLS/ABILITIES WILL USEFUL?

- Leadership skills
- Openness to learning
- Strategic organisational skills
- Management and Team leadership skills
- Supportive, consultative and collaborative

PAST PRESIDENT

WHO ARE THEY RESPONSIBLE TO?

President

PAST PRESIDENT'S ROLE SUMMARY

The Past President's primary function is to support the President in his/her new role

- Each president of the ITAA goes on to serve one more year as past president
- He or she is a member of the Executive Committee and the Board of Trustees, attends in-person and telecommunication board meetings, and provides, when requested, guidance and continuity in the management of the association
- The past president takes on specific assignments as requested and agreed with the president, serving in those areas best suited to his or her skills, abilities and interests

WHAT DO THEY DO?

Supports the President
Presides over meetings and represents the President when President is not available

WHO DO THEY INTERACT WITH?

President
As agreed with the President:

- Office Personnel
- Executive committee members
- BOD

WHAT SKILLS/ABILITIES WILL USEFUL?

- Leadership
- Consulting and Collaborative skills
- Team work

WHO REPORTS TO THEM?

No One

TERM

1 year
Post President

TREASURER

WHO ARE THEY RESPONSIBLE TO?

President & BOD

DIRECTOR OF FINANCE'S ROLE

The Treasurer's primary function is to oversee the entire operation of the Association and assist IBOC:

- Guides the Executive and BOD in determining the annual budget
- Guides the day-to-day expenditure decisions
- Assists in developing proposals for special needs to the BOD
- Oversees Finance, EBFF & SGF Committees
- Prepares quarterly financial reports for the BOD and Year end reports for the AGM
- Assists organisational volunteers to prepare and follow budgets
- Assists the Executive and BOD to formulate 3 year plans for long term planning

WHO WORKS WITH THEM?

Finance Committee
EBFF & SGF Committee

TERM

3 years

WHAT DO THEY DO?

Oversees all income and expenditure of the organisation

WHO DO THEY INTERACT WITH?

- President
- ITAA Administrator
- Executive committee members
- BOD

WHAT SKILLS/ABILITIES WILL USEFUL?

- Financial training and accounting knowledge, skills and training
- Business experience
- Prior experience as treasurer or accountant.

SECRETARY

WHO ARE THEY RESPONSIBLE TO?

President & BOD

SECRETARY'S ROLE SUMMARY

The Secretary's primary function is to ensure all meetings are recorded accurately:

- Provides accurate records of Executive and BOD meetings.
- Assists the President in all matters pertaining to setting up meetings
- Ensures official business is conducted in accordance with the Bylaws and guidelines
- Ensures all records are stored safely
- Coordinates committees responsible for governance
- Provides administrative support to the president and executive committee
- Communicates with board members and outside parties
- Updates the Procedures and Policy document

WHAT DO THEY DO?

Sets up Board and Executive Committee meetings
Takes minutes of meetings
Works with President to prepare for AGM's

WHO DO THEY INTERACT WITH?

- President
- Administrative Personnel
- Executive Committee members
- BOD
- Governance committee
- Nominations committee
- Awards committee

WHO REPORTS TO THEM?

Nominations Committee
Awards Committee

TERM

3 years

WHAT SKILLS/ABILITIES WILL USEFUL?

- Excellent computer skills
- Competent at managing online communications
- Good with processes and time management

DIRECTOR OPERATIONS

WHO ARE THEY RESPONSIBLE TO?

President, Executive Committee & BOD

DIRECTOR OPERATION'S ROLE

The Director Operations' primary function is to be responsible for the management of the operations function of the organisation.

- Maintains liaison with, advises and receives reports from designated committees
- Plans and manages the budget in consultation with the Treasurer, the finance committee, and the BOD
- Functions as the primary liaison between the Executive, BOD and the operations committees
- Assigns tasks to relevant committees for evaluation and response
- Works closely with the other Directors

WHAT DO THEY DO?

Attends Executive and Board meetings
Runs the Operations aspects of ITAA and co-ordinates with the assigned

WHO DO THEY INTERACT WITH?

- President
- ITAA Administrator
- Executive committee members
- BOD
- Ethics, Governance and Conference committees
- IT Committee

WHAT SKILLS/ABILITIES WILL USEFUL?

- Management and leadership skills
- Excellent time management and planning skills
- Setting goals and objectives
- Negotiation skills for performance expectations
- Monitoring progress
- Giving effective and timely feedback to colleagues

WHO REPORTS TO THEM?

Ethics Committee
Governance Committee
Conference Committee
IC committee

TERM

3 years

DIRECTOR DEVELOPMENT

WHO ARE THEY RESPONSIBLE TO?

President

DIRECTOR DEVELOPMENT'S ROLE

The primary function of the VP Development is support the growth of membership to the organisation.

- Identifies and solicits revenue-generating projects for the ITAA
- Assesses new project proposals and brings suitable ones to the Exec and BOD for approval
- Co-ordinates activities with the Communication Committee
- Identifies ways to enhance the reach and impact of the ITAA and Transactional Analysis among professional and lay communities
- Oversees the development of the website and the Social Media platforms of the ITAA
- Attends both the in-person and online meetings of the Exec and the BOD, regularly

WHO REPORTS TO THEM?

Communications Committee
Membership Committee
Social Engagement Committee

TERM

3 years

WHAT DO THEY DO?

Manage all matters pertaining to the development division of the ITAA.

WHO DO THEY INTERACT WITH?

- President
- Exec members
- BOD
- Administrative Personnel
- Script Editor
- Communications Committee
- Conference Committee
- Task teams, as required

WHAT SKILLS/ABILITIES WILL USEFUL?

- An interest & expertise in a range of communication strategies
- Engaging with people to draw them together and engender a spirit of building ITAA
- Setting goals and objectives, developing action plans and fulfilling them
- Negotiation skills for performance expectations
- Monitoring progress
- Giving effective & timely feedback to colleagues

DIRECTOR, PROFESSIONAL STANDARDS

WHO ARE THEY RESPONSIBLE TO?

President & BOD

VP PROFESSIONAL STANDARD'S ROLE SUMMARY

The VP Professional Standards is the manager of the IBOC and in coordination with the PSC establishes, standards for training of ITAA members.

- Liaises with IBOC, PSC, executive committee and and BOD
- Ensure scheduled exam and other activities are regularly available (oral examinations, Training Endorsement Workshops, etc.), both online and onsite
- Coordinates with the treasurer for the budget of the IBOC
- Coordinates with the chair of the PSC with regard to training standards and prepares reports for the board and the membership.
- Provides reports of IBOC activities to the board of trustees;
- Receives and refers to the board any dispute of policy or procedure set forth in the Operating Agreement or the Training and Examinations Handbook;
- Represents the ITAA and the IBOC on the TA World Council of Standards (TAWCS)

WHAT DO THEY DO?

Attends Executive and Board meetings
Serves in accordance with the IBOC Operating Agreement.
In coordination with the PSC establishes standards for training of ITAA members.

WHO DO THEY INTERACT WITH?

- President
- Administrative Personnel
- Executive committee
- BOD
- PSC
- IBOC
- Counterpart in EATA

WHAT SKILLS/ABILITIES WILL USEFUL?

- Demonstrated ability to negotiate performance expectations, monitor progress, and provide feedback to colleagues
- Ability to communicate effectively both orally and in writing

WHO REPORTS TO THEM?

Professional Standards Committee
The IBOC

TERM

3 years

DIRECTOR, RESEARCH & INNOVATION

WHO ARE THEY RESPONSIBLE TO?

President, EXEC and BOD and Members

DIRECTOR RESEARCH INNOVATION'S ROLE

- Plans and manages the research and innovation function of the ITAA including:
- Effective communications with all aspects of TAJ, Script, Webinars, Conference committee (in relation to the Scientific programme)
- Actively promotes learning in the ITAA community
- Plans and manages any budget of the function in consultation with the finance committee, the executive committee, and the board of trustees.
- Works collaboratively with the Director of all the other functions

WHAT DO THEY DO?

Manages all matters pertaining to the research and innovation function of the ITAA.

WHO DO THEY INTERACT WITH?

- President
- Administrative Personnel
- Executive Committee
- Members
- BOD
- EBMA Committee
- Research Award Committee

WHO REPORTS TO THEM?

TAJ Editors
ITAA Editor
ITAA Administrator
EBMA Committee
Research Award Committee
Education Committee
Chair of EBMA committee
Chair of ITAARA committee

TERM

3 years

WHAT SKILLS/ABILITIES WILL USEFUL?

- Demonstrated ability to negotiate performance expectations, monitor progress, and provide feedback to colleagues
- Effectively reflect on the needs of the members and with others, develop

REGIONAL REPRESENTATIVES

WHO ARE THEY RESPONSIBLE TO?

President & BOD

REGIONAL REPRESENTATIVE'S ROLE SUMMARY

The primary function is to represent the members for their regions

- Maintain contact with members and relay relevant issues to the BOD
- Contribute to the promotion of TA in the geographical region
- Attend 75% pf BOD meetings and respond to matters arising
- Contact members when memberships expire and encourage them to renew
- Serve on committees and participate in communication matters arising between meetings
- Actively participate in task teams
- Co-ordinate with each other to generate ideas and share best practice in services of their region
- Align with one of the Director roles to explore possibilities for growing into a role in the future

WHAT DO THEY DO?

Represents their geographic region
Bring issues of relevance to the attention of the BOD

WHO DO THEY INTERACT WITH?

- President
- BOD members
- Regional TA organisations

WHAT SKILLS/ABILITIES WILL USEFUL?

- Good communication and computer skills
- Flexibility for assisting with other tasks of ITAA as appropriate and time allows
- Good interpersonal and decision making skills when contributing at BOD meetings

WHO REPORTS TO THEM?

No one

TERM

3 years

Section 3c: Overview of the Committee Structures of the Board of Directors

Preamble:

The organisation is divided into six main functions that enable it to continue to grow and thrive. Each member of the Executive Committee ensures that his/her designated functions follow the strategic direction of the organisation.

The 6 Functions are:

- Finance
- Administration
- Operations
- Development
- Professional Standards
- Research and Innovation

Finance

The Finance function ensures the fiscally responsible management of the organisation's funds. The person holding the Treasurer role works with the following Committees:

- Finance committee
- Eric Berne Fund for the Future (EBFF) and the Scholarship Grants Fund (SGF)

Administrative Processes

The Administrative function ensures the effective functioning of the organisation and abides by the rules governing it. The person holding this role is the Secretary who oversees the following Committee:

- Nominations
- Awards

The secretary also sits on the Governance Committee (see Operations)

Operations

The Operations function ensures the ITAA operates within its bylaws and is an ethical global entity providing ongoing professional development by supporting inspiring and growthful conferences.
The person holding this role is the Director, Operations and oversees the following Committees:

- Ethics
- Governance
- Conference

Development

The Development function ensures the effective communication to its global members of all ITAA activities and takes into account the local and regional circumstances. It responds to membership issues and develops policy recommendations to the BOT that address any situation that arises and requires or demands the attention of the organisation. It works with the Partnership programme to ensure its members are consulted and their needs and wants are considered and addressed.
The person holding this role is the Director, Development and oversees the following Committees:

- Communications
- Social Engagement
- Partnership Programme

Professional Standards

The Professional Standards function ensures the rigorous and effective examination process is adhered to, so TA is held in high regard and its members are professionally competent and sound, TA service providers.
The person holding this role is the Director, Professional Standards and oversees the following Committees:

- International Board of Certification (IBOC)
- Professional Standards

Research and Innovation

The Research and Innovation function supports research and innovative developments in TA theory, information, and applications as well as stimulating ongoing self-development and professional growth.
The person holding this role is the Director, Research and Innovation and oversees the following Committees:

- Liaison Committee - Publications: TAJ & Script
- Eric Berne Memorial Awards (EBMA)
- Research Awards
- Education – Webinars and Podcasts

Appointments common to all Committees

All Chair positions are appointed by the Board of Directors on the recommendation of the Directors of the particular function.

All committee members are appointed by the Directors on the recommendation of the Chairs.

All terms of appointment will be for three (3) years. Members may be appointed for successive terms. When a position becomes vacant during the term of office, nominations can proceed as per usual process in the ITAA's Bylaws.

The number of people on each committee varies depending on the tasks the committee is undertaking at any given time.

All appointees to the BOT and committees will follow the prescribed procedure as in section 3b of this manual.

FINANCE COMMITTEE

works with the Treasurer

WHO IS THE CHAIR?

Finance Director

CHAIR OF THE FINANCE'S COMMITTEE ROLE SUMMARY

- An accurate overview of the financial position of the organisation
- Assisting Directors where appropriate with preparing budgets for their functions
- Updating Directors with actual spends
- Liaising with the ITAA Administrator in all financial matters
- Communicates regularly with the President so they are abreast of all financial matters
- Ensures all reports are prepared accurately and on-time for meetings and AGM
- Provide the President and BOD with new well thought out initiatives that promote TA and provide certainty and future prosperity of the organisation
- Provide full risk analysis of any or all of the ITAA functions to ensure fiscally responsible decisions are made by the BOD

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the nominations of the Chair of the Finance committee

WHO REPORTS TO THEM?

ITAA Administrator (in part)

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

HOW OFTEN THEY MEET?

Oversee the finances of the organisation

WHAT DO THEY DO?

WHO DO THEY INTERACT WITH?

- Finance Director
- ITAA Administrator
- Directors
- BOD members where financial matters arise

WHAT SKILLS/ABILITIES WILL USEFUL?

