

Operations Manual: Committees

The ATA has several standing committees. The committees and their charges as of 2019 are explained herein. The ATA President and/or Board of Trustees may occasionally appoint ad hoc committees and/or add a new or a one-time charge to a committee.

ATA/Deloitte Teaching Innovation Award

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior and ongoing initiatives and concerns.

Review the solicitation and selection guidelines for the award and make any suggested changes to the Trustees. Consider ways to increase submissions for the award.

Solicit ATA member submissions (e.g., at the ATA website and in ATA emails to members).

Select and notify the winner(s). Notify others that their submissions were not selected.

Notify the ATA President, who will arrange for the award (plaque and money) to be presented at the ATA lunch at the AAA annual meeting. A Deloitte representative and committee member should make the presentation.

Work with the Midyear meeting chair to arrange a session in which the winner and other nominees (as determined by the committee and mid-year program chair) will present their innovation at the Midyear meeting.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

ATA/PwC Doctoral Dissertation Award

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior and ongoing initiatives and concerns.

Review the solicitation and selection guidelines for the award and make any suggested changes to the Trustees. Consider ways to increase submissions for the award.

Solicit ATA member submissions (e.g., at the ATA website and in ATA emails to members).

Work with the Early Career Development Committee to publicize the award.

Select and notify the winner. Notify others that their submissions were not selected.

Notify the ATA President, who will arrange for the award (plaque and money) to be presented at the ATA lunch at the AAA annual meeting. A PwC representative and committee member should present the award.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

ATA Tax Manuscript Award

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Review the solicitation and selection guidelines for the award and make any suggested changes to the Board of Trustees.

Solicit ATA member nominations of published research by ATA members (e.g., at the ATA website and in ATA emails to members).

Select and notify the winner(s). Notify others that their submissions were not selected.

Notify the ATA President, who will arrange for the award (plaque and money) to be presented at the ATA lunch at the AAA annual meeting. A committee member should present the award.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Annual Meeting Program

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Coordinate the Committee's efforts with the AAA Annual Meeting Program Committee and investigate the possibility of joint sessions with other AAA Sections.

Review solicitation and selection guidelines for papers to be presented, panel discussions, session moderators, discussants and luncheon speakers.

Solicit (e.g., at the ATA website and in ATA emails to members) and select papers, speakers, moderators and discussants for the Annual Meeting Program. Consult with JATA and JLTR editors and TAR associate editor as needed to obtain high-quality discussants.

Arrange all program details, including time and room assignments, audio and video equipment needs (notify ATA president) and speaker's gift or honorarium. Coordinate with the various ATA Awards Committees as necessary.

Prepare and distribute the Annual Meeting Program at the ATA Business Meeting held at the Annual Meeting.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Awards

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Review the ATA Awards Committee Manual as it relates to criteria for the Ray M. Sommerfeld Outstanding Educator Award and the ATA Service Award.

Solicit nominations from the membership for the Ray M. Sommerfeld Outstanding Educator Award and the ATA Service Award (e.g., at the ATA website and in ATA emails to members). Prior year nominations should be reviewed to determine if they merit continued consideration.

Select the award recipient. The committee should determine if the award recipients should be notified ahead of time or if a surprise at the ATA luncheon is appropriate. The Sommerfeld award recipient is expected to make comments.

Notify the ATA President, who will arrange for the service award (a plaque with a clock) to be made at the ATA lunch at the AAA annual meeting.

Notify the ATA President, who will arrange for the Sommerfeld award recipient to be recognized at the ATA lunch at the AAA annual meeting. An EY representative should participate. Arrange for an ATA member (e.g., a person who nominated the recipient) to make comments about the award recipient and his/her career, contributions, etc.

Make arrangements with EY and/or the ATA president to send the Sommerfeld award (a small sculpture) to the award recipient.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Doctoral Consortium

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Consult with the ATA president to review the proposed budget.

Design and run the ATA doctoral consortium.

Communicate to the ATA Vice-President as early as possible the on-site resources required for the Consortium (e.g., meeting rooms, sleeping rooms, meals, AV equipment).

