

## **ACTE BOARD OF DIRECTORS RESPONSIBILITIES**

### **TIME**

- Two-day Board meetings: March (prior to NPS), July and November or December (prior to Annual Convention)
- Telephone and e-mail with Board members, staff and division or region members
- Attendance at region conferences or divisional meetings.
- Writing articles for Techniques Magazine
- Serve on other related Boards as appropriate

### **COST**

- ACTE covers travel, hotel and per diem for official meetings. Individuals cover other out-of-pocket costs.
- ACTE policy allows Board members to request reimbursement for substitutes while on official ACTE business. This cost is expensed from the division or region budget.
- Postage and printing costs reimbursable if region or division budget provides for such expense.

### **COMMUNICATIONS**

- Written update Report for each Board meeting
- Annual Report at end of fiscal year for Board meeting and posting on the web
- Maintain region or division page on ACTE web site.
- Respond to requests from members.

### **GOVERNANCE TIMELINE**

- Governance year begins on July 1.
- Nominations for Board Vice Presidents handled by each Region or Division.
- Nominations submitted between August and November.
- Slate of Candidates identified at Annual Convention.
- Elections held in February. Results announced in March.