Alberta Tech Alliance Association Charter

The Alberta Tech Alliance Association (ATAA) oversees competitive youth robotics programs in Calgary, Alberta. ATAA's programs operate in concert with the *FIRST* ('For Inspiration and Recognition of Science and Technology') Robotics Program.

FIRST Core Values
- *Impact*: Creating meaningful positive change in student's lives.
- *Commitment*: Continuing a culture of high involvement and output.
- *Community*: Providing a welcoming space for team members of all backgrounds.
- *Innovation*: Making creative thinking and engineering a cornerstone.
- *Teamwork*: Helping those around you to make each other better.

ATAA Students and Team Members Demonstrate those values by*:*
- Embracing challenges and hard work.
- Interacting with peers, mentors, other teams, and the community with kindness and respect.
- Striving for excellence in all that we do.
- Understanding that failure is really just an opportunity to learn.
- Taking initiative to learn, grow, and become leaders in their community.
- Believing that many voices and ideas make better robots, better teams, and better communities.

Our vision is to create best-in-class competitive youth robotics teams that engage and deeply impact lives. To **build people** from students into multi-talented adults. We partner with our **community** to offer a path for our team members to succeed in business, school, and beyond.

Mission:
ATAA mirrors the mission of *FIRST*® - to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Goals:
As an organization, we aim to create competitive success for the teams that we support. Our goal is to be consistently known for high performing teams, and to consistently qualify for top level competitions. We believe that by emphasizing a winning attitude, our team members grow in the best ways.

Individual teams under ATAA are free to work towards more specific goals and challenges as they see fit. Ambition, passion and dedication to the craft is who we are.

Strategy:

ATAA works to ensure that its programs, team members and events are given room to grow and pursue big goals. We believe that success comes from being given the space to learn, powered by underlying organizational stability. Financial and in-kind resources are crucial to our success.

Partnering with local businesses, potential future locations of employment for our students, and causes in the local community are all crucial elements of ATAA. We believe that our focus on STEM and the impact we can have is life-long. Making connections with industry representatives grows that potential.

Board Structure:
The board consists of a minimum of six board members and a maximum of eleven. Board members are recruited and asked to serve for a minimum of two years, with a suggested maximum of 10 consecutive years of service. We believe that this will encourage a balance between stability and fresh thinking. A previous board member may return after a 2-year break.

Board Recruitment and Selection Process:
Members of the board are recruited through a process lead by the Membership and Recruitment committee. As board positions become available the committee seeks potential board members that fulfill the following criteria:

- Involved with 1 or more of the ATAA teams as a parent/legal guardian, mentor, volunteer or sponsor for minimum of 2 years and 100 active hours of volunteer effort;

And/or

- Has been an active volunteer in good standing of another *FIRST* or other charitable organization, demonstrates a passion for supporting youth programs in Calgary and possesses demonstrable skill/knowledge that fulfills a gap in expertise that is currently missing from the board as assessed annually.

Once recruited, interested potential board members are to be nominated, seconded and then voted in by existing board members when there are vacancies.

Board Executive Roles:
   i.   President
  ii.   Vice president
 iii.   Secretary
  iv.   Treasurer

Other Executive Positions that may be needed by the organization
- Director of Programs - (must have *FIRST* knowledge with at least 2 years of >100 hours of hands on experience)
- Director of Sponsorship

Board Members at Large Roles (optional and non voting):

- Industry Representative (to be held by Industry representative, and/or sponsor eg ISA)
- Mentor Representative – active mentor of either FTC or FRC team
- Parent/Legal Guardian Representative - must have a student currently in either the FTC or FRC program
- Student Representative - must be a student currently in either the FTC of FRC program

Board Committees:

- Audit
- Bylaws & Policies
- Buildspace & Maintenance
- Safety & Risk Management
- Membership & Recruitment
- Communications and Public Relations
- Technology and IT

Meetings:

The board meets at least **10** times each year. The board may choose to hold additional meetings if necessary to carry out responsibilities effectively.

Decisions of the board are to be evidenced by resolutions passed at meetings of the board, or if necessary, resolutions in writing. These are to be recorded in the minutes of the meeting.

The Secretary of the NPO (Non Profit Organization) is to act as the Secretary of the meetings. The Secretary is to provide a copy of the draft minutes of each meeting of the board to each board member within 7 days of each meeting.

The board will hold an Annual Information Session no later than October 31 of each year, the goal of which is to increase stakeholder understanding of the ATAA. All team members (students) and their parents or legal guardians will be invited to such information session where the board will share information on the structure and make up of the board and the financial condition of the organization. In addition, information shared at this session may include a projected calendar of events and work schedule, how parents or legal guardians may become involved and what the teams need from the parents/legal guardians for the coming competition year.

Board Responsibilities:
The board bears the ultimate responsibility for the NPO. The board carries out this responsibility through a stewardship role. If applicable, the board delegates the day-to-day management of the NPO to the CEO and management team, and if no such management team is in place, the Board fulfills these roles. To fulfill its stewardship role, the board has responsibility for:

- Overseeing the development and implementation of the strategic, financial and operating plans.
- Overseeing the development by management of a process to identify, manage and monitor the principal risks faced by the NPO.
- Requiring management to implement and maintain appropriate internal controls and management information systems.
- If applicable, appointing a chief executive officer and other officers of the NPO, defining management's duties and limits of authority, overseeing management's performance and approving its compensation.
- Overseeing management succession and management development plans.
- Requiring management to maintain an effective stakeholder communication program, including a process by which stakeholders (Mentors, Students, Parents/Legal Guardians, Sponsors, and others) and other interested parties may communicate directly with the board or with individual board members.
- Overseeing and approving the NPO's annual report and its distribution to internal and external stakeholders.
- Appointing an audit committee comprised of three board members who are independent of management and have financial expertise to be responsible, on the board's behalf, for the oversight of the NPO's independent auditors.
- Appointing other committees that the board considers necessary to enable it to carry out its responsibilities effectively, and to delegate to those committees any of the powers of the board it deems appropriate.
- Adopting, amending or repealing by-laws of the NPO and monitoring the NPO's compliance with those by-laws and with its ***statutory and fiduciary obligations***.
- Adopting or amending the NPO's code of ethics and monitoring the NPO's compliance with that code.
- Other decisions that are required to be made by the board of directors, or as may be reserved by the board of directors, to be made by itself and are not otherwise delegated to a committee of the board of directors or to management.

Each Board member is asked to serve on a minimum of 1 committee, which is estimated to require 20 hours of effort annually.

Board Performance:
The board will conduct a formal assessment of the performance and effectiveness of itself, its committees and individual board members every two years.

The board will review its mandate on an annual basis to ensure that it remains appropriate to the circumstances of the NPO and of the board.