- Business
- Organisational
- Financial
- Diplomacy

Eric Berne Fund for the Future (EBFF) and Scholarship Grants (SGF) Committee

Responsible to the Treasurer

WHO IS THE CHAIR?

BOD on the recommendation of the President

EBFF AND SGF COMMITTEE ROLE SUMMARY

EBFF COMMITTEE SUMMARY

The Eric Berne Fund for the Future provides funding for research, for the promotion and use of Transactional Analysis, for building worldwide unity and for supporting professional standards.

SGF COMMITTEE SUMMARY

The Scholarship Grant Fund provides funding to promote training in Transactional Analysis for persons with limited financial means and a commitment to become certified.

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the nominations of the Finance Director

NUMBER OF COMMITTEE MEMBERS?

HOW OFTEN THEY MEET?

WHAT DO THEY DO?

WHO DO THEY INTERACT WITH?

Finance Director

WHAT SKILLS/ABILITIES WILL USEFUL?

- A good understanding of the ITAA structure
- An appreciation of the use of TA in the world community

WHO REPORTS TO THEM?

ITAA Administrator (in part)

TERM

3 years
Members may be appointed for a successive term

Nominations Committee

Responsible to the Secretary

WHO APPOINTS THE CHAIR?

BOD on the recommendation of the Secretary

CHAIR OF NOMINATION'S ROLE SUMMARY

The primary function is to ensure all candidates seeking to join the BOT, follow the prescribed procedure to be nominated.

- Ensures the timeline for nominations adhere to the guidelines
- Ensures prospective candidates have a clear list of documentation required and the deadlines are adhered to
- Informs the Script editor of the nominations received and the timeline for the process
- Ensures candidates are followed up to ensure all paperwork is received on time
- Informs the Secretary and Script editor of the complete list of candidates, on completion of the deadline
- Communicates with the Secretary and President for follow-up action, in the event of non-compliance on an applicant's part
- Ensures all procedures are carried out if multiple nominations are received for a given post

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

HOW OFTEN THEY MEET?

WHAT DO THEY DO?

Oversee the nomination process

WHO DO THEY INTERACT WITH?

- Nominated Candidates
- Secretary
- Script editor
- ITAA Administrator
- ITAA Editor
- Nominations committee
- President (when required)

WHAT SKILLS/ABILITIES WILL USEFUL?

An interest in the health of the organisation and ensuring good processes are in place and followed

Awards Committee

Responsible to the Secretary

WHO APPOINTS THE CHAIR?

By default, Secretary is the chair

AWARDS COMMITTEE ROLE SUMMARY

- Places a notice calling for nominations in the November issue of The Script each year
- The Chair of the committee receives nominations of candidates and distributes them to the committee. Committee members will identify when there is a conflict of interest
- The Committee assesses and scores the nomination and decides if the award should be presented to the nominee(s)
- Secretary notifies the successful nominee(s) and keeps the BOD informed
- The award is presented by the Chair of the Committee at the awards ceremony at the ITAA conference or AGM.
- Coordinates the award plaques and makes arrangements for the presentation of the award(s)

WHO APPOINTS THE COMMITTEE MEMBERS?

No one by default members are the EXEC members

WHO REPORTS TO THEM?

Not Applicable

TERM

Not Applicable as it constitutes EXEC

NUMBER OF COMMITTEE MEMBERS?

8
(Secretary, EXEC Members (6) and Past President or President-Elect)

HOW OFTEN THEY MEET?

WHAT DO THEY DO?

Work with ITAA Managing Editor to call for nominations.
The Committee Review the nominations and administer the granting of the ITAA

WHO DO THEY INTERACT WITH?

- Secretary
- President,
- EXEC

WHAT SKILLS/ABILITIES WILL USEFUL?

- A capacity to understand and analyse, research and evaluate the appropriateness of the nomination
- To work within a team to come to a considered decision
- Good Communication Skills accommodating sensibilities
- Networking Skills

Ethics Committee

Responsible to the ITAA Director Operations

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director Operations

ETHICS COMMITTEE ROLE SUMMARY

- Update and review the Code of Ethics at the request of the BOD or as the need arises
- Ensure a fair and equitable process for managing any petition
- Ensures all processes are followed prior to reviewing an Ethics petition
- Ensure all procedures are followed in the ITAA Ethics manual
- Report and make recommendations to the Board concerning the petition
- Serve as a consultant body to other TA organisations to revise and /or advise codes of ethics
- Serve as a consultant to other TA organisations to resolve disputed ethics decisions
- Assist ITAA members to think ethically

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

No more than 3 BOD members will serve on the committee at any one time

COMMITTEE MEMBERS

Jan Grant (Co-chair)
? (Co-chair)
Anne Tucker
Emma Haynes
Marina Rajan
Keiko Hoshino
John Evans

WHO REPORTS TO THEM?

Petitioner/s
Respondent/s

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

7

HOW OFTEN THEY MEET?

Monthly

WHAT DO THEY DO?

The committee as a preventive and remedial role in relation to ITAA Ethics

WHO DO THEY INTERACT WITH?

- President
- Board of Trustees
- Local Ethics committees
- ITAA members
- Petitioners
- Respondents
- Sponsors/Supervisors

WHAT SKILLS/ABILITIES WILL USEFUL?

- Excellent listening skills and calm presence
- Reflective, honest, open to feedback
- Good at following clear processes and
- where not clear, recommending improvements

CONFERENCE COMMITTEE

Responsible to the Director, Operations

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director Operations

CONFERENCE COMMITTEE ROLE SUMMARY

- Update and review the Code of Ethics at the request of the BOD or as the need arises
- Ensure a fair and equitable process for managing any petition
- Ensures all processes are followed prior to reviewing an Ethics petition
- Ensure all procedures are followed in the ITAA Ethics manual
- Report and make recommendations to the Board concerning the petition
- Serve as a consultant body to other TA organisations to revise and /or advise codes of ethics
- Serve as a consultant to other TA organisations to resolve disputed ethics decisions
- Assist ITAA members to think ethically

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

COMMITTEE MEMBERS

Vladimir (Chair)
Alessandra Pierini
Lucy Freedman
Michelle Thome
Rema K Giridhar
Sylvie Monin

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

6

HOW OFTEN THEY MEET?

Usually 1 per month or as necessary depending on conference preparations

WHAT DO THEY DO?

Identify conference opportunities Update conference procedures Deliberate online and onsite conferences

WHO DO THEY INTERACT WITH?

- Director of Operations
- ITAA Editor of The Script
- Director of Development
- Conference Co-sponsor Chair

WHAT SKILLS/ABILITIES WILL USEFUL?

- Good communication: verbal, written, and digital skills
- Very good relational skills – able to support and encourage and have a spirit of collaboration with different nationalities and cultures
- Creative skills
- Excellent win/win negotiation skills

Bylaws Committee

Responsible to the Director, Operations

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director of Operations

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

BYLAWS COMMITTEE ROLE SUMMARY

- Update and review the Code of Ethics at the request of the BOD or as the need arises
- Ensure a fair and equitable process for managing any petition
- Ensures all processes are followed prior to reviewing an Ethics petition
- Ensure all procedures are followed in the ITAA Ethics manual
- Report and make recommendations to the Board concerning the petition
- Serve as a consultant body to other TA organisations to revise and /or advise codes of ethics
- Serve as a consultant to other TA organisations to resolve disputed ethics decisions
- Assist ITAA members to think ethically

COMMITTEE MEMBERS

Jan Grant (Co-chair)
? (Co-chair)
Anne Tucker
Emma Haynes
Marina Rajan
Keiko Hoshino
John Evans

WHO REPORTS TO THEM?

Petitioner/s
Respondent/s

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

7

HOW OFTEN THEY MEET?

Monthly

WHAT DO THEY DO?

The committee as a preventive and remedial role in relation to ITAA Ethics

WHO DO THEY INTERACT WITH?

- President
- Board of Trustees
- Local Ethics committees
- ITAA members
- Petitioners
- Respondents
- Sponsors/Supervisors

WHAT SKILLS/ABILITIES WILL USEFUL?

- Excellent listening skills and calm presence
- Reflective, honest, open to feedback
- Good at following clear processes and
- where not clear, recommending improvements

Communications Committee

Responsible to the Director Development

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director Operations

COMMUNICATIONS COMMITTEE ROLE SUMMARY

Stimulate a worldwide interest in the theory and practice of Transactional Analysis by being part of ITAA

- Develop a new ITAA website and maintain its currency
- Produce all social media material and manage the accounts
- Disseminate information about the ITAA and transactional analysis to all interested parties
- Support the BOD and other ITAA committees to publicise internal activities and webinars
- Support the ITAA Conference co-ordinator to advertise the event
- Work cooperatively with other TA organisations to further the ITAA Mission
- Provide links to other related sites, joint membership and referral lists
- Respond promptly to website enquiries regarding TA or ITAA
- Facilitate the distribution and sale of ITAA products

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair
The Director of Development is the Chair of this committee

COMMITTEE MEMBERS

Michelle Thomé (chair)
John Fleming
Rema K Giridhar
Paula Rodrigues

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

4

HOW OFTEN THEY MEET?

once in a week or as and when the need arises

WHAT DO THEY DO?

Responsible for communication strategies that further the Mission of the ITAA.
Oversee how the organisation presents itself to members and public

WHO DO THEY INTERACT WITH?

- Director of Development
- President

WHAT SKILLS/ABILITIES WILL USEFUL?

- Aware of and able to implement effective communication strategies
- Excellent communications skills
- Effective interpersonal skills
- Ability to work collaboratively with a wide variety of people to achieve goals.

Partnership Committee

Responsible to the Director Development

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director of Operations

PARTNERSHIP COMMITTEE ROLE SUMMARY

- Identify TA associations around the globe
- Build communication channels with the TA associations
- Identify mutual interests for the members
- Identify ways to increase involvement and provide inclusivity, e.g.
  - Discounts on Conferences
  - Access to The Script
  - Invitation for ITAA free webinars

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

COMMITTEE MEMBERS

This committee is on hold until later in 2022

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

HOW OFTEN THEY MEET?

WHAT DO THEY DO?

Identify ways to support TA members and their associations to increase involvement in ITAA

WHO DO THEY INTERACT WITH?

- Director of Development

WHAT SKILLS/ABILITIES WILL USEFUL?

- Good interpersonal relationship skills
- Sense of importance about building an international TA community

Social Engagement Committee

Responsible to the Director Development

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director of Operations

SOCIAL ENGAGEMENT COMMITTEE ROLE SUMMARY

- Is responsible for highlighting and responding to the important social and environmental issues of our time in a way this is true to our TA philosophy and values and for providing ways for ITAA members to engage in dialogue on these global issues
- Reflect on the current social issues around the world
- Prepare webinars about a relevant topics
- Deliver two webinars per year for the TA community.

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

COMMITTEE MEMBERS

NUMBER OF COMMITTEE MEMBERS?

7

HOW OFTEN THEY MEET?

Monthly

WHAT DO THEY DO?

Offer two webinars per years on social issues identified around the globe.

WHO DO THEY INTERACT WITH?

- Director of Development
- ITAA members

WHAT SKILLS/ABILITIES WILL USEFUL?

- Curiosity about what is happening in the world.
- Empathize with the plight of others.
- Organisation of online events.

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for a successive term

Membership Committee

Responsible to the Director Development

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director of Operations

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

COMMITTEE MEMBERS

Rema K Giridhar (Co-Chair)
Marguerite Sacco
Anne Tucker
Cristina Caizzi

MEMBERSHIP COMMITTEE ROLE SUMMARY

- Identify strategies that will engender interest in people joining ITAA
- Identify what members would find valuable in joining ITAA
- Work with the BOD to stimulate ideas for greater membership involvement
- Identify regional perspectives that will enable greater involvement
- Identify people in the regions who have leadership, strategic and marketing skills to assist in making ITAA more accessible and inviting
- Review the Talent programme's fees every three years
- Review the world region's split among the representation at the BOD
- Maintain contact with the membership

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

7

HOW OFTEN THEY MEET?

Meet as when required

WHAT DO THEY DO?

Together think of ways that will help ITAA maintain and grow its membership
Address membership queries

WHO DO THEY INTERACT WITH?

- Director Development
- BOD

WHAT SKILLS/ABILITIES WILL USEFUL?

- Be able to think strategically as well as from a marketing perspective about strategies to engender interest in ITAA
- Good interpersonal relationship skills that build a sense of community
- Creative and spontaneous

Professional Standards Committee

Responsible to the Director Professional Standards

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director PS

PS COMMITTEE ROLE SUMMARY

Review current handbook:

- Adjust as needed for greater clarity
- Adjust to meet the rationale for ensuring training, examination and certification and examination processes meet the social change, diversity and ecological systems are sustainable

Respond to specific questions from members about the handbook

Work closely with IBOC to support the thinking behind operational activities

Seek additional support when specific themes require broader input, e.g. cross-cultural considerations

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

COMMITTEE MEMBERS

Karen Pratt (Co-chair)
Giles Barrow (Co-chair)

WHO REPORTS TO THEM?

No one

TERM

Open ended
No term has been discussed

NUMBER OF COMMITTEE MEMBERS?

2

HOW OFTEN THEY MEET?

Approximately once a month

WHAT DO THEY DO?

Ensure values-based training, examination & certification
Stay mindful of the need for social change to extend diversity, inclusion and ecological dimensions of the system

WHO DO THEY INTERACT WITH?

- VP Professional Standards
- IBOC

WHAT SKILLS/ABILITIES WILL USEFUL?

- Open communication with all members at all levels of the organisation
- Ability to think & act flexibly with an open mind, holding the tension between the vision for diversity and inclusion in the system as well as the upholding of professional standards.

