

## **ATA COMMITTEES**

**(Suggested “generic” charges extracted from the 1999-00 specific charges)**

### **ATA/Deloitte and Touche Teaching Innovation Awards**

**Charge:**

1. Solicit applications from ATA members by placing a notice in the Fall *ATA Newsletter*.
2. Select the winners and notify the ATA President and the Dean and Department Chair at the winners' institutions.
3. Arrange for a panel discussion or workshop at the AAA Annual Meeting or the ATA Mid-Year Meeting at which the award winner(s) will present their innovations.
4. Investigate publication of abstracts of the award-winning innovations in *JATA*.
5. Arrange for printing of award-winning materials for distribution to the ATA's members.
6. Arrange for the plaques, award checks, and presentations by an AA representative or a committee member at the ATA annual program luncheon.

### **ATA/PricewaterhouseCoopers Doctoral Dissertation Award Committee**

**Charge:**

1. Review solicitation and selection guidelines (formalized in 1992-93 in conjunction with Awards Committee).
2. Solicit applications from ATA members by placing a notice in the Fall *ATA Newsletter*.
3. Select the winner and notify the ATA President and the Dean and Department Chair at the winner's institution.
4. Arrange for the plaque, award check, and presentation by a Price Waterhouse representative or a committee member at the ATA annual program luncheon.

### **ATA Tax Manuscript Award Committee**

**Charge:**

1. Review solicitation and selection guidelines (formalized in 1992-93 in conjunction with Awards Committee).
2. Solicit nominations of published research by ATA members by placing a notice in the Fall *ATA Newsletter*. (At least one author or co-author must be an ATA member.)
3. Select the winner(s) and notify the ATA President and the Dean and Department Chair at the winner's institution.
4. Arrange for the plaque(s) and presentation(s) at the ATA annual program luncheon.

## **Accreditation and Curriculum Issues Committee**

### **Charge:**

1. Develop on disk a database of course syllabi for a tax course (Tax I, Tax II, Corporations etc.).
2. Organize and coordinate an exchange of syllabi at the Mid-Year meeting.
3. Work with the AICPA Tax Education Subcommittee on course content recommendations.
4. Work with the Mid-Year Meeting Planning Committee to ensure that at least one session related to curriculum issues is offered at the Mid-Year Meeting.
5. Address accreditation and curriculum issues as they arise.

## **Annual Meeting Program Committee**

### **Charge:**

1. Coordinate the committee's efforts with the AAA Annual Program Committee and investigate the possibility of joint sessions with other AAA sections and with other national tax organizations.
2. Review solicitation and selection guidelines for papers to be presented, panel discussions, session chairpersons, and the luncheon speaker.
3. Solicit papers, speakers, moderators, and discussants for the annual program.
4. Select papers, speakers, moderators, and discussants for the annual program.
5. Arrange all program details, including time and room assignments, video and audio equipment, luncheon menu, speaker's gift or honorarium, and display of ATA publications and membership material. Coordinate these activities with the ATA membership committee and the various ATA awards committees.
6. Prepare and distribute the Annual Meeting Blue Book at the Annual Meeting.

## **Awards Committee**

### **Charge:**

1. Review the ATA Awards Committee Manual as it relates to Awards Committee procedures and the criteria for the subject awards.
2. Solicit nominations from the membership for the Ray M. Sommerfeld Outstanding Educator Award and the ATA Service Award by placing a notice in the Fall ATA *Newsletter* and any other method that the Committee deems appropriate. Prior year nominations should be reviewed to determine if they merit continued consideration.
3. Select the award recipients, if any, and notify the ATA President.
4. Arrange for the presentation of the awards by a committee member at the annual program luncheon.

