

TEAM CHARTER

Team Name: Kentucky Association of Test Administrators @ Colleges (KATAC)
Starting Date: November 5, 2012
Team Purpose: KATAC is bringing together a wide range of testing professionals who meet, interact, communicate, and learn from each other.
Membership: Kentucky and regional test administrators
Responsibilities: <ul style="list-style-type: none"> • NCTA State Liaison (appointed position): Tammy Duddy (incumbent) • Conference Committee Chair (2-year term elected position): Cindy Sproehnle (incumbent) • Facilitator: Membership Committee Chair (2-year term elected position): Shara Freeman (incumbent)
Relationships: <ul style="list-style-type: none"> • NCTA commissioned this team. • Peer Organizations: OCTA, FACTA • NCTA State Liaison will be recorder/reporter to other organizations; method TBD
Meetings and Team Policy Statements: <ul style="list-style-type: none"> • Meeting Schedule: <ul style="list-style-type: none"> ◦ Initial planning meeting by Nov 1, 2013 ◦ State conference held in Spring—date TBD by Conference Committee by Nov 1, 2013 • Agenda <ul style="list-style-type: none"> ◦ Will be determined by Conference Committee and published by Membership Committee Chair by one month prior to Conference • Minutes <ul style="list-style-type: none"> ◦ Record of team's decisions, findings, action assignments ◦ Responsibility: NCTA State Liaison will send out minutes electronically within a week of meeting. • Decisions to be made by consensus whenever possible to foster discussion on matters of importance that could become divisive; voting should be kept to routine decisions or elections. • Action Assignments should be completed according to a schedule determined by committee chairs.
Ending Date: Never!