International Board of Certification Committee

(IBOC) responsible to the Director Professional Standards

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director PS

IBOC COMMITTEEE ROLE SUMMARY

- Set standards for training and certification (with PSC)
- Manage all training contracts (CTA, TSTA etc.) including exceptions and expansions concerning those contracts.
- Organise Training Endorsement Workshops (TEWs).
- Administer written and oral exams
- Schedule and notify dates and location of all exams
- Supervise and monitor TSTA and CTA oral exams
- Certify successful candidates

WHO APPOINTS THE COMMITTEE MEMBERS?

BOT on the recommendation of the Co-Chairs and IBOC Manager

COMMITTEE MEMBERS

Sue Eusden
Jacqueline van Gent

WHO REPORTS TO THEM?

No one

TERM

3 years
Members may be appointed for successive terms

NUMBER OF COMMITTEE MEMBERS?

3

HOW OFTEN THEY MEET?

At least once in a week (co-chairs)

WHAT DO THEY DO?

Manage all aspects of ITAA exams

WHO DO THEY INTERACT WITH?

- Director Professional Standards
- Professional Standards Committee
- Exam candidates
- Examiners

WHAT SKILLS/ABILITIES WILL USEFUL?

- An open communication style towards ITAA members in all levels of the organisation
- Ability to set boundaries
- Ability to think and act flexibly with an open mind for individual needs
- Ability to work with volunteers
- Accuracy
- Technical prowess to organise exams and meetings online

TAJ Team

Responsible to the Director Research and Innovation (VP R&I)

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director R&I

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Managing Editor

TAJ TEAM

COMMITTEE MEMBERS

Sue Eusden
Jacqueline van Gent

TAJ TEAM ROLE SUMMARY

The Editor and Editorial Board report to the BOT on their activities as well as obtain approval for financial expenditure

They have sole and final authority for determining the content of the publication

- Solicit, receive and edit TAJ articles
- Support authors to final publication of the article or book review
- Keep up to date with publishers requirements
- Nominate the Editorial Review Board
- Confer with the Editorial Review Board when the article is first received

WHO REPORTS TO THEM?

Editorial Review Board

TERM

3 years
Members may be appointed for successive terms

NUMBER OF COMMITTEE MEMBERS?

HOW OFTEN THEY MEET?

4 times per annum

WHAT DO THEY DO?

Ensure TA is represented by a high quality respected journal

WHO DO THEY INTERACT WITH?

- Director Research & Innovation
- Authors
- Publisher
- Wider membership

WHAT SKILLS/ABILITIES WILL USEFUL?

- Capacity to evaluate the appropriateness of articles and offer critique and editorial support
- Ability to sensitively to accompany authors in the transition from first draft to publication

Webinar Team formed of representatives of ITAA & EATA

Responsible to the ITAA & EATA Presidents

WHO APPOINTS THE CHAIR/S?

Webinar committee

WEBINAR TEAM ROLE SUMMARY

- Team meets to discuss topics that will be relevant to ITAA & EATA membership as a way of stimulating discussion and application of TA for both personal and professional purposes
- Presenters can be from within and outside of TA
- The function of the webinars is to provide a place for discussion and development of new ideas
- Webinar participants are encouraged to join the discussion and contribute their ideas

WHO APPOINTS THE COMMITTEE MEMBERS?

EATA & ITAA Presidents in consultation with ITAA BOT & EATA Executive

COMMITTEE MEMBERS

Kristyna Tomonova (EATA Rep) (Chair)
Chitra Ravi (ITAA President)
Sylvia Schachner (EATA President)
Steff Oates (ITAA Rep)
Cristina Caizzi (ITAA Rep)
Leilani Mitchell (EATA Rep)

WHO REPORTS TO THEM?

Not applicable

SPECIAL CONDITIONS?

This committee commenced during COVID as a way to connect members

TERM

3 years
Members may be appointed for successive terms

NUMBER OF COMMITTEE MEMBERS?

6

HOW OFTEN THEY MEET?

6 times per annum

WHAT DO THEY DO?

Prepare, Advertise and run joint webinars that might be of interest to members as well as non-members

WHO DO THEY INTERACT WITH?

- Membership
- Speakers
  Script Editor
- EATA News Editor
- Director Development (Social media)

WHAT SKILLS/ABILITIES WILL USEFUL?

- Networking
- Zoom administration
- Capacity to capture the essence of the webinar and publish in the Script and EATA news

Script Editors

Responsible to the Director Research and Innovation (VP R&I)

WHO APPOINTS THE EDITORS?

BOD on the recommendation of the D R&I

SCRIPT EDITOR'S ROLE SUMMARY

- The Editors and Director R&I have the authority and responsibility for developing the content and format of the newsletter
- They have responsibility for reporting the activities to the Board of Directors and obtaining approval for financial expenditures
- Elicit articles and content for the Script each month
- See Policy document for details on decision making processes for *The Script* content

WHO APPOINTS THE EDITORS?

Managing Editor is contractor.
Editor is appointed by the BOT on the recommendation of the Director R&I

EDITORS

(Managing Editor)
Robin Fryer (ITAA Editor)

WHO REPORTS TO THEM?

No one

TERM

Managing Editor is contracted
Editor is a 3 year-term and may be appointed for successive terms

NUMBER OF COMMITTEE MEMBERS?

Minimum 3

HOW OFTEN THEY MEET?

6 times per annum

WHAT DO THEY DO?

Produce "The Script"; for gather and distribute information of interest to members

WHO DO THEY INTERACT WITH?

- Director Research & Innovation
- Managing Editor
- Members
- Publishing designer

WHAT SKILLS/ABILITIES WILL USEFUL?

- Proof reading
- Networking
- Providing Innovative ideas about content and layout

Podcast Committee

Responsible to the ITAA & EATA Presidents

WHO APPOINTS THE CHAIR/S?

ITAA BOD and EATA Executive Committee

PODCAST COMMITTEE ROLE SUMMARY

- Clarifies legal and financial implications of the production of podcasts
- Appoints a quality assurance team to be ratified by ITAA BOD and EATA Executive
- Works with 3PIYH to ensure quality podcasts that promote TA are produced and marketed appropriately to ensure wide accessibility
- To work with the ITAA and EATA's Teams to enable the widest possible promotion of the finished product

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD and EATA Executive on the recommendation of the Chair

COMMITTEE MEMBERS

WHO REPORTS TO THEM?

- 3PIYH
- Quality Assurance

SPECIAL CONDITIONS?

As this is a joint committee, decisions need to be ratified by both parties

TERM

3 years
Members may be appointed for successive terms

NUMBER OF COMMITTEE MEMBERS?

6

HOW OFTEN THEY MEET?

At least 4 times per annum

WHAT DO THEY DO?

Work with BOD and EATA Exec to ensure quality podcasts

WHO DO THEY INTERACT WITH?

- Podcast production company 3 People in your Head (3PIYH)
- Joint Quality Assurance Team
- TAJ Co-editors Team

WHAT SKILLS/ABILITIES WILL USEFUL?

- Ability to assess appropriateness and quality of the podcast
- Ability to engage others to become involved as quality assurance listeners
- Ability to offer creative ideas for future podcasts

Eric Berne Memorial Award (EBMA) Committee

Responsible to the Director Research and Innovation

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director Operations

EBMA COMMITTEE SUMMARY

The objectives of the EBMA committee are to:-

- Establish award processes and procedures
- Call for award nominations
- Evaluate nominations
- Recommend to the ITAA Board of Trustees, the name/s of award winner/s
- Make arrangements for the presentation of the award.

WHO APPOINTS THE COMMITTEE MEMBERS?

BOD on the recommendation of the Chair

NUMBER OF COMMITTEE MEMBERS?

HOW OFTEN THEY MEET?

WHAT DO THEY DO?

Give recognition to individuals who have made major contributions to transactional analysis.

WHO DO THEY INTERACT WITH?

- Director Research & Innovation

WHO REPORTS TO THEM?

- No one

TERM

3 years
Members may be appointed for a successive term

WHAT SKILLS/ABILITIES WILL USEFUL?

Research Award Committee

Responsible to the Director Research and Innovation

WHO APPOINTS THE CHAIR/S?

BOD on the recommendation of the Director R & I

RESEARCH AWARD COMMITTEE SUMMARY

- Places a notice calling for nominations in *The Script* for 15th October each year
- The Chair of the committee receives nominations of candidates and distributes them to the committee. Committee members will identify when there is a conflict of interest
- The Committee assesses and scores the nomination and decides if the award should be presented to the nominee(s)
- The Chair and Committee informs the VP R & I who notifies the successful nominee(s)
- The award is presented by the Chair of the Committee at the awards ceremony at the ITAA conference or AGM.

WHO APPOINTS THE COMMITTEE MEMBERS?

EATA & ITAA Presidents in consultation with ITAA BOD & EATA Executive

COMMITTEE MEMBERS

Chair: Rosanna Giacometto
Members:
Enrico Benelli
Deborah Blagden
Anne de Graaf
Mandy Lacy
James Sweeney

WHO REPORTS TO THEM?

Not applicable

TERM

3 years
Members may be appointed for a successive term

NUMBER OF COMMITTEE MEMBERS?

6

HOW OFTEN THEY MEET?

When a proposal is presented

WHAT DO THEY DO?

Work with ITAA Managing Editor to call for nominations. The Committee Review the nominations and administer the granting of the ITAA Research Award.

WHO DO THEY INTERACT WITH?

- VP Research & Innovation
- ITAA Managing Editor
- Nominators
- Award recipients

WHAT SKILLS/ABILITIES WILL USEFUL?

- A capacity to understand and analyse research and evaluate the appropriateness of the nomination
- To work within a team to come to a considered decision.

Section 3c: ITAA Administrator and Editor Positions

ITAA Administrator

WHO ARE THEY RESPONSIBLE TO?

President
Finance Director

OFFICE ADMINISTRATOR SUMMARY

Manages the day to day administrative functioning that includes the management of

- Finances – Maintain systems and produce reports
- Operations – BOD and implementing policy and procedures
- Membership – Maintain all related systems and communications
- Technical - Update and maintain all ITAA systems

TERM

On contract

WHAT DO THEY DO?

Provide day to day administrative support to the organisation to ensure it functions effectively and efficiently

WHO DO THEY INTERACT WITH?

- President
- Finance Director
- Executive committee members
- BOD members
- Members of ITAA
- Managing Editor

WHAT SKILLS/ABILITIES WILL USEFUL?

- Computer and Technical skills
- General Financial understanding
- Excellent communication skills

ITAA Managing Editor

WHO ARE THEY RESPONSIBLE TO?

President
Director Innovation and Research

MANAGING EDITOR SUMMARY

Prepares all ITAA written materials for:

- TAJ
- Script Newsletter
- ITAA website
- ITAA materials
- Awards
- Election of BOD members

Addresses all Permissions, Copyright and Trademark issues

Miscellaneous: Write reports, address editing issues, interface with others where required

TERM

Full time contract

WHAT DO THEY DO?

Responsible for all ITAA written materials

WHO DO THEY INTERACT WITH?

- President
- Director Innovation and Research and relevant committees
- TAJ publisher – Taylor & Francis
- Secretary
- BOD members
- Office Administrator
- Members of ITAA

WHAT SKILLS/ABILITIES WILL USEFUL?

- Excellent Editing skills
- Computer and Technical skills
- Financial reporting
- Excellent communication skills

Section 4: Detailed Role Descriptions

Preamble:

All elected officers of the Association are members of the Board of Directors, and the President, Past President and President Elect, Treasurer and Secretary as well as Directors, are members of the Executive Committee.

As noted at the beginning of this document, all people willing to fulfil roles will meet the following general criteria, skills and abilities:

- An ITAA member in good standing
- Communicates effectively both orally and in writing
- Gives a commitment to time necessary to fulfil the position
- Demonstrates the capacity to serve in management and leadership
- Demonstrates the ability to organize and plan effectively, set goals and objectives, develop action plans, carry out action plans, and meet objectives
- Open to continuous learning;
- Has the capacity and commitment to attend all BOT meetings
- Maintains confidentiality where appropriate
- Has excellent communication skills

As well, the appointee agrees to abide by the TA principles, Mission, Vision and Values as well as the ITAA Code of Ethics as well as the ITAA bylaws.

For each role on the ITAA Board etc. they will be a fully paid up ITAA member.

There is no financial recompense for any work done in the name of ITAA. These are all voluntary roles.

Note for all positions

Any trustee who does not attend three successive Board of Directors meetings will be disqualified from serving on the board (ITAA bylaws). Then, his/her position will be declared vacant unless the trustee has given reasonable prior notice of inability to attend.

The trustee can request a leave of absence that does not exceed 30 days. If the trustee suffers from an illness or disability that prevents him/her from attending meetings the board can waive the automatic disqualification.

The board can reinstate as appropriate and according to the ITAA Bylaws.

Should there be any conflict between these role descriptions and the Association bylaws, the language of the bylaws will prevail.