5. Update the ATA Awards Committee Manual and pass it on to the next committee.  
**NOTE:** There is no requirement that either of the above awards be made every year. However, the decision not to make an award in a given year basically constitutes a decision by the current committee that none of the nominated/considered parties is currently qualified for the subject award. Such a decision should not be made lightly and is not binding on future committees. The Committee may impose additional criteria beyond those specified in selecting a single winner from a group of qualified candidates. However, such additional criteria should not be used to determine qualifications for the awards.

### **Computer Resources Committee**

#### **Charge:**

1. Assist the ATA Page Master in the maintenance and expansion of the ATA Home Page.
2. Help ATA members to compete successfully for grants. Publicize information on funded grant proposals in the *ATA Newsletter*.
3. Publicize innovative uses of the computer and the Internet for classroom use through the *ATA Homepage*.
4. Assist the *JATA* software editor in obtaining software reviews.
5. Work with the Mid-Year Meeting Committee on technical sessions involving computer applications.
6. Participate by sending one representative, preferably the chair, to the meetings of the Publications Committee.

### **Concerns of New Tax Faculty Committee**

#### **Charge:**

1. Develop a session for new and first-time faculty at the Mid-Year Meeting in conjunction with the Membership Committee.
2. Identify new members to the ATA and encourage them to attend the Mid-Year Meeting by way of a personal letter.
3. Investigate whether a working paper listing can be developed for the ATA Home Page.
4. Welcome and introduce new faculty attending the Mid-Year Meeting at the opening luncheon.
5. Work with the Membership Committee to identify new tax faculty listed in the Hasselback directory who do not belong to the ATA and send them a personal letter inviting them to join (include membership forms).
6. Work with the Teaching Resources Committee to encourage new faculty to more fully use the Teaching Consultants Program.
7. Send letters to tax doctoral students and encourage them to attend the Mid-Year Meeting and join the ATA.

## **External Relations**

### **Charge:**

1. Identify IRS, Treasury, Congressional officials and others who would be interested in ATA members' research.
2. Determine an appropriate method for communicating ATA members' research to interested parties.
3. Contact IRS and Treasury officials to identify research topics that would be beneficial for ATA members to pursue.
4. Make the ATA members aware of any research conferences that ATA members could attend.
5. Communicate with the IRS and Treasury to determine if there are projects of mutual interest that can be coordinated between the two committees.
6. Determine whether there are projects that are of mutual interest between the ATA and other organizations (ABA, AICPA etc.) and work on any identified projects.

## **Graduate Tax Education Committee**

### **Charge:**

1. Work with the AICPA Tax Division to determine what synergies can be developed between the Tax Division's Tax Education Subcommittee and the ATA. (**Note:** During 1998-1999 Dick Weber was the current liaison from the Subcommittee to the ATA and Ellen Cook was on the Subcommittee.)
2. Consider developing a database of graduate tax syllabi (corporate, estate and gift, international, research, flow-through entities) and an appropriate means of distribution (disk, Web page, etc.) to interested ATA members.
3. Consider organizing an exchange of syllabi for selected graduate tax courses at the Midyear Meeting.
4. Gather data about the assessment of student learning outcomes in graduate tax programs and determine the appropriate means of distribution for the information to interested ATA members.

## **JATA Conference Committee**

### **Charge:**

1. Coordinate the JATA Conference activities with the Midyear Program Committee.
2. Solicit and select the papers for the current year's JATA Conference.
3. Select discussants for the selected papers.
4. Select a topic for the following year's JATA Conference. In year's applicable, the selection should be made in consultation with the JATA Editor-Elect.

## **Membership Committee**

### ***Charge:***

1. Identify target groups with potential ATA members and provide materials about membership to such groups. Groups to consider include:
  - a. Graduate students with an interest in taxation.
  - b. Individuals teaching tax courses (including CPE courses and those at two-year colleges).
  - c. Members of other tax organizations (e.g., National Tax Association).
  - d. CPA practitioners specializing in taxation or in recruitment.
2. Ensure that membership information is available for display and distribution at the AAA annual meeting and regional meetings. Coordinate this activity with the AAA Annual Program Committee and the Committee on AAA Regional Programs.
3. Notify accounting department chairs that the ATA has a Web Page site for posting tax faculty positions and encourage them to send such information to the ATA Page Master.

