

Utah Training Consortium By-Laws (revised 12/2007)

PURPOSE

The Training Consortium will function as a resource and advisory group to agencies and trainers in matters pertaining to training and development of employees such as trainer development, idea sharing, marketing, policy/leadership development, training technology, training standards, increase the use or demand of training, and increasing resources dedicated to training.

HISTORY

The Human Resource Development Training Consortium was originally formed in the fall of 1991 to provide state trainers with an opportunity to share information and coordinate efforts. The Department of Human Resource Management (DHRM) provided the group with logistical support – facilities to meet in, agenda and minute development and distribution.

During the Consortium's monthly meeting of January 1994, an effort was undertaken to develop a more formal organizational structure. In the next meeting the group identified potential objectives and direction. Some 70 areas of interest were identified for consideration. A committee was commissioned to draft a purpose statement and a committee was formed to develop draft membership and voting policies for the Consortium. An organizational structure for the Consortium was officially approved during the March meeting along with membership and voting policies. The members decided that the organization's leadership and logistical support would be provided by a broad based Steering Committee. Members that would serve on the executive committee for the next year were selected in April 1994.

LEADERSHIP – EXECUTIVE COMMITTEE

The exact duties and responsibilities of the Executive Committee will be decided by the Consortium. The Executive Committee will have the authority to modify the assigned duties and responsibilities, as the members deem necessary to assure successful accomplishment of its purpose. The primary function of the Executive Committee is to provide leadership and support to the Consortium in the following areas:

- Develop and distribute training throughout the year including meeting agendas, meeting invitations, and meeting minutes.
- Arrange for meeting facilities.
- Coordinate all permanent and temporary committees.
- Represent the Consortium at outside meetings and events

It shall be the responsibility of the Executive Committee to develop recommendations for operating procedures and/or modifications to operating procedures that govern the actions of the Consortium, its Executive Committee, and other committees, both permanent and temporary, and present these recommendations to the Consortium for approval at the next scheduled meeting. The Executive Committee shall have the authority to include the chairpersons of any permanent or temporary committee as voting members of the Executive Committee.

The Executive Committee shall serve as the nominating committee each year to recommend names for the next Executive Committee.

The President of the Consortium cannot authorize the spending of funds without the written approval of the President Elect or previous years president.

All funds will be handled by the President of the Consortium with a full reporting of the fund situation to the consortium in the December Luncheon.

The Executive Committee members will be chosen to fill needed positions of the committee that include but not limited to secretary, treasurer, historian and the events committee. The Executive Committee shall be composed of ten Training Consortium members. Length of service in the Executive Committee and membership terms shall be determined in the following manner:

EXECUTIVE COMMITTEE

TITLE	ELECTED BY	TERM
President	*	One year (after serving one year as President-Elect)
President-Elect	*	One year
Department Representative	**	On going
Department Representative	**	On going
Department Representative	***	On going
Department Representative	***	On going
Department Representative	***	On going
Department Representative	***	On going
DTS Advisor	***	On going
Immediate Past President		One year

* Elected by majority vote of Consortium members in attendance at the annual meeting.

** Representative to be selected by their respective agency.

*** Appointed by the Training Consortium Executive Committee.

MEMBERSHIP

The Consortium has an “Open Membership” policy and encourages representation from all government organizations in the State of Utah that are interested in improving the quality and quantity of the training that is available to their organization’s employees.

Associate memberships are those members who are employed in private industry and not associated with a government agency. These associate members will not have voting privileges within the Consortium.

DECISION MAKING PROCESS

When faced with the need to make a decision, the Training Consortium will first attempt to achieve a consensus of the members who are present. If a consensus cannot be reached, decisions will be made by a vote in which each governmental organization present at the meeting has one vote.

Decisions made in Executive Committee must be made by a quorum of at least four people.

OBJECTIVES OF THE CONSORTIUM

- Share ideas, expertise and training materials
- Provide training for the trainers
- Develop and serve as a resource for statewide training curriculum
- Provide resources for professional development
- Establish statewide recognition for trainers
- Promote best practices in training and development
- Coordinate training delivery
- Serve as a sounding board/feedback function
- Provide a forum for debate
- Develop training partnerships
- Create, maintain and distribute a training/resource catalog
- Create list of keynote speakers
- Market training
- Research new ideas, technologies, new directions