President

The President is the Chief Executive Officer, elected by the membership and responsible for presiding over all Board of Directors (BOT), Executive Committee and member meetings. He or she manages and oversees the work of the Association along with the BOT officers and the ITAA Administrator and Editor. The President has different roles during a 4-year term:

1. One (1) year as President Elect
2. Two (2) years as President
3. One (1) year as past President

General Functions

- Leads the work of the association in accordance with the bylaws and guidelines
- Represents the association to the public and the professional community
- Works with a team of Directors and Board of Trustee members to further the goals of the organisation
- Together with the Directors, oversees the appointments of chairpersons and members to committees and ensures they understand their roles and responsibilities following ratification by the board.
- Manages the contracts for all Administration of the organisation

Specific Functions

- Leads strategic long-range planning meetings and discussions of the Association
- Plans, chairs, and follows up on regular meetings of the Board of Directors, the Executive Committee and AGM
- Sets up and delegates task groups as appropriate
- Coordinates the work of the Directors, ITAA Administrator and Editor, and other working bodies of the Association
- Ensures the effective and smooth functioning of the BOT by attending to the group dynamics and process issues
- Oversees the Association's finances in conjunction with the Treasurer and ITAA Administrator
- Manages the budget allotted for the President's expenses
- Liaises closely with the contractual consultants of the ITAA Administration and Editor
- Responds to concerns and needs of members and working groups in the Association and sets up appropriate structures to address needs and concerns
- Co-operates and communicates with national and regional TA Associations in conjunction with the regional representatives around the world
- Oversees and manages timelines to ensure agreed actions are met
- Communicates with the membership via the Script
- Mentors the President Elect into the President's role
- Utilises the skills and abilities of the Past President to further the goals of the Association
- With the BOT, the President collaborates to resolve conflicts and crises
- Communicates and collaborates with the President of the EATA

Selection Criteria

It is normal for the person taking on this role to have had previous experience on the BOT and potentially one of the Director roles

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the President will:

- Show leadership, organise, plan effectively, set goals and objectives, develop action plans, set meeting objectives, and conduct board meetings
- Positively and effectively work with people and facilitate participatory involvement of volunteers by fostering a common vision for the ITAA and a spirit of service
- Produce results through others while generating positive support (e.g., negotiate performance expectations, monitor progress, provide feedback, and take appropriate action)
- Work toward common goals as a team member
- Operate a win-win negotiating style

President Elect

- The President Elect is elected for a one-year term immediately preceding his or her term as President
- The President Elect prepares for leading the Association and facilitates continuity by becoming familiar with the operations and leadership of the ITAA

General Functions

- Becomes familiar with the bylaws and guidelines and the structure and management of the Association as well as with the staff and Committee Chairs
- Develops plans for the following 2 years in consultation with the President
- Works with the nominations committee to recruit candidates for office who reflect the cultural diversity of the membership
- Attends in-person and telecommunication Executive, BOT meetings and any other meetings that are deemed necessary by the President
- Is proactive in initiating projects, in consultation with the President

Specific Functions

- Assists the President with some of his or her work as agreed between them
- Is an active and available apprentice to the President
- Acts as deputy when the President is unavailable
- Is aligned with the role of the President as appropriate

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the President Elect will possess the same abilities as the President.

Past President

Each President of the ITAA goes on to serve one more year as Past President. As such, this role is a support role to the incoming President and will:

- Be a member of the Executive Committee and the Board of Directors
- Attend in-person and telecommunication BOT meetings
    - Provide, when requested, guidance and continuity in the management of the Association.
- Take on specific assignments as requested by the President, serving in those areas best suited to his or her talents and interests

Treasurer

The Treasurer is the chairperson of the Finance Committee and is on the EBFF and SGF Committee.

General Functions

Oversees the entire financial operation of the Association and provides guidance to the IBOC.

Specific Functions

- Guides the Executive Committee and the Board of Directors in determining the annual budget
- Provides guidance on day-to-day decisions related to the expenditure of funds according to the budget when requested by the President or the ITAA Financial Administrator
- Consults with the President and ITAA Administrator on needs that occur outside the budget
- Helps develop proposals for the Board of Directors with regard to special needs
- Oversees the finance committee and the EBFF & SGF Committee
- Prepares easy-to-understand reports that interpret the financial status of the organisation to the Board of Directors
- Assists other volunteer leaders in developing and following budgets
- Reports quarterly to the Board of Directors and annually at the AGM to the membership on the financial status of the Association
- Assists the Executive Committee and Board of Directors to formulate 3-year plans for use in long-range planning for the Association
- Attends in-person and telecommunication Executive Committee and Board meetings

Selection Criteria

In addition to the general criteria, skills and abilities mentioned at the start of Section 4, the Treasurer will:

- Serve as a volunteer in the ITAA, on the Finance Committee and as a Committee Chairperson or Trustee
- Have a reasonable assessment of and commitment to the time necessary to fulfil the position
- Have a background in financial management or experience in management of voluntary Associations and businesses
- Be accessible for consultation
- Communicate financial and policy matters effectively
- Be able to interpret financial documents and develop financial plans
- Preferably have strong financial training, business experience, or prior experience as a treasurer

NB: Given the vital nature of this role to the organisation, where a suitably qualified person is not able to be found from within the membership of ITAA, the Board of Directors may contract out this role to a suitably qualified person.

Secretary

The Secretary is the chairperson of the Nominations Committee

General Functions

- Oversees and is responsible for a full and complete record of the proceedings of the Board of Directors and the Executive Committee
- Provides administrative support to the President and Executive Committee
- Assists the President in setting agendas for BOT and other meetings as well as setting up the logistics of meetings for both in person and online
- Assists the President in ensuring that the official business of the Association is conducted in accordance with the by-laws and guidelines
- Oversees the legal aspects of the operation of the Association in consultation with the Bylaws committee
- Supervises and maintains the Association's records
- Co-ordinates committees responsible for governance of the Association as appropriate
- Communicates with BOT members and outside parties as necessary and appropriate
- Updates the Procedures and Policy document as required

Specific Functions

- Takes the minutes of Executive Committee and Board of Directors meetings, makes these available online once they are approved
- Ensures good record keeping of all minutes and relevant documents
- Ensures the appropriate storage of all documentation in a safe online format
- Informs the President on matters arising from the minutes and carries out any follow-up asked for by the President
- Works with the ITAA Administrator and Editor as required throughout the year and specifically to prepare the annual board reports and materials
- Monitors and makes recommendations to the board concerning legal aspects, based on the bylaws of the operation of the Association in an international environment, including matters affecting members' rights
- Oversees the development and recording of changes in organisational structure and procedures of the Association, including the guidelines and bylaws
- Is a member of the bylaws and nominations committees
- Ensures minutes from committees are filed with the corporation records
- Undertakes any tasks appropriately and mutually agreed by the trustees
- Serves on other committees as needed
- Helps facilitate the award nomination and selection processes for the Muriel James Living Principles Award, the Hedges Capers Humanitarian Award, the Robert and Mary Goulding Social Justice Award, and the ITAA Service Award
- Attends in-person and telecommunication Executive Committee and board meetings

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the Secretary will:

- Have previously served on the ITAA Board of Directors or a standing committee
- Be a responsive communicator
- Demonstrate interest in the effective running of the Board of Directors and the Association
- Have a good understanding of the ITAA bylaws and guidelines
- Possess a high level of computer and internet skills and the time to fulfil the many functions of this role

Vice-President of Operations

The Director, Operations is responsible for the management of the Operations division of the organisation.

The Ethics, Conference and Governance Committees sit under the direction of this role.

General Functions

- Maintains liaison with, advises, and receives the reports of the ethics, conference and governance committees
- Plans and manages the budget of the operations division in consultation with the Treasurer, the Finance Committee, and the Board of Directors
- Functions as the primary liaison between the Board of Directors and Ethics, Conference and Governance Committees
- Communicates with the Chairs of the Committees to agree the relevant tasks, timeframes and methods of evaluation
- Works closely with the Directors of Development, Research and Innovation, and Professional Standards

Specific Functions

- Follows up on decisions of the Board of Directors with appropriate committee chairs
- Integrates the work of the committees to meet the overall concerns, activities, and goals of the organisation, as relevant to the role
- Co-ordinates with the Conference and ethics committees as well as the
- Governance Committee
- Liaises with the President … and where appropriate current chairs, to recommend appropriate new Chair roles of their portfolio committees as well as agree on the appropriate recruitment process
- Then remove Ethics and Conference Committee Chairs or add Governance Committee
- In the context of organisational needs and priorities, the Director works with the committees to prepare and manage their budgets
- With the Committees, prepares an annual report on their activities for the Executive Committee and the Board of Directors
- Attends in-person and online Executive Committee and BoT meetings
- Is thoroughly aware of the organisations bylaws as well as the , ***ITAA Code of Ethics and the ITAA Ethics Procedures Manual*** and abides by both in the manner in which they carry out their role

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the Director of Operations will:

- Have had previous involvement, preferably as a BOT member or as a Chair, with a committee of the ITAA or another volunteer professional organisation
- Serve in a management and leadership capacity
- Organise and plan effectively, set goals and objectives, develop action plans, and set and carry out meeting objectives
- Effectively negotiate performance expectations, monitor progress, and provide appropriate feedback to colleagues

Director of Development

The Director, Development is an elected officer of the ITAA Board of Directors who serves on the Executive Committee and the Board of Directors and is responsible for the oversight of the Communications, Social Engagement and Membership and Partnership Committees.

The Communications Committee sits under the direction of this role.

General Functions

- Plans and manages the work of the Communications committee of the ITAA
- Plans and manages the budget in consultation with the finance committee, the Executive Committee, and the Board of Directors
- Co-ordinates with the Directors Operations, Research and Innovation and Professional standards
- Explores ways to encourage membership

Specific Functions

- Identifies and solicits revenue-generating projects for the ITAA, assessing their relevance, profit potential, ethical propriety, and consistency with the mission and purpose of the Association as well embrace and apply their skills to fulfilling the strategic direction
- Directs the development of initial project proposals to be approved by the Executive Committee and the Board of Directors
- Chairs the communications committee
- Identifies and establishes means by which the image of and familiarity with the ITAA and Transactional Analysis can be enhanced among professional and lay communities
- Oversees the budget and development of the website and social media platforms and communicates with the team that manages those
- Appoints the Committee Chairs and task teams and recruits members for voluntary participation in conjunction with the President
- Oversees, Co-ordinates, and supports the work of the Committees under their portfolio
- Prepares an annual report on the activities for the Executive Committee and the Board of Directors
- Attends in-person and telecommunication Executive Committee, BOT meetings and the AGM
- Continually explores Initiatives for the partnership programme.

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the Director of Development will:

- Have skills in technology, social media platforms, marketing and business practices.
- Have familiarity with and involvement in forces and trends within the professional marketplace
- Have skills in managing a budget and engaging in product development (i.e., to accurately anticipate costs and forecast profit)
- Have participated in other professional and/or business organisations
- Serve in a management and leadership capacity
- Organise and plan effectively, set goals and objectives, develop action plans, and set and carry out meeting objectives
- Effectively negotiate performance expectations, monitor progress, and provide appropriate feedback to colleagues

Director of Professional Standards

This person is an elected officer of the Association, a member of the Board of Directors and the Executive Committee. He or she is the manager of the International Board of Certification (IBOC) serving in accordance with the IBOC Operating Agreement and in coordination with the Professional Standards Committee, establishes standards for training of ITAA members.

General Functions

- Is the liaison person for the ITAA to the International Board of Certification (IBOC), Professional Standards Committee (PSC), the Executive Committee, and the Board of Directors
- Coordinates with the Director's Operations, Development and Research and Innovation

Specific Functions

- Serves as manager of the IBOC in compliance with the IBOC Operating Agreement, which includes appointing committees and in liaison with the President, appointing committees and Committee Chairs
- Communicates with IBOC staff responsible for records
- Ensures that schedules activities are carried out in a timely fashion (oral examinations, Training Endorsement Workshops, (TEW) etc.), both online and onsite
- Coordinates with the Treasurer for the budget of the IBOC
- Coordinates with the Chair of the PSC with regard to training standards
- Provides reports of IBOC activities to the Board of Directors
- In coordination with the PSC, prepares reports for the Board and the membership
- Receives and refers to the Board any dispute of policy or procedure set forth in the Operating Agreement or the Training and Examinations Handbook
- Represents the ITAA and the IBOC on the TA World Council of Standards (TAWCS)
- Attends in-person and telecommunication Executive Committee and BOT meetings

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the Director of Professional Standards will:

- Regularly meets with members of the International Board of Certification
- Serve in a management and leadership capacity;
- Organise and plan effectively, set goals and objectives, develop action plans, carry out action plans, and meet objectives;
- Have good attention to detail
- Effectively negotiate performance expectations, monitor progress, and provide appropriate feedback to colleagues

Vice-President of Research and Innovation (VP R&I)

The Director of Research and Innovation is an elected official of the ITAA, serving on the Executive Committee and the Board of Directors, responsible for the management of the Research and Innovation of the organisation.

The TAJ and Script as well as EBMA and Research Committees sit under the direction of this role.

General Functions

- Plans and manages the TAJ and Script as well as EBMA and Research Committees
- Plans and manages any budget of the division in consultation with the finance committee, the Executive Committee, and the Board of Directors
- Works collaboratively with the Directors of Operations, Development and Professional Standards

Specific Functions

Be in ongoing communication with:

- TAJ Co-editors, managing editor and consulting editor
- The Script Editors
- The ITAA's publisher of the TAJ and chairs the liaison committee between publisher and ITAA
- Chair of the EBMA Committee
- Chair of the Research Award Committee

- Take an active role on the EATA/ITAA webinar committee
- Be involved (if invited) by conference committee in terms of Scientific programme
- Be active in promoting learning in the ITAA community
- Keep in touch with members through the ITAA Administrator if there are any TAJ queries

Aims and Objectives of the role

To be responsible for the intellectual property of the ITAA and find innovative ways to make TA theory more widely known, i.e. webinars, getting TAJ articles listed, increasing the citation index etc.