## **Mid-Year Meeting Program Committee**

### ***Charge:***

1. Plan the Mid-Year Meeting, including session topics, speakers, rooms, meals, and breaks.
2. Arrange for a luncheon speaker and an appropriate gift or honorarium
3. Handle registration and all on-site activities.
4. Promote the meeting at the previous year's Annual Meeting by providing a handout about the meeting.
5. Secure evaluations of meeting components (program, speakers, food, hotel, etc.) at the Mid-Year Meeting. Forward summary data to the ATA President and two past presidents for site selection of the Mid-Year Meeting in two years. Forward summary data to the President-Elect and Vice President-Elect for planning the following year's Mid-Year Meeting.
6. Assist the President-Elect and Vice President-Elect in preliminary planning for the next Mid-Year Meeting.

## **Nominations Committee**

### **Charge:**

1. Review the procedures of prior nominating committees.
2. Solicit nominations from the membership by placing a notice in the Fall *ATA Newsletter* and from the Board of Trustees for a slate of officers. The slate includes the following positions:
  - a. President-Elect
  - b. Vice President-Elect
  - c. Secretary (only if the current Secretary declines to stay on a second year)
  - d. Treasurer (only if the current Treasurer declines to stay on a second year)
  - e. Three Trustees
  - f. Two members of the Publications Committee
3. Contact prior years' committee chairs to obtain names (nominations) of people who would make effective officers and trustees.
4. Select the candidates for nomination by April 1, and notify the President-Elect of their names.
5. Present the slate to the Board of Trustees at the August meeting and to the ATA membership at the ATA annual program business meeting.

## **Publications Committee**

### **Charge:**

1. Study and report to the President and the Board of Trustees on all matters of concern regarding ATA publications and the ATA Webpage.
2. Review and make any changes to the *Publications Committee Handbook*.
3. If necessary because of an upcoming vacancy, recommend new editors of *JATA* and the *ATA Newsletter* to the Board of Trustees.
4. Explore the issue of electronic publication of the various ATA publications, especially in light of AAA's actions in this area.

## **Regional Programs Committee**

### **Charge:**

1. Establish contact with the AAA Regional Vice President and regional program chairs to ensure that the ATA is represented on all regional programs.
2. Assist the Regional Vice President and program chairs in organizing sessions on tax research and tax education issues.
3. Attend regional program planning meetings.
4. Coordinate with any organizations sponsoring pre- and post-meeting seminars at the regional meetings.
5. Assist the membership committee in distributing materials about the ATA at the regional meetings.

6. Introduce tax practitioners to the ATA by involving them in planning and presenting some sessions.
7. Publish information about the tax portion of the regional meetings in the Spring *ATA Newsletter* and on the ATA webpage

### **Research Resources and Methodologies Committee**

#### **Charge:**

1. Plan and administer a research session at the ATA Mid-Year Meeting (coordinate with the chair).
2. Solicit and select the two new faculty papers to be presented at the ATA Mid-Year Meeting by putting a notice in the Fall *ATA Newsletter* and on the ATA Webpage.
3. Develop a proposal for a half-day research program for the AAA's annual meeting. Develop, administer, and present such program.
4. Report the committee's activities in the *ATA Newsletter*.
5. Determine if there is a need for an ATA monograph; if so, formulate a topic-specific proposal to the Board of Trustees.

