



The Association of  
Technology,  
Management, and  
Applied Engineering

## ATMAE Programmatic/Project Expenses Requirements

Section 2.9 of ATMAE's by-laws specifically tasks the Board of Directors with

*“(a) Initiating action to carry out the purposes and objectives of the Association including the authority to appoint and discharge any committees deemed necessary to conduct the work of the Association, and negotiation and execution of a contract or contracts with third parties for overall management of the Association’s operations.  
(b) Distribution of funds necessary to conduct the work of the Association.”*

The purpose of these requirements are to bring greater communication to the Board about the activities of its members and to provide insight to the membership regarding what priorities the Board has in a given fiscal year. We believe we can build this dialogue with the following requirements:

We are asking all future program proposals to cover the following areas:

- 1) Define the program, its audience and its benefits to that audience.
- 2) Describe the costs associated with initiating the program
- 3) Describe the benefits to ATMAE using the following benefit hierarchy\*
  - a. Financial benefit to ATMAE
  - b. Member Benefit to ATMAE (Described in number of potential new members)
  - c. Exposure Benefit to ATMAE
- 4) Please describe goals/metrics for benefits described above
- 5) Ongoing Costs after initial setup

ATMAE's Executive Director will be available to assist every group wanting to propose a project for consideration. After meeting the requirements for proposals, the Executive Director will submit proposals to the Executive Committee. The Executive Committee will refer proposals to the Board or resubmit them to their originator.

If approved by the Executive Committee, a 15 minute presentation will be made to the Board regarding these requirements as well as based on information gathered by questioning after the presentation. The Board will consider each project/program for funding based on this presentation and responses.

\*A word about the benefit hierarchy. ATMAE is in need of new and greater revenues. We assume all proposals are ultimately good for ATMAE and will help us advance our mission. However, because we have a limited budget we must select amongst numerous positive ideas. Proposals that can bring in additional “non-dues” revenues AND bring in “dues revenues” via new members will be given the highest priority. Proposals that increase non dues revenues alone are second on the hierarchy followed proposals designed to bring in new members “dues revenues”. All projects are assumed to increase awareness to ATMAE.