Timeline for the year

- Proofread the Script each month
- In regular contact (at least weekly) with the managing editor and the consulting editor (approximately monthly) with any TAJ queries
- In regular contact (approximately monthly sometimes more) with the TAJ publishers should issues arise, i.e. licensing for re-publication of TAJ articles
- Attend all BOT and Executive meetings
- Attend webinar committee meetings and webinars (3 times a year)
- Regularly communicate with co-editors should there be information to impart (approximately every two months)
- Communicate with EBMA Committee and Research Award committee around the awarding of these (once a year)

Regular procedures

- Plan webinars for ITAA members, partnership associations as well as EATA members
- Working with the EBMA committee when recipients of the award are identified
- Working with the ITAARA committee when recipients of the award are identified
- Chairing the ITAA Routledge Taylor and Francis liaison committee

Important rules/policies/guidelines

Recognising the importance of editorial independence of the TAJ team and negotiating a bridge between ITAA and the TAJ team such that they are a working partnership and the TAJ editorial team have editorial independence.

Frequently Asked Questions

- How long does it take after joining ITAA to get access to the TAJ?
- When will my TAJ hard copy arrive?
- How do I go about getting permission for re-publication or translation of a TAJ article
- Can I put my TAJ article on my website?
- Can I copy TAJ articles for my trainees?
- Can this information go in the Script?

What difference does the role make to the functioning of ITAA?

- Mutual respect and at the same time a separateness between the TAJ team and ITAA.
- Clear communication between the managing editor, the consulting editor and the publisher is vital.
- Clear communication between the members and the VP R&I is vital in terms of the ethics and responsibility towards copyright infringement of the TAJ.

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the Director of Research and Innovation will:

- Have skills in technology, social media platforms, marketing and business practices.
- Have familiarity with and involvement in forces and trends within the professional marketplace
- Have skills in managing a budget and engaging in product development (i.e., to accurately anticipate costs and forecast profit)
- Have participated in other professional and/or business organisations
- Serve in a management and leadership capacity
- Organise and plan effectively, set goals and objectives, develop action plans, and set and carry out meeting objectives
- Effectively negotiate performance expectations, monitor progress, and provide appropriate feedback to colleagues

Regional Representatives

Regional representatives are 'at-large' trustees nominated and elected by members within a designated geographic area.

Nomination and Election of "At Large" Trustees

Elections to the ITAA Board of Directors for Trustees who are not part of the Executive Committee will be geographically representative, according to the following procedure.

- Trustees will be resident in the region that they are to represent and will be elected by the voting membership from that region
- The election will be a staggered process that will take account of the geographical distribution of the membership
- Geographical distribution will be re-evaluated and corrected from time to time by the Board of Directors to assure equitable representation and geographical access to the Board of Directors

Currently, the BOT includes "At Large" Trustees representing the following geographic regions:

- Australasia - Australia, New Zealand, Singapore
- India/Asia - India, China, Japan, Korea
- Europe - Central and Eastern Europe
- North America
- Latin America
- Africa and the Middle-east countries

General Functions

- Fulfil the dual responsibilities of representing the interests of all members as well as the interests of members residing in a geographic region
- Serve the interests of regional members by maintaining contact with them and informing them of relevant projects
- Contribute to the promotion of Transactional Analysis in the geographic region they represent

Specific Functions

- Attend meetings of the Board of Directors and respond to matters arising in between board meetings
- Attend to the requests, suggestions, and needs of regional members and present this information to the Board of Directors
- Contact expired members to encourage them to renew
- Serve on committees are appropriate to their skills, abilities and available times
- Volunteer and actively take part in task teams as requested, have the skills and abilities and time availability
- Coordinate with each other to generate ideas and share best practices in service of their region
- Attend in-person and telecommunication board meetings
- Align with one of the VPs to explore possibilities of growing into the role for the following term. This would still follow the nomination process and is finalised only depending on the several aspects considered like availability of the individual, level of competencies.

Selection Criteria

In addition to the general criteria, skills, abilities mentioned at the start of this section 4, the Director of Development will:

- Ideally have served for one year or more on at least one ITAA committee or in an equivalent position in another TA organisation
- Have the ability to serve the ITAA as a whole while giving particular attention to the region they were elected to represent.

ITAA Administration

The ITAA Administrator holds the responsibility for the administrative aspects of the ITAA, reporting to the President.

The ITAA Administrator also works with other members of the Executive Committee as required by each role.

The Board delegates the appointment of the position to a committee consisting of the President and Treasurer. This committee determines the contracts and fees for the ITAA Administrator position, using the appropriate local contract schedules as a guide in the appointment conditions.

ITAA Administrator's Role

The role is in partnership with the BOT, where the function and the role of the Administrator is determined jointly by the President, Executive members and the ITAA Administrator.

Primary Responsibilities & Tasks

OPERATIONAL

- Support the BOT in designing and implementing policies and procedures as needed to increase the efficiency and effectiveness of the organisation's daily operations
- Manage the day-to-day operations of ITAA – membership, member inquiries, event setup and promotion, website maintenance
- Manage relationships with partners/vendors
- Ensure all state and city business licenses are maintained
- Be responsible for contents of ITAA storage unit as required and work to downsize the current unit
- Be available with the agreement of the President or other appointed Executive members to support Board members for special projects and events – online and live, including attendance as agreed. This might include attending live conferences, as relevant
- Miscellaneous responsibilities: Mail award plaques, books
- Periodically pick up mail at CPA office
- Attend Board meetings as agreed
- Meet regularly with the Board President or the President Elect or the Past President

MEMBERSHIP

- Manage and maintain membership database (currently in CVCRM):
    - Track payments *(in collaboration with the Finance Administrator)*
    - Manage manual payments from members as needed *(in collaboration with the Finance Administrator)*
    - Add new members, confirm renewals, stay on top of the multi-step process of student membership
    - Create weekly reports to Taylor & Francis for Journal access for new and renewing members (to be renegotiated once the new website is up and running).
    - Create monthly statistical reports for Board
    - Create quarterly expired member reports for Board and Taylor & Francis (to be renegotiated once the new website is up and running).
    - Manage automated renewal notices
- Secure E-Consent and Student Supervision forms from all members and maintain hardcopy and electronic file of all forms, as appropriate
- Respond in a timely manner to all member queries and forward as needed to Regional Representatives
- In partnership with the Director of Development, support to create more efficient renewal and new member onboarding procedures to increase membership (tied into the new website development)

TECHNICAL

- Maintain website and updates to the website. Board members and others will submit these updates to the ITAA Administrator, which are to be agreed with the President/other Executive members appointed to this role.
- Manage and maintain all ITAA technology:
    - Maintain logins and passwords for programs used by yourself and possibly Board members
    - Make purchases of new software, licenses, etc. as needed and in consultation with the Treasurer or President
    - Evaluate new software as the need arises
    - Organize and maintain the ITAA DropBox (in coordination with the ITAA Secretary)
    - Create and manage booking pages for ITAA events. For example, Eventbrite
    - Send regular marketing emails via Constant Contact as agreed with the President
- In partnership with the Director of Development and the Communications Committee, work closely with the new website development team to develop the new ITAA website to fruition; as work gets started, to be the primary point of contact for the web developer
- In partnership with the Director of Development, the Board of Directors and the Communications Committee, and in conjunction with the new website, work on rebranding and marketing efforts

ITAA Financial Administrator’s Role

The ITAA Finance Administrator holds the responsibility for the financial aspects of the ITAA, reporting to the ITAA Treasurer.

Primary Responsibilities & Tasks

FINANCIAL

- In collaboration with the Treasurer, manage, produce and maintain required financial reports and records for ITAA and its subsidiary organisation, IBOC
- In collaboration with the Treasurer, design and implement new financial procedures as needed to increase efficiency and effectiveness of accounting processes
- Provide monthly/quarterly reconciling and reports as needed
- Produce quarterly and year-end reports
- Work with hired CPA to ensure all federal and state taxes are filed
- Administer credit card payments for members as needed
- Account for donations, payments, refunds, expenses appropriately
- Make all payments to vendors and contractors
- Manage all invoicing, including for Script ads, TAJ translations and reprints, and book donations.
- Provide receipts and invoices for members when requested
- In co-ordination with IBOC staff, track PayPal payments and income, develop standard invoices and fee structure, produce reports
- Meet regularly with Board Treasurer

In collaboration with the Operational Administrator:

- manage and maintain membership database (currently in CVCRM):
- Track payments
- Manage manual payments from members as needed

ITAA Managing Editor Role

Responsible for preparation of ITAA written materials, including for the TA Journal, newsletter (Script), website, social media, and miscellaneous written communications.

Transactional Analysis Journal

- Receive new submissions, log in/create file/assign number/acknowledgment to author (with any questions), send to co-editors
- Prepare article files for review and send to reviewers, receive completed reviews and make sure co-editor in charge of the article receives them
- Correspond with co-editors/authors as needed during the revision/review process
- Once article is accepted, edit (copyedit, reference check for accuracy if needed, correct for English usage, some developmental editing if needed), make sure article is in TAJ/APA/publisher style, proofread, send proofs to authors with queries, collate corrections from author(s), do final proofing/corrections before sending to the printer
- Prepare article files for printing using relevant/appropriate formatting conventions, submit by publisher's preferred method, receive and proof printer's proofs, submit corrections, work with publisher production editor as needed to make sure all text/graphics are accurate
- Work with the ITAA Administrator in charge of mailing lists to make sure that the publisher has lists as needed
- Work with co-editorial team on issues related to journal: choose themes, handle difficulties/problems, craft emails to authors on behalf of team, update policies/guidelines/procedures; contact with editorial board, including potential new editorial board members and editors; bimonthly Zoom meetings and in-person conference meetings of co-editors and editorial board; interface with publisher

The Script Newsletter

- Work with volunteer editor, Board members/officers, Committees, staff, and others to develop content, send reminder to BOT/others for each upcoming issue
- Contact prospective authors/advertisers
- Write or copy edit material as needed; proofreading/corrections, prepare materials (text, photos, graphics) for desktop publisher, work with desktop publisher on layout, proof/do corrections on final proofs
- Work with desktop publisher to develop teaser
- Follow-up to make sure ads are invoiced; send PDF to partners for distribution to their members; keep Script content list and files

Website

- As requested, or if something that is outdated, prepare and/or edit text/materials for posting on website
- Work with relevant individuals on questions related to the website and updating materials as needed.

ITAA Materials

- Edit and/or write written materials
- Consult on design and formatting as requested or needed for journal, newsletter, website, social media, marketing efforts, etc.

Awards

- Answer inquiries for background/info on nominees, write up announcements of awards for newsletter/website, arrange for plaques (including developing text, proofing, communicating with engraver, arranging for mailing of plaques to recipients, etc.), keep lists of all award winners

Elections

- Work with ITAA Secretary to finalize nominations announcement each year for Script/website
- After deadline announce any unchallenged nominees in Script
- If more than one nominee for a position, work with Secretary and Administrator to develop ballot, deadline for sending, work with staff to arrange for printing/mailing/tabulating, announce winner(s) in Script

Permissions/Copyright/Trademarks

- Respond to all requests for permissions to republish and/or translate TAJ or Script articles
- Work with publisher on questions related to translations/permissions
- Work with ITAA/Taylor & Francis liaison committee on non-routine/complicated questions related to permissions/translation
- Address copyright issues as they arise
- Deal with questions related to trademarks

Miscellaneous

- Daily email (usually 1-3 hrs.), attend meetings of editors/committees/board/etc. as requested/needed in person or via Zoom
- Write reports as requested/needed
- Interface/consult with board/committee members, other staff, publisher, advertisers, etc. as needed/requested
- Keep files/archive of TAJ and Script materials
- Respond to miscellaneous inquiries from members and non-members on wide range of subjects

Overview of COMMITTEES

Executive Committee

The Executive Committee consists of:

President (2 year appointment)

President Elect (1 year appointment during odd years when the Past President is in their role)

Past President (1 year post Presidency)

Secretary & Treasurer (3 year Appointment – can be extended for one succession)

Directors (3 year Appointment – can be extended for one succession)

The Executive Committee serves an overall administrative function during the intervals between meetings of the Board of Directors, having the authority to make executive decisions made by the Board, to make decisions on behalf of the Board, to initiate actions or make recommendations, and to coordinate the activities of the ITAA functions. All actions of the Executive Committee are subject to review and/or ratification by the Board.

Ad Hoc Committees

Ad-Hoc Committees will be appointed by the President with the approval of the Executive Committee as needed to serve a specific purpose or to complete a specific task that has been contracted for. Ad-Hoc Committees report to the President and may be continued or discontinued at the next meeting of the Board or as contracted or needed.

Role Descriptions for Committee Chairpersons

Committee Chairpersons

The Chairperson is recruited by recommendation of the Director whose portfolio they relate to and in discussion with the President and by agreement of the Board.

The Chairperson discusses and recommends recruiting potential committee members with the appropriate Director and upon their agreement, is appointed with the agreement of the Board.

The Chairperson of each committee is responsible for planning, managing, and reporting on the activities undertaken by his or her committee in accomplishing its goals. The Committee Chairperson annually forecasts expenses and income related to committee activities, and submits a budget request to the appropriate Director preceding each budget year (calendar year).

The Committee Chairperson reports to the appropriate Director, who then presents the report to the Board of Directors at a scheduled meeting. They maintain ongoing communication with committee members, and arrange to conduct committee business by appropriate mechanisms. He or she presides over committee meetings, and acts as the representative for the committee in carrying out organisational business.

The Chairperson provides an annual report to their Director which is presented to the AGM.

