

GTA Participation Standard

SCOPE: This Standard is intended to define the level of Subject Matter Expert (SME) active participation in GTA Committee work that will allow for a 50% discount in the following year's fee for access, maintenance and development of program materials.

AUTHORITY: Authority to determine that a company has earned a 50% discount for the following year lies with the Chairman of the Committee during the year of participation. The decision will be based on feedback from the Committee Members and GTA support staff regarding levels of individual participation throughout the year.

MEETINGS & PROJECTS: The GTA committee will meet when scheduled by the Committee Chair, but not less than twice a year.

Project groups comprised of members of the committee, or member-company representatives, are formed to perform the work of the Association. Project group members serve for a specified period of time to accomplish a particular task. Those tasks may include, but are not limited to, proposing program structure or change, maintaining training materials, and developing new training materials.

When a member is unable to attend a Committee or Project meeting due to unavoidable circumstances, a member may delegate a representative to act in their absence.

PARTICIPATION DEFINED: The Chairman will consider the following when determining whether a member-company has "actively participated" enough to earn a 50% discount on the following year's fee.

A SME is a person from a member-company who has

- experience and technical qualifications, and the
- ability to actively participate in committee activities.

Some examples of SME participation include:

- GTA Committee Chairman
- GTA Committee Secretary
- Project Leader
- Project Member
- Material Reviewer
- Meeting Participation in Committee or Project Meetings
- Other Participation as needed by the Committee

PARTICIPATION REQUIREMENT: Participation is required for both Committee business and Project work. A 50% discount will be awarded to any member-company who has had at least one employee, whether a Committee member or other designee, participate in

- at least 75% of the Committee meetings scheduled by the Chairman, and
- at least 75% of the meetings scheduled or activities required for Project or Committee work for which the company has committed.