

**Adult Workforce Development Division**

## **Leadership Manual**

**Policy Members**

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## **MISSION STATEMENT**

The mission of the Association for Career and Technical Education is:

***To Provide Educational Leadership in Developing a  
Competitive Workforce.***

### **Purposes**

1. Professional Development  
Encourage career development, professional involvement and leadership among members.
2. Program Improvement  
Foster excellence in career and technical education.
3. Policy Development  
Advocate national public policy to benefit career and technical education.
4. Marketing  
Market career and technical education.

## **ADULT WORKFORCE DEVELOPMENT DIVISION**

### **MISSION**

Providing Leadership in Developing and Adult Competitive Workforce through post secondary education and training.

#### **Focusing on:**

- **Serving Transitional Workers**
- **Creating and Developing Community Workforce Pools**
- **Providing Comprehensive Career Services**
- **Customized Training for Business and Industry**
- **Developing Entry Level Skills for Employment**
- **Upgrading Employee Skills for Future Technologies**
- **Providing Skill Gap Remediation**
- **Developing Employability Skills**
- **Providing the Bridge for Individuals to maintain Economic Viability and Independence**
- **Inspiring an Appreciation for Life Long Learning**

## **General Purposes**

**To inform members on plans, policies, and issues of the Association for Career and Technical Education;**

**To develop and promote high professional standards among the membership;**

**To develop and promote professional relations with other ACTE divisions, agencies, organizations, and educational and training institutions;**

**To provide opportunities for professional growth of members in the division.**

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ACTE Adult Workforce Development Division Committee Appointment 2004

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**OPERATING POLICIES  
FOR THE ADULT WORKFORCE DEVELOPMENT DIVISION OF  
THE AMERICAN VOCATIONAL ASSOCIATION**

**I. NAME**

The name of this Division shall be the Adult Workforce Development Division of the Association for Career and Technical Education.

**II. GENERAL PURPOSES**

The general purposes of the Adult Workforce Development Division of the Association for Career and Technical Education are:

- A. To inform members on plans, policies, and issues of the Association for Career and Technical Education and their implications to Adult Workforce Development;
- B. To develop and promote high professional standards among the membership;
- C. To develop and promote professional relations with other ACTE divisions, agencies, organizations and educational and training institutions;
- D. To provide opportunities for professional growth of members in the Division.

**III. MEMBERSHIP**

- A. Membership in the Adult Workforce Development Division shall be open to individuals who are professionally engaged in the administration, supervision, instruction, and provision of adult educational services of vocational education, and workforce development programs.
- B. Affiliated membership in the Adult Workforce Development Division shall be open to those individuals who have an interest in Adult Workforce Development.
- C. Only official members shall have voting privileges in the business transactions of the Division.

#### **IV. SECTION ORGANIZATIONS**

- A. Associated organizations of the Adult Workforce Development Division are as follows:
  - 1. The National Employment and Training Association (NETA)
  - 2. The Correctional Education Association (CEA)
  - 3. The Bureau of Apprentices and Trades
  - 4. Adult Vocational Education Association (AVEA)
  - 5. Technical Education
- B. Each associated organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall promote vocational education and Adult workforce Development objectives in its policies.
- C. Qualifications for associated status shall be:
  - 1. 200 or more members of the organization hold membership in ACTE. All affiliates prior to January 15, 1998 will be grandfathered to the original 50 member requirement.
- D. An organization requesting associated status shall submit to formal request to the Vice President of the Division with documentation describing the organization, 90 days prior to the next regularly scheduled Adult Workforce Development Division Policy Committee meeting. Action will be taken on their interest at the next meeting of the Policy Committee meeting.

#### **V. OFFICERS**

- A. Vice President of the Association for Career and Technical Education for the Adult Workforce Development Division.
  - 1. Duties:
    - a) The Vice President shall represent the Division of the Board of Directors of the ACTE in accordance with the ACTE Bylaws, and shall serve as chairperson of the Division.
    - b) The Vice President shall serve as liaison between the ACTE Board of Directors and the Adult Workforce Development Division.
    - c) The Vice President shall be responsible for orienting Policy committee members to their duties.

- d) The Vice President shall perform other duties in line with the responsibility of the office in the growth and development of vocational education.
- e) The Vice President shall have the authority to delegate specific responsibilities to selected members of the division.

2. Term of Office:

The Vice President shall serve a term of three years. In the event of the resignation, death, or inability of the Vice President to fulfill the duties of the office, the Executive Committee of the ACTE is empowered to select a replacement and recommend to the Association for Career and Technical Education's Board of Directors approval of the person, until the prescribed procedures can be followed to fill the unexpired term.

3. Qualifications

Only active members in the Adult Workforce Development Division will be eligible for nomination. It is further recommended that nominees have the following qualifications:

- a) Candidates for Vice President of the Adult Workforce Division of ACTE shall have been a member for a minimum of five years.
- b) The candidate shall demonstrate an understanding of vocational education and a willingness and ability to promote and support the total program of the ACTE.
- c) The candidate shall have authorization to devote the time necessary and have resources to carry out the responsibilities of the Vice President of the Division.
- d) Served on the ACTE Adult Workforce Division Policy Committee or on one or more ACTE committees, have had a good attendance record at annual meetings of the ACTE and have participated in the