Eligibility Requirements

The Committee Chairperson is an active member of the Association, is familiar with the committee goals and competent to perform the duties described therein, and doesn't have any conflict of interest with the functions of the committee or if a conflict of interest arises, alerts the Director so the matter can be addressed appropriately. (see a potential agreement between a Chair and their Director)

Skills Useful for Chairperson Roles

- Good Strategic, Planning and Time management
- Good chairing skills
- Excellent ability to actively listen
- Team building skills that develop respect and actively encourage members to contribute to developing constructive ideas so healthy and appropriate decisions can be make
- Enjoys inspiring and enthusing people to work together on a project

Skills Useful for Committee members

- Good team skills
- Ability to actively listen and fully contribute to the work of the committee
- Enjoys working cooperatively and constructively to the work of the committee

Treasurer Committees

Finance Committee

The Board of Directors on the recommendation of the Treasurer appoints the Committee Chair. The members of the Finance committee are nominated by the Chairperson of the Finance committee and appointed by the Board. The term of office for committee members is three (3) years with members' appointments staggered to provide continuity. The Finance Committee reports to the Treasurer.

The Finance Committee reviews, critiques, and makes recommendations for the management of funds and investments of the organisation. The Committee prepares a budget in consultation with the ITAA Finance Administrator for submission at the regular meetings of the Board of Directors. The Finance Committee oversees and coordinates the income and expenditures of the ITAA Sections, and develops long-range financial plans for presentation annually to the Executive Committee. The Finance Committee is responsible for long-range budget projections and management policy for capital assets.

Eric Berne Fund for the Future (EBFF)

Background, Criteria, Guidelines for Making Application

In 1983, The Eric Berne Fund for the Future was created by the ITAA Board of Directors "to establish into perpetuity, funds for the sponsoring of research, the promotion and use of Transactional Analysis, building worldwide unity and supporting professional standards."

General Information

- Grant applicants may be individuals or organisations, both not-for-profit and for-profit (special royalty or profit-sharing agreements may be required from for-profits).
- Priority is given to proposals which demonstrate an interest in the evaluation of the effectiveness of various applications of transactional analysis theory.
- Priority is given to those applicants who are current members of the ITAA.
- The amount of the award is determined by: the total amount of monies available within the Fund per fiscal year, the amount of money already distributed and the specific amount of money requested in each proposal.
- Funds will not be given for: general operating budgets and administrative expenses; capital or building funds; personal financial assistance.

Specific Questions in Determining the Appropriate Use of Transactional Analysis

- How does the applicant's program extend communication regarding the use of established principles of transactional analysis to places, persons and institutions that might otherwise be untouched by TA?
- How does the applicant's program support research in transactional analysis theory or practices, including clinical, educational and organisational uses?
- How does the applicant's program support the development of measurable professional standards or competency for the practitioners of TA in various settings?
- How does the applicant's program extend the impact of TA into a new area or build a bridge between transactional analysis and other disciplines?
- What is the educational or philosophical merit of the applicant's program?
- What is unique about the organisation or the applicant's program?
- How will ethical, fiscal and administrative responsibility be assured?

Suggestions for making application

While there is no formal grant application form, the following guidelines will be helpful in preparing a document for submission:

- Precede the main body of the proposal with a cover letter on appropriate letterhead with all demographics, title of the proposal and amount requested.
- Begin the main body of the proposal with the Title of the Project.
- List amount seeking with detailed budget.
- Identify the need or problem that will be met by the actions for which the funds are requested
- Include a specific statement of program objectives with expected outcomes
- Identify which population(s) would be included or would benefit.
- Include a brief timetable for the program.
- Identify with names, qualifications and experience of persons who would be involved
- A statement of how and when the success of the program can or will be measured.
- Identify other people who will be contributing funds.
- Anything else deemed important to showcase the endeavour.
- Contact the ITAA Administrator with any questions

Proposals:

Proposals are emailed to the ITAA Operational Administrator. They are reviewed and voted upon by the Fund Committee and presented to the Board of Directors of the ITAA for approval. Applicants will be notified within 90 days of the application being received by the ITAA Administrator.

SCHOLARSHIP GRANT FUND

Purpose Statement

The Scholarship Grant Fund Program was created by the ITAA Board of Directors to provide training in transactional analysis for members with limited financial means and a commitment to become certified.

Grants may be considered for the following purposes:

- Training in transactional analysis, including training fees, tuition for ongoing training programs or selected workshops, contract filing and examination fees
- Attending an ITAA conference, but limited to conference registration fees. Grants are not provided for travel and accommodation expenses
- Waiver of ITAA dues due to hardship
- An ITAA committee and/or board need that will benefit a reasonable portion of the membership of the ITAA
- Any ITAA member is entitled to one dues waiver only

Use of Funds

Grants are given from accumulated interest only. A maximum of twenty percent (20%) of the grant fund money may be used for dues and conference fees.

General Guidelines

- Grants are available to any ITAA member in any country. An applicant must have been a member of the ITAA for one year prior to making an application.
- Candidates for grants must complete applications and demonstrate economic need and the training supervisor must authorize this need in writing.
- A grant will be considered for anyone demonstrating substantial financial need and/or serving a special population.
- Funds may not be used for college or university study.

Training Grants

- Students may apply for grants at any time during the year, but the priority filing deadline is June 1st.
- The maximum grant to a candidate over a three-year period is $3,600.
- Upon approval of a grant, monies are allocated at the rate of $600 every six (6) months, for a total of $1,200 per year.

ITAA advanced members serving as supervisors are expected to make economic adjustments in training fees and charges to those in need to supplement the ITAA Scholarship Grant Fund.

ITAA Conference/Dues Grants

- Applicants for conference monies must apply for their grant at least three (3) months prior to an ITAA conference.
- No individual can receive grant monies to attend an ITAA conference more than once.

Procedures for Individuals

- The application process for grants involves the completion and return of two forms available from the ITAA Administrator:
    - an Application for Financial Aid form, which includes the ITAA supervisor's endorsement, the purpose of the grant, and how the grant will be repaid, and
    - an Applicant's Financial Statement form.
- The committee reviews grant applications, notifying the individual of approval or disapproval.
- The applicant is requested to acknowledge receipt of grants, and is expected to file a one-page report on the outcome of his/her training after receipt of the final grant payment.
- Individuals will inform the ITAA of all address changes.
- An ITAA Grant Fund staff member will process applications and maintain active correspondence with candidates and recipients.
- The individual's supervisor is informed of the grant payment. Prior to the processing of each payment, the supervisor is asked to complete the certification memorandum verifying continuation of training.
- When a training contract or membership in the ITAA is cancelled, all grant commitments are void.

Procedures for Committees and Board of Directors

Every six months the committee or Board chairperson will update the Scholarship Grant Fund on how the monies have been spent.

An ITAA Grant Fund staff member will process applications and maintain active correspondence with the committee or Board chairperson

Secretary's Committees

Nominations Committee

The Board of Directors appoints the Committee Chair who in turn nominates the committee members, as ratified by the Board. The term of office for committee members is three (3) years, and may be extended as relevant. The Secretary will represent the BOT on the Nominations Committee.

When a member of the Nominating committee is nominated for a position on the Board of Directors, that person will not take part in the nominations process for self, in order to avoid a conflict of interest.

In order to protect conflict of interest, current BOT members will not provide recommendations or participate in the nomination process and documentation in any manner.

The Nominations Committee shall consist of not more than seven (7) voting members and shall, in accordance with the provisions of the Bylaws and the eligibility requirements for each position, prepare a list of candidates for nomination to the Board of Directors of ITAA to be filled each year. The procedures and timetables for elections to the Board of Directors as contained in the ITAA Bylaws "Article 6. Elections" are to be followed.

The Nomination Process

The entire nomination process is handled by the Chair of the committee in close consultation with the ITAA Secretary.

- In the month following the AGM, the Nominations Committee Chair, in consultation with the Secretary, provides the list of BOT posts falling open for the following year
- An announcement of the open positions with an invitation for nominations, is posted in the Script
- The deadline for the receipt of nominations is set by the Secretary, in consultation with the BOT (Six months prior to AGM)
- All documents pertaining to the nomination process are to be sent by the candidates via email directly to the committee Chair
- The Chair holds the responsibility in ensuring that the documentation received adheres to the guidelines and to check with the ITAA Administrator if all the candidates and nominators have current and valid ITAA membership.
- On completion of the deadline, the Chair informs the Secretary of the nominations received.
- If more than one candidate has applied for a position, an election will take place for that post, as per the guidelines laid out in the bylaws.
- The election process is handled by the Secretary in coordination with the ITAA Operational Administrator and the Script Editor
- The Chair follows the protocol to ensure that the entire nomination process is carried out in a fair manner.
- The Chair, on occasion, may provide recommendations to the Director whose portfolio they represent, for eligible candidates for the various open posts. This might be in consultation with regional representatives who have knowledge of the members whose skills and abilities would be appropriate.

OPERATIONS Committees

Ethics Committee

The Board of Directors on the recommendation of the Director, Operations appoints the Committee Chair/s. The members of the Ethics Committee are nominated by the Chairpersons of the committee and appointed by the Board. The term of office for committee members is three (3) years . Because of the specialised nature of the work of this committee members may be re-appointed for successive terms.

The committee will review the manual from time to time or as requested by the BOT and make recommendations to the BOT on changes that will enhance its efficacy.

The Ethics Committee follows the procedures laid down in the ITAA Ethics' manual for handling ethical issues made about an ITAA member. The Ethics Committee follows the procedures laid down in the ITAA Ethics' manual for handling ethical issues made about an ITAA member. All Issues of Concern submitted to the Ethics Chair's will have first been raised by the Ethics Committee of the local TA Organisation Ethics' authority. Where no such authority exists the ITAA Ethics committee will handle the Issue of Concern or inquiry.

The ITAA Ethics Committee can serve as a consultant body to other TA organisations to develop and/or revise Codes of Ethics'. It also serves as a consultant upon the request of another TA organisation to resolve disputed ethics decisions within that organisation. The ITAA Ethics Committee does not serve as an appeals body for other TA organisation members. The membership of the Ethics Committee includes no more than three BOT Trustees.

Governance Committee

This committee is charged with the responsibility for ensuring the ITAA abides by the bylaws that govern the organisation and where appropriate, make suggestions for change that will enable the organisation to operate more efficiently and effectively.

The committee is also responsible for setting up and maintaining an induction process for all new members to the Executive and Board of Directors as well as ensuring the Procedures and Policy document is revised and updated as necessary. (It is the Secretary's role to update the manual.

The Board of Directors on the recommendation of the Director Operations appoints the Committee Chair. Members of the Governance committee are nominated by the Chairperson of the Governance committee and appointed by the Board. The term of office for committee members is three (3) years.

Goals of the committee are to:

- Review any proposed amendments to the Bylaws and Guidelines and where required
- Seek legal opinion before any changes are put to the membership vote
- See that the requirements in the Bylaws for Bylaw amendments are followed
- Set up and revise as necessary an induction process
- Make recommendations for any updates for the Procedures and Policy document

The chairperson submits an annual report to the Director of Development for presentation to the Board of Directors.

The Committee Chair works with the VP Operations and reports through that person to the Executive Committee and the Board of Directors to:

- Be available as a consultant body to advise the Board of Directors and other ITAA committee chairs on matters contained in the Bylaws, Guidelines and committee manuals
- Advise on matters that will enable the organisation to operate in a more effective and efficient manner that will improve processes for the Executive and Board Members as well as ITAA members

Conference Committee

The ITAA Conference Committee is responsible to the Board of Directors for producing all the ITAA-sponsored or co-sponsored conferences. The committee (in cooperation with any co-sponsoring organisation) has the authority to arrange and conduct the scientific program, arrange the social opportunities for attendees, and coordinate examination sites and committee meetings at Board approved ITAA sponsored and co-sponsored conferences. The committee is also responsible for the publication of conference promotional materials in the Script and on the ITAA website.

Goals

- The primary purpose of ITAA conferences is to advance the Mission statement of the ITAA (LINK).
- A secondary goal for each sponsored and co-sponsored ITAA conference is to raise revenue for the ITAA.

Conference Planning Structure and Responsibilities

The ITAA Board of Directors

- Approves ITAA-sponsored and co-sponsored conference sites
- Approves ITAA-sponsored and co-sponsored conference proposals
- Appoints ITAA Conference Committee co-chairs and committee members
- Appoints the Conference Planning Committee Convenor and committee membership (making these appointments jointly with any co-sponsoring organisation(s)

The Director Operations

- Recommends Conference Committee co-chairs and committee members for appointment by the Board
- Recommends Conference Planning Committee Convenor and committee members for appointment by the Board
- Works with the Chair of the Conference Committee to prepare a conference proposal for presentation to the Board

The ITAA Conference Committee chair

- Chairs the Conference Committee
- Allocate tasks amongst committee members
- Works with the Convenor/s of each conference to prepare a final proposal to present to the Board that includes a budget and a contract with any co-sponsoring TA organisation
- Recommends members for appointment to the Conference Committee
- Recommends to the BOT through the VP Operations, the Conference Planning committee Convenor/s and committee members for appointment
- Is part of the Conference Steering Committee for any conference
- In consultation with the VP Operations and conference proponents makes recommendations for conference sites

The ITAA Conference Committee

- Provides support and advice to the Conference Planning Committee Convenor and when it is an ITAA conference, to prepare a conference proposal, and to make a plan and implement the conference.