Determine in conjunction with the ATA Vice-President the allocation of EY doctoral travel grants to be awarded to each doctoral student. Send a list of the students and the amount of grant awarded to the ATA Treasurer prior to the ATA Midyear Meeting.

Assign Memorial Fund grants to be awarded to doctoral students based on the guidelines recommended by the Finance Committee and the Board of Trustees. Send a list of the recipients and the amount of grant awarded to the ATA Treasurer prior to the ATA Midyear Meeting.

Provide a list of students attending the Consortium, along with their institutions, to the ATA Vice-President for inclusion in the Midyear Meeting program.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Early Career Development

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Identify new tax faculty and doctoral students. Invite them to join the ATA and participate in the Midyear Meeting. Encourage them to submit papers to the New Faculty and Doctoral Students Paper Session at the Midyear Meeting. Encourage new faculty to apply for the ATA/PricewaterhouseCoopers Doctoral Dissertation Award.

Welcome and introduce new faculty and doctoral students at the Midyear Meeting.

Organize a New Faculty breakfast at the Midyear Meeting. Consider inviting experienced faculty from various types of schools (e.g., research, teaching) to attend and possibly speak at the breakfast.

Identify and communicate to new faculty ATA and non-ATA resources that are available to them (e.g., sources for working papers, information on research conferences, submission processes, conference sessions, etc.) Determine the best means for communicating this information.

Suggest other initiatives that might assist new faculty in meeting their teaching and publishing responsibilities more efficiently and effectively.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

External Relations

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Identify and/or develop opportunities to work with the IRS, Treasury, AICPA, ABA, accounting firms, and other organizations to (1) develop joint research topics and (2) serve on committees or task forces.

Explore ways that tax professionals can become more involved with the ATA. Work with the ATA Advisory Board to generate possible ideas.

Work with the Annual Meeting Program Committee and Midyear Meeting Committee to publicize the meetings and encourage attendance by nonmembers (e.g., practitioners, policymakers, non-accounting academics).

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Finance

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Secure renewal of current ATA Sponsors' pledges of support for the upcoming Midyear Meeting and communicate travel grant availability to the Doctoral Consortium Committee.

Invoice sponsors and facilitate collection of pledges.

Review and update (if needed) the sponsorship materials. Consider additional approaches for promoting sponsorship.

Consider additional options for financing ATA activities.

Determine the amount of funds available for distribution in the ATA Memorial fund and provide a recommendation regarding how such funds should be used. Communicate findings to the Board of Trustees at the annual meeting so that funds can be utilized by the Doctoral Consortium Committee for attendance at the next Consortium if appropriate.

Consider the role of the Finance Committee in the annual budget process and make a recommendation to the Board of Trustees regarding the process.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

JATA Conference

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Coordinate the JATA Conference activities with the Midyear Meeting Program Committee.

In conjunction with the ATA VP, post a call for papers with the relevant guidelines on the ATA website.

Select the papers to be presented at the Conference. Select discussants and moderators as needed for the selected papers. Arrange for any needed audiovisual equipment with the ATA Midyear Meeting Program Committee.

Examine, in conjunction with the External Relations Committee, ways to promote the Conference to various audiences.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Legal Research

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Establish guidelines for the submission of papers to the JLTR Conference to be held in conjunction with the ATA Midyear Meeting.

In conjunction with the ATA VP, post on the ATA website a call for papers with the relevant guidelines.

Work with the Midyear Meeting Program Committee to determine the number of papers to be presented.

Select the papers to be presented at the meeting. Select discussants and moderators as needed for the selected papers. Arrange for any needed audiovisual equipment with the ATA Midyear Meeting Program Committee.

Work with the editor of the ATA Journal of Legal Tax Research to coordinate efforts so that manuscripts may be considered for potential publication in the journal.

Work with the Editor of the ATA Journal of Legal Tax Research to determine ways to increase the number of high quality manuscript submissions to both the journal and to the legal research sessions at the Midyear Meeting.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Long Range Planning

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Explore the potential for expanding ATA membership.

Communicate to the Trustees any suggestions for the long-term health of the ATA.

Determine improvements to ATA interaction with Regions and Regional Meeting.