### **Tax Policy Research Oversight Committee**

#### **Charge:**

1. Monitor legislative and regulatory activity for the purposes of identifying topics for consideration by the tax policy subcommittees.
2. Recommend items for consideration to the subcommittees and advise the ATA President of the recommended items.
3. Review and approve the statements and pronouncements of the policy subcommittees under the normal review policy, but when necessary implement the expedited review and approval process.
4. Review the operations of this committee and the related subcommittee.
  - a. Determine if it is feasible to achieve significant results under the current structure.
  - b. Make suggestions for improving the operations of these committees or to discontinue them.
  - c. Report on this review to the President Elect at the 1999 Midyear meeting.

### **Complexity Reduction Committee**

#### **Charge:**

1. Develop at least one response to proposed legislation or regulations to be submitted to the appropriate body during the year.
2. Decide whether to pursue ongoing projects from the prior year or to begin new projects in a different area.
3. Consider submitting the committee response to an appropriate journal or other publication.
4. Encourage technical or policy research in your area.

5. Consider the organization of the subcommittee, including whether there is a continued need for it and, if so, what it can reasonably do and how to make it more effective. Report on this part of the charge to the Oversight Committee prior to the Midyear Meeting.

### **Corporate Tax Policy Committee**

#### ***Charge:***

1. Develop at least one response to proposed legislation or regulation to be submitted to the appropriate body during the year.
2. Consider submitting the committee response to an appropriate journal or other publication.
3. Encourage technical or policy research in your area.
4. Consider the organization of the subcommittee, including whether there is a continued need for it and, if so, what it can reasonably do and how to make it more effective. Report on this part of the charge to the Oversight Committee prior to the Midyear Meeting.

### **Family Tax Policy Committee**

#### ***Charge:***

1. Develop at least one response to proposed legislation or regulation to be submitted to the appropriate body during the year.
2. Consider submitting the committee response to an appropriate journal or other publication.
3. Encourage technical or policy research in your area.
4. Complete review of personal financial planning software and prepare a summary that can be made available to interested ATA members.
5. Consider the organization of the subcommittee, including whether there is a continued need for it and, if so, what it can reasonably do and how to make it more effective. Report on this part of the charge to the Oversight Committee prior to the Midyear Meeting.

### **Flow-Through Entities Policy Committee**

#### ***Charge:***

1. Develop at least one response to proposed legislation or regulation to be submitted to the appropriate body during the year.
2. Consider submitting the committee response to an appropriate journal or other publication.
3. Encourage technical or policy research in your area.
4. Consider the organization of the subcommittee, including whether there is a continued need for it and, if so, what it can reasonably do and how to make it more effective. Report on this part of the charge to the Oversight Committee prior to the Midyear Meeting.

### **International Tax Policy Committee**

#### ***Charge:***

1. Develop at least one response to proposed legislation or regulation to be submitted to the appropriate body during the year.
2. Alternatively, consider a policy position paper on an international tax area.
3. Encourage technical or policy research in your area.
4. Consider the organization of the subcommittee, including whether there is a continued need for it and, if so, what it can reasonably do and how to make it more effective. Report on this part of the charge to the Oversight Committee prior to the Midyear Meeting.

### **Tax Accounting Policy Committee**

#### ***Charge:***

1. Develop at least one response to proposed legislation or regulation to be submitted to the appropriate body during the year.
2. Consider submitting the committee response to an appropriate journal or other publication.
3. Encourage technical or policy research in your area.
4. Consider the organization of the subcommittee, including whether there is a continued need for it and, if so, what it can reasonably do and how to make it more effective. Report on this part of the charge to the Oversight Committee prior to the Midyear Meeting.

### **Teaching Resources Committee**

#### ***Charge:***

#### **Current Affairs :**

1. Plan and administer a teaching session at the ATA Mid-Year Meeting (coordinate with the chair).
2. Continue the efforts of the Volunteers for Teaching Consultants Program (update, expand, publish a listing in the ATA Newsletter).

#### **Monograph**

1. Develop a teaching oriented monograph, based on the outline developed by the 1997-98 Teaching Resources Committee.
2. Work jointly with the American Accounting Association in the development of a Web-based teaching oriented resource.