The Conference Planning Committee Convenor

All the relevant information is in the Conference Procedural Manual

The Conference Planning Committee

- Works under the chairmanship of the conference Convenor to plan and manage the conference for the chosen site
- See the Conference Procedural Manual

Schedule of Conferences

- The committee arranges at least one major conference per year, known as the ITAA annual conference
- One ITAA conference will be held in North America every three years, in Europe every three years, and elsewhere in the world every three years
- In situations where no conference is able to take place, virtual (online) conferences will be considered
- See the Conference Procedural Manual

Composition of the ITAA Conference Committee

The committee, appointed by the Board of Directors, consists of two Co-Chairs and not more than ten (10) committee members. The Co-Chairs are recommended by the Director, Operations. The Co-Chairs will recommend not more than ten (10) committee members

- Members represent geographic areas throughout the world, and ideally represent experience in areas of conference planning, e.g. budgeting, proposal writing, publicity, hotel contracting, Continuing Education Units (CEU's) etc.
- When conferences are co-sponsored, some members of the committee are recruited from co-sponsoring organisations.

Term of Appointment of Committee Members

- Members serve for three (3) years, which can be extended for an additional term, if relevant. Members may serve consecutive terms. Staggered appointments of co-chairs and committee members will be arranged to provide continuity. Members who have served on planning committees of previous conferences will be encouraged to become members of the Conference Committee.
- The Conference Committee members bring the experience from their respective regions, as advisors to assist the committee in making recommendations and decisions regarding sites and participation in the annual conference.

Other Committee Functions

- The Conference Committee makes available a proposal guide (contained in the Conference Manual LINK) to interested organisations who wish to co-sponsor the annual conference.
- The Conference Committee acts to promote and advertise the annual ITAA in consultation with the VP Development
- The Conference Committee acts to provide continuity and to maintain professional standards in conference planning. The Committee will encourage an innovative and contemporary scientific program with the input of Conference Planning Committees
- The Conference Committee updates the Conference manual as appropriate which describes the process in conference planning as well as outlines the standards and qualifications of designated conferences. This manual is available to the Conference Planning Committee to assist in the planning and production of the annual ITAA conference

Development Committees

Communications Committee

This committee is charged with the responsibility for using the various communication strategies to further the Mission of the ITAA. The Board of Directors appoints the Chairperson on the recommendation of the Director of Development. Members of the committee are recommended by the Chairperson and appointed by the Board. The term of office is three (3) years with staggered appointments to provide continuity.

The chairperson submits an annual report to the Director of Development for presentation to the Board of Directors.

Goals of the committee are to:

Stimulate a worldwide interest in the theory and practice of Transactional Analysis by being part of ITAA

- Disseminate information about the ITAA and transactional analysis to all interested parties
- Support the BOT and other ITAA committees to publicise internal activities and webinars
- Support the ITAA conference Convenor to advertise the event
- Work cooperatively with other TA organisations to further the ITAA Mission
- Provide links to other related sites, joint membership and referral lists
- Respond promptly to website enquiries regarding TA or ITAA
- Facilitate the distribution and sale of ITAA products

The chairperson submits an annual report to the Director of Development for presentation to the Board of Directors.

Strategies to achieve the committee goals include

- The ITAA Operational Administrator will, in liaison with the appropriate people, develop, maintain and regularly update the website in cooperation with the committee.
- Liaison with other ITAA & other Directors to develop TA related Internet projects
- Write regular columns for the ITAA Script newsletter to keep members informed.
- Encourage members to use on-line tools
- Maintain the ITAA event protocol and ensure it is regularly updated
- Develop a password protected area for members on the Website
- Develop a referral database of TA practitioners

The communications committee oversees how the organisation presents itself to its members as well as the public. It does this through:

- Developing and clarifying the Mission, Vision and Values of the organisation
- Marketing strategies to promote TA to its global audience
- Developing and then upgrading the ITAA Website so it is current, easy to navigate, alive and interesting
- Using Social Media platforms to inspire the global community for ongoing development of TA theory, ideas and connection.

The committee is also co-responsible for the growth as well as retention of ITAA members in collaboration with the regional representatives.

Partnership Programme Committee

Membership Committee

Social Engagement Committee

International Board of Certification Committee (IBOC)

The committee's responsibility is to manage the entire ITAA exam process to ensure the ongoing high professional standards of the examination process and resulting in competent TA professionals.

The Board of Directors appoints the Chairpersons (co-chairs) on the recommendation of the Director of Professional Standards. The Co-chairs recommend a person to fulfil the role of IBOC administrator. The term of office is three (3) years with staggered appointments to provide continuity.

The co-chairs submit an annual report to the Director of Professional Standards for presentation to the Board of Directors.

Goals of the committee are to:

Ensure that all aspects of examination criteria, examination processes and certification are administered in accordance with the handbook.

- With the Professional Standards committee, review and set standards for training and supervision for all levels of TA certification
- Manage training contracts for all levels of professional certification (CTA, TSTA etc.)
- Review and set standards for exceptions and expansions concerning ITAA contracts for training and supervision
- Administer all ITAA written and oral exams for all levels of certification
- Supervise CTA and TSTA oral exams and monitor the exam process
- Certify successful candidates
- Agree, monitor and organise all exam processes
- Organises Training Endorsement workshop
- Ensure the examination handbook is kept updated and remains current on the ITAA website

The chairperson submits an annual report to the Director of Development for presentation to the Board of Directors.

Strategies to achieve the committee goals are:

- The IBOC Administrator, in liaison with the Co-chairs, organises the venue, dates and method of examining (online or in person) for all exams
- Notification is made to examiners of the exams so sufficient staffing is available
- Examiners are provided with support to ensure they are able to fulfil their examination roles and responsibilities
- The IBOC Administrator ensures all examination requirements of the candidates are met

The specific tasks of the IBOC are to:

- Endorse and manage official documents
    - Endorse contracts
        - CTA (Certified Transactional Analyst)
        - TSTA (Training and Supervising Transactional Analyst)
    - Endorse 101 instructors
    - Manage expansion requests
    - Manage extension requests
    - Manage exception requests
    - Manage change of principal supervisor requests

- File all relevant IBOC emails and documents
- Organise exams: (either online or in person)
    - Written CTA exams, through the Regional Exam Coordinators (REC’s)
        - Oral online or in-person CTA exams, twice a year
        - Online or in-person TSTA exams, twice a year
    - Theory, Organisation, Ethics (TOE) segment
    - Supervision segment
    - Teaching segment
- Certify successful candidates in CTA and TSTA exams
- Organise the online TEW workshop:
- Twice a year; the actual work is done by a TEW coordinator in cooperation with the IBOC administrator
- Managing appeals:
- Responding to (assessing and processing) appeal requests concerning IBOC related matters, e.g. exam results
- Managing various queries about IBOC matters

Professional Standards Committee (PSC)

The committee is responsible for ensuring the professional criteria to attain Certified Transactional Analyst (CTA), Provisional Training and Supervisory Transactional Analyst (PTSTA) and Training and Supervisory Transactional Analyst (TSTA) standards are maintained at an appropriately high standard and meet the requirements of the various fields of application: Counselling, Education, Organisation and Psychotherapy.

The Board of Directors appoints the Chairpersons (co-chairs) on the recommendation of the Director of Professional Standards. The Co-chairs recommend a person to fulfil the role of IBOC administrator. The term of office is three (3) years with staggered appointments to provide continuity.

The co-chairs submit an annual report to the Director of Professional Standards for presentation to the Board of Directors.

Goals of the committee are to:

- Work with the International Board of Certification to review and set standards for training and supervision for all levels and fields of TA certification.
- Ensure training standards are set and maintained at an appropriately high standard as well as are appropriately culturally diverse.
- Additional support is brought in where specific themes require broader input, e.g. cross-cultural consideration for examining and training.

The chairperson submits an annual report to the Director of Development for presentation to the Board of Directors.

Research and Innovation Committees

Liaison Committee

This committee is responsible for ensuring the membership is inspired to continual professional as well as personal growth. Members of the committee are recommended by the Chairperson and appointed by the Board. The term of office is three (3) years with staggered appointments to provide continuity.

The chairperson submits an annual report to the Director of Research and Innovation for presentation to the Board of Directors.

The Editorial Board

The Editorial Board has the authority and responsibility for producing the *Transactional Analysis Journal (TAJ)* and special publication projects sponsored by the Editorial Board. While the Editor and Editorial Board will be directly responsible to the Board of Directors for reporting their activities and obtaining approval for financial expenditures, the Editorial Board has the sole and final authority for determining the content of these publications.

The Editorial Board shall consist of the Editor and up to twenty-one (21) Editorial Board members, will serve for a term of three (3) years. Terms are rotated so that each January, seven (7) new members replace those members whose terms are expiring. Recommendations for the Editor and the Editorial Board members (whether for 3-year terms or to fill vacancies) are submitted by the current Editorial Board to be approved by the Board of Directors. Special editors may be appointed by the Editorial Board in addition to the Editorial Board Members. The Editor or any member may be removed for cause on the recommendation of the Editorial Board by a 2/3-majority vote of the Board of Directors.

Script Committee

The Script Committee has responsibility for producing *The Script,* the official newsletter of ITAA, and for gathering and distributing information of interest to TA Associations and individual members. The Editor of *The Script* and *Script* Committee members have the authority and responsibility for developing the content and format of the newsletter, while having responsibility for reporting its activities to the Board of Directors and obtaining approval for financial expenditures. The President or the Board of Directors may require certain material to be published.

TAJnet

The TAJnet is an Internet site created by the ITAA as an extension of TAJ. It receives, processes and publishes scientific articles related to the theory and practice of transactional analysis. This journal aspires to be a viable resource.

TAJnet is a rapid publication, peer review electronic journal for people in the broad field of the helping professions including: psychiatrists, psychologists, psychotherapists, social workers, psychiatric nurses, medical professionals, corrections administrators and officers, military trainers, educators, social scientists and organisational development professionals, Graduates, Undergraduate students and practitioners.

This journal also publishes articles for those with no previous exposure to transactional analysis. It also offers suggested articles for those persons on an intermediate level, that is, for persons familiar with the theory but have not yet reached a stage of advanced knowledge and application.

The TAJ net Editorial Board Chairperson is appointed by The Board of Directors on the recommendation of the Director of the ITAA Operations Division. Its editor is an associate editor of TAJ and works under the TAJ editor.

The members of the Editorial Board are recommended by the Editorial Chairperson for appointment by the Board of Directors.

Term of office for the Chairperson and members of the editorial board is three years from the date of appointment.

The TAJ Editor selects a panel of TAJnet resource experts to read and evaluate articles for publication.

The TAJ net Editorial Board Chairperson is responsible for the design of the website, that is: creating a logo, evolving a format and getting clearance from the Board and the Editor.

The TAJ net Editorial Board Chairperson is responsible for international promotion of TAJnet.

Eric Berne Memorial Award Committee

The Eric Berne Memorial Award in Transactional Analysis was established to give recognition to individuals who have made major contributions to transactional analysis.

The committee is comprised of a Chair and a maximum of nine (9) Members. The ITAA Board of Directors appoints the Chairperson of the committee on the recommendation of the committee members and the Director Research & Innovation. The Board appoints members of the committee on the recommendation of the Chairperson of the committee.

Term of office: Chairperson three (3) years; Committee members three (3) years

The objectives of the EBMA committee are to:-

- Establish award processes and procedures
- Call for award nominations
- Evaluate nominations
- Recommend to the ITAA Board of Directors , the name/s of award winner/s
- Make arrangements for the presentation of the award.

The appointment of the Chair and committee members and the procedures for the granting the award are according to those outlined in the EBMA manual **(LINK)**

Research Awards Committee

The Hedges Capers Humanitarian, Muriel James Living Principles and the Robert & Mary Goulding Social justice awards committee.

This committee appointed by the Board will administer the granting of the Hedges Capers Humanitarian and Muriel James awards as laid down in the guidelines and procedures manual for those awards. (See Appendices #2; # 3 & #5)

Section 5: Membership

Preamble:

Membership is inclusive and open to all persons, and includes all races, creeds, ethnic groups, religions, age, sex, sexual preference, penal servitude, political association, and disabilities.

Applicants become members when they meet the requirements for membership and pay the membership fees. The Board of Directors may revise membership fees from time to time.

ITAA Bylaws

The corporation has members within the meaning of the California Non-profit Corporation Law. Categories of membership are established by the BOT. The rights and obligations of members are established in the Bylaws and the resolutions adopted by the BOT or the voting members. The BOT shall also determine and publish, from time to time, the qualifications, membership fees, and benefits applicable to each membership category. In applying for membership, applicants agree to abide with these Bylaws.

The categories of members are:

Full Member

Full members are voting members, and include any person who applies, and pays requisite membership fee. They include but are not limited to those who hold an IBOC recognised certification (i.e. CTA, PTSTA, TTA, STA, or TSTA).

Student Member

Student Members are voting members who pay a reduced fee and receive benefits as determined by the BOT.

Admission to this membership is appropriate for individuals who are students of Transactional Analysis with pre-Certified Transactional Analyst trainee status or are full-time university students. Applicants must provide endorsement by either a Provisional Training and Supervising Transactional Analyst, a Training and Supervising Transactional Analyst or a *bona fide* university.

Honorary Member

Honorary Members are voting members appointed from time to time by the BOT; they receive membership benefits without a fee for whatever period is determined by the BOT.

Retired Member

Regular Members who have retired from employment and/or practice may apply for a reduction in fee and are voting members.

Life member

Life Membership can be conferred by the BOT to any person who has given distinguished service to the Association. On completion of their term of office, Presidents are automatically appointed as Life Members. Life Members are voting members as defined in the ITAA Bylaws.

Life Members are persons who have given distinguished service in furthering the Mission of the Association, and who have demonstrated the values specified in the Bylaws of ITAA in their service to the Association and/or their work in encouraging the growth and development of Transactional Analysis.

They will be elected at an AGM by the membership on the nomination of the Board of Directors. Life Members have the privileges of free membership to the Association.

