Area Technical Training Team Charter

Purpose: The Area Technical Training Teams (ATTTs) connect local training needs and priorities to the Minnesota Technical Training Committee (MTTC). The Area teams help ensure training and credentialing needs are met by advocating needs to the MTTC and by providing local opportunities for formal and informal technical training. The primary roles and responsibilities of ATTTs include:

- Identifying and prioritizing local technical training needs
- Organizing and coordinating local training delivery
- Coordination with other ATTTs
- Communication and Coordination with the MTTC:
    - Advocate for local technical training needs
    - Provide biannual reports on ATTT activities
    - Participate in joint meeting opportunities
- Coordination with the TTCP Coordinator for evaluations and accomplishment reporting
- Communication and coordination with local technical staff
    - Promoting the use of the Individual Development Plan (IDP) tool
    - Gathering technical training needs
    - Advertising training opportunities
    - Identifying opportunities and promoting On the Job Training (OJT) and mentoring
    - Provide information for obtaining and maintaining Job Approval Authority (JAA) and Conservation Planning Certification (CPC)
- Meet at least twice per year, either in person or virtually
- Maintain a full, diverse ATTT membership
- Review the ATTT Charter annually, or as needed, to revisit membership and the Chair position

Membership: The Area Technical Training Team boundaries are based on the eight MASWCD/TSA Area boundaries. ATTT membership includes the following representatives:

- Two NRCS representatives
- Two SWCD representatives
- One TSA representative
- One BWSR representative
- One TTCP Training Engineer
- One TTCP Training Conservationist

This list outlines the minimum representation for an ATTT, but additional members may be added as necessary. The teams should be a diverse group comprised of multiple disciplines and areas of expertise including technicians, engineers, soil scientists, conservationists, mangers, and other disciplines as appropriate for the Area.

Each team will identify a lead person to serve as Chair. A Technical Trainer from TTCP will serve as co-lead and provide support as needed. The Chair is responsible for creating agendas, scheduling meetings, and communicating decisions and action items.

Each ATTT has the primary responsibility for maintaining their membership including recruiting and performing onboarding for new members, as well as maintaining a diversity of position disciplines as needed to address the technical training needs for their respective Area. As needed, the TTCP coordinator will provide assistance towards maintaining adequate membership.