Work with Regional Programs Committee to develop ways to increase membership engagement at regional meetings.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Midyear Meeting

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Plan the Midyear Meeting, including session topics and speakers.

Work with AAA regarding hotel selection, registration, meals and breaks, evaluation of meeting components, and other logistics.

Coordinate research sessions with the chairs of the Research Resources and Legal Research committees.

Work with the JATA Editor to coordinate any issues jointly related to the Midyear meeting and the JATA conference.

Work with the chair of the Doctoral Consortium Committee and Teaching and Curriculum Conference Committee to help facilitate those events.

Arrange for a luncheon speaker and an appropriate gift or honorarium.

Communicate with President on proposed budget during early summer.

Promote the meeting at the Annual Meeting by providing a preliminary program and information about meeting and hotel registration.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Nominations

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Review the ATA by-laws regarding the Committee and its duties and the terms of various offices and positions.

Solicit nominations from the membership by placing a notice on the ATA website as well as from the Board of Trustees for a slate of officers for the upcoming year. Contact the prior year's committee chair to obtain names and/or nominations of people who would make effective officers and trustees.

Select the candidates for nominations and notify the President and President-Elect of their names. The President in conjunction with the AAA will follow the by-laws process for notifying ATA members of the slate and the voting process.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Publications

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Every 3 years solicit nominations and make a recommendation for the editor of JLTR. The selection for the next editor should be made a year in advance of current editor term to facilitate transition.

Every 3 years solicit nominations and make a recommendation for the Senior Editor of JATA. The selection for the next editor should be made a year in advance of current editor term to facilitate transition.

Study and report to the President and Board of Trustees on all matters of concern regarding ATA publications.

Review and make any necessary changes to the Publication Committee Handbook and create a recommended timeline for the JATA and JLTR editor nomination process to be utilized for future committee chairs.

Continue to develop and implement a plan to increase the visibility of JATA and JLTR. If requested, assist AAA with efforts regarding journal subscriptions.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Regional Programs

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Establish contact with the AAA Regional Vice President and the regional program chairs to ensure that the ATA is represented on all regional programs.

Assist the Regional Vice President and program chairs in organizing sessions on tax research and tax educational issues. Identify at least one tax-related panel session to recommend for each regional program.

Work with the ATA President to send an email to ATA members notifying them of submission deadlines for all regional meetings and encouraging submission of work and attendance at regional meetings.

Consider how the ATA can use the regional meetings to attract new members.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Research Resources

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

In coordination with the Midyear Committee, plan and administer research sessions at the ATA Midyear Meeting. This includes the solicitation and selection of papers, speakers, moderators and discussants as needed.

Establish the guidelines for submission of all research papers to the ATA Midyear Meeting. In conjunction with the ATA VP, post a call for papers with the relevant guidelines on the ATA website.

In coordination with the Midyear Committee, decide if there should be a research forum and if so, select papers to be included.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Technology

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

In coordination with the ATA President, Trustees, and AAA, review the ATA website to archive outdated material and improve visual appeal and information value.

In coordination with the ATA President, Trustees, and AAA, identify and employ methods for using the website as a tool for disseminating information about tax research and teaching materials.

Survey ATA committees for suggestions to improve the website, as needed.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Site Selection

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well as their prior activities, initiatives and concerns.

Coordinate with AAA staff to plan upcoming locations for ATA Midyear Meeting.

Solicit input for possible locations from Board of Trustees and ATA membership (not necessarily every year).

Communicate with Board of Trustees to update RFP contract terms (hotel room rate maximum and food and beverage minimum) for AAA to use when determining possible hotel selections for Midyear Meeting.

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).

Teaching and Curriculum Conference

Review the final report of the prior year committee and follow up with the prior year-committee chair for insight as to the committee's operations as well their prior and ongoing initiatives and concerns.

Consult with the ATA president to review the proposed budget in early summer.

Design and run the Conference.

Communicate to the ATA Vice-President as early as possible the on-site resources required for the Conference (e.g., meeting rooms, sleeping rooms, meals, AV equipment).

Review and update the description covering the activities of the committee and its chair to pass on to successive chairs. Submit a committee report to the president (to be posted at ATA website).