Section 6: Policy and Processes

NOMINATION AND ELECTION OF OFFICERS

The ITAA Nominations Committee will work in collaboration with the BOT to identify candidates who have the skills and abilities who are willing to serve in the positions described above and appointed by the Board of Directors.

ELECTION POLICY

Ballot tabulation.

The ITAA Operational Administrator or someone designated by the Executive Committee may determine the method by which election ballots are arranged: presented, collected and reported on.

Setting policy

Election policy is set by the Board of Directors to meet the requirements of the Bylaws and the guidelines are on the ITAA Website (LINK). They are based on the recommendations of the Nominations Committee.

Preferential voting

In the election of the President Elect, should the Initial ballot not produce a majority, the preferential system of voting will be used. After all the first-choice votes for each candidate are counted, the candidate with the lowest number of first-choice votes will be eliminated, and his or her ballots will be redistributed among the remaining candidates based on the voters' second choices. The reallocation process will be repeated until a clear majority for one candidate is obtained.

Election Timeline

The election timeline follows the guidelines as prescribed in the By-Laws, in consultation with the Board. The deadlines in this process are determined on the following page. (**LINK)**

AMENDMENTS

The Board of Directors may amend the Procedures Manual, except that any amendment that diminishes or adversely affects the rights of any category of voting membership shall require the approval of the voting membership.

GENERAL PROCEDURES PERTAINING TO THE BOARD OF DIRECTORS AND THE ITAA COMMITTEES NB: Discussions are in play for a fully integrated system to manage all communications between Executive and BOT members)

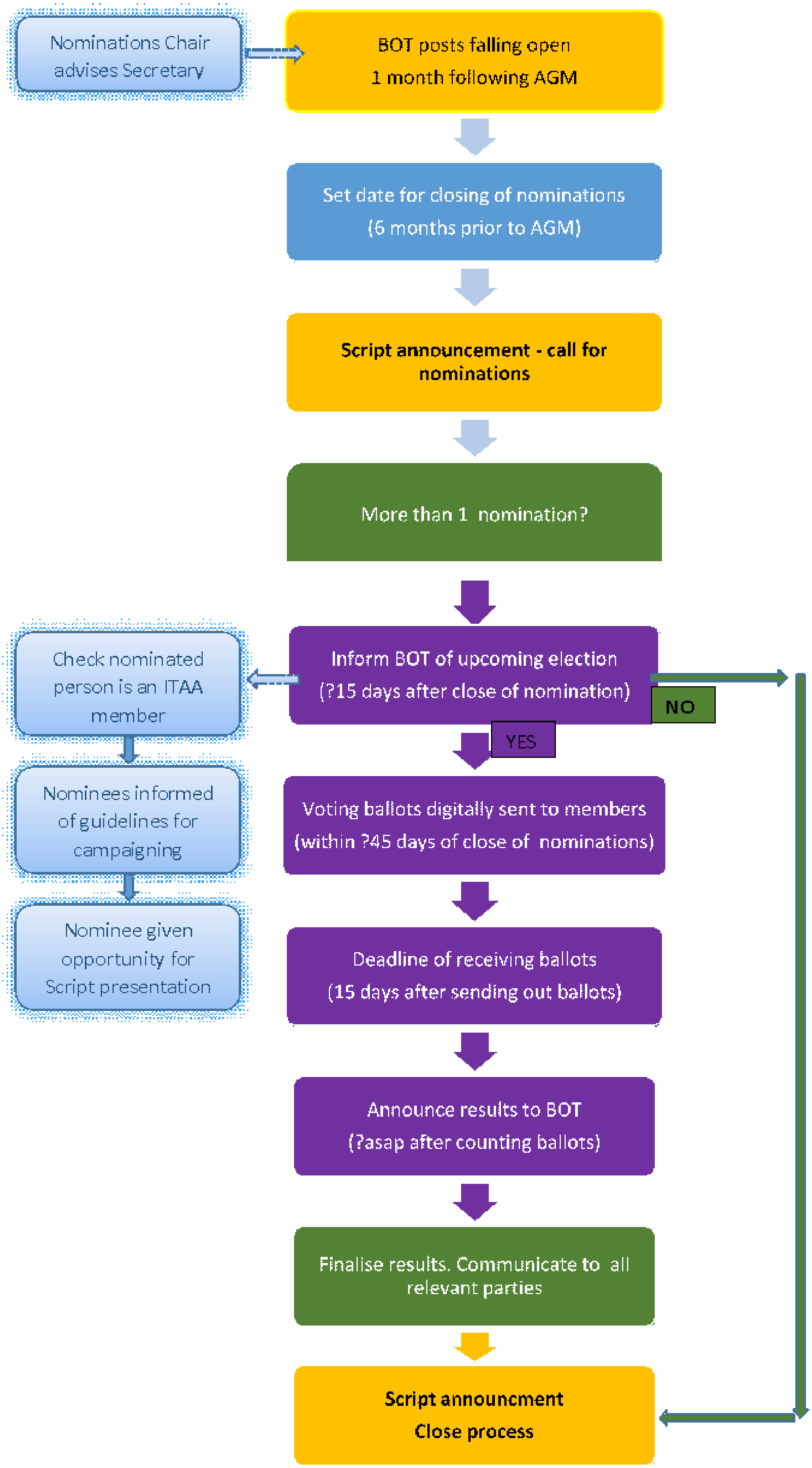
Email responses:

In order to reduce the number of emails that are exchanged in the BOT, the group is encouraged to be aware of the norms as follows, of responding to emails.

- Only those who are on the 'To' addressee list are to respond to emails. Those who are on cc, are copied only for FYI.
- The subject line is to be changed with the relevance to the content each time an email is sent to the Executive members or BOT members. Tracing these emails becomes easier at any later point of time, should they need to be recalled and referred to.

Booking of ITAA or ITAA-EATA Webinars (Need to add in the Protocols developed by the VP Development)

- Webinars are announced by Committees such as the Social Engagement Committee and the Webinar Committee, the Professional Standards Committee, the Ethics Committee, etc.
- This procedure facilitates streamlining of Webinar dates, so that there's no clash with others being planned.
- Any Committee which has decided on the dates for a Webinar will send the information via an email to the ITAA Secretary as well as the ITAA Operational Administrator, to confirm that these dates do not coincide with other Webinars being planned.This benefits the membership by:
    - Allowing sufficient planning time for the members to enable maximum attendance


Nominations Chair advises Secretary
BOT posts falling open
1 month following AGM
Set date for closing of nominations
(6 months prior to AGM)
Script announcement - call for nominations
More than 1 nomination?
Inform BOT of upcoming election
(?15 days after close of nomination)
NO
YES
Check nominated person is an ITAA member
Nominees informed of guidelines for campaigning
Nominee given opportunity for Script presentation
Voting ballots digitally sent to members
(within ?45 days of close of nominations)
Deadline of receiving ballots
(15 days after sending out ballots)
Announce results to BOT
(?asap after counting ballots)
Finalise results. Communicate to all relevant parties
Script announcment
Close process

Election Campaign Guidelines

Preamble. These guidelines are intended to assist in maintaining a spirit of collegiality and essential fairness in all ITAA elections and to keep the amount of campaigning and electioneering for trustee positions within established procedures as permitted under the ITAA bylaws.

Endorsement of Candidates

- Individual members may endorse candidates for elected positions within the ITAA, provided that such endorsement makes clear that it represents the personal view of the endorser.
- If such personal endorsements are made by individuals holding an elected, appointed, or honoured position within the ITAA, such individuals may not mention their position within the organisation as part of the endorsement.
- ITAA resources may not be used for the purpose of supporting any one candidate over another.
- The electioneering use of newspaper or journal advertisements is prohibited.
- The Association's newsletter (*The Script*) may be used to report the candidacy of members and election results provided that the report is included as a news article and all candidates for a nominated position are represented.
- Those people who hold contracted Administrative positions of the ITAA are to refrain from electioneering in any form, including making personal statements regarding the qualifications of any candidate.

Campaign Statements

Candidates may furnish written statements to appear in the ITAA newsletter (*The Script)*. Such statements will be confined to a discussion of issues facing Transactional Analysis and the ITAA as well as a personal biographical sketch. Statements made by nominees for President Elect may not exceed 500 words; for other officers statements may not exceed 250 words; and for members of the Board of Directors, statements may not exceed 250 words.

Campaign Spending and Membership Appeal

- Mass mailings or group emails to the membership on the part of a candidate for elected position or on behalf of that candidate by other individuals or organisations are prohibited. While it is appropriate for nominees to elected positions within the ITAA to communicate their platforms and qualifications to the membership, mass emails / mailings are deemed inappropriate because they create the possibility of unfair economic advantage for some nominees.
- Individual personal letters or phone calls to friends and colleagues are appropriate.
- Form letters or "Dear Colleague" type emails or letters sent by an individual, a group of individuals, to a group of persons on a mailing list are not acceptable practice.

Dissemination of Information on Electioneering

The campaign procedures are to be published around the October/November issue of *The Script* newsletter at the same time and along with the announcement of the Nominating Committee's selection of candidates for election.

The Nominating Committee Chair will send my email, a copy of the election campaign guidelines (LINK) to each candidate at the time their nomination is official.

BOARD OF DIRECTORS

STAGGERED ELECTIONS

Elections for all Board positions are staggered according to the following chart

ITAA - BOT ELECTION CHART 2018 - 2026

POSTS	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Past President			D.Salters		Elana Leigh		Chitra Ravi		President 2024-25
President	D.Salters (2)	D. Salters (3)	Elana Leigh (1)	Elana Leigh (2)	Chitra Ravi (1)	Chitra Ravi (2)	President-Elect of 2022-23 (1)	*President-Elect of 2022-23 (2)*	*President-Elect of 2024-25 (1)*
President Elect	Lynda Tongue	Elana Leigh		Chitra Ravi		Open		Open	
VP Operations	Emily Keller (3)	Chitra Ravi (1)	Chitra Ravi (2)	Alessandra P (3)	Alessandra (1)	Open (2)	Same as 2021-22 (3)	Open (1)	*Same as 2024-25 (2)*
VP R&I	Elana Leigh (3)	Steff Oates (1)	Steff Oates (2)	Steff Oates (3)	Steff Oates (1)	Steff Oates (2)	Steff Oates (3)	Open (1)	*Same as 2024-25 (2)*
VP Development	Izumi Kadomoto (1)	Izumi Kadomoto (2)	Deepak D (3)	Deepak D (1)	Deepak D (2)	Deepak D (3)	Open (1)	*Same as 2023-24 (2)*	*Same as 2023-24 (3)*
VP Professional Standards	Thorsten Geck (3)	Thorsten Geck (1)	Thorsten Geck (2)	Thorsten Geck (3)	Thorsten Geck (1)	Same as 2021-22 (2)	Same as 2021-22 (3)	Open (1)	*Same as 2024-25 (2)*
Treasurer	A. Geethan (3)	John Oates (1)	John Oates (2)	John Oates (3)	John Oates (1)	John Oates (2)	John Oates (3)	Open (1)	*Same as 2024-25 (2)*
Secretary	Sumithra SK (1)	Sumithra SK (2)	Sumithra SK (3)	Sumithra SK (1)	Rema Giridhar (2)	Rema Giridhar (3)	Open (1)	*Same as 2023-24 (2)*	*Same as 2023-24 (3)*
Regional Rep - Europe	Alessandra. P (2)	Alessandra. P (3)	Alessandra. P (1)	Sylvie Monin (2)	Sylvie Monin (3)	Open (1)	Same as 2022-23 (2)	*Same as 2022-23 (3)*	Open (1)
Regional Rep - North America	Michael Harsh (3)	Michael Harsh (1)	Michael Harsh (2)	Michael Harsh (3)	Lucy Freedman (1)	Same as 2021-22 (2)	Same as 2021-22 (3)	Open (1)	*Same as 2024-25 (2)*
Regional rep - Australasia	Christine Kalin (1)	Christine Kalin (2)	Christine Kalin (3)	Anne Tucker (1)	Anne Tucker (2)	Anne Tucker (3)	Open (1)	*Same as 2023-24 (2)*	*Same as 2023-24 (3)*
Regional Rep - India/Asia	Prathitha G (1)	Prathitha G (2)	Prathitha G (3)	Prathitha G (1)	Prathitha G (2)	Prathitha G (3)	Open (1)	*Same as 2023-24 (2)*	*Same as 2023-24 (3)*
Regional Rep - Africa & Middle East	Alex Oostveen (3)	Alex Oostveen (1)	Alex Oostveen (2)	Alex Oostveen (3)	Open (1)	Same as 2021-22 (2)	Same as 2021-22 (3)	Open (1)	*Same as 2024-25 (2)*
Regional Rep - Latin America	W. Holloway (3)	Michelle Thome (1)	Michelle Thome (2)	Michelle Thome (3)	Michelle Thome (1)	Michelle Thome (2)	Same as 2021-22 (3)	Open (1)	*Same as 2024-25 (2)*

***All BOT terms run from AGM to AGM and the newly elected office bearers assume their responsibilities after the AGM, usually held in July or August of every year**

* The BOT terms begin and end after the AGM in July/August and go on for 3 years; unless otherwise indicated.

*A BOT member can serve on not more than 2 consecutive terms in the same role.

*The nominations for an Open post are invited in the last quarter of the preceeding year.

* The President's role is structured for a 4-year time-frame: 1 year as President-elect, 2 years as President and 1 year as Past-President

* At any given point, there will be either a President-elect or a Past President in active roles in the BOT - not both

POLICIES

APPENDIX

Glossary for the Bylaws

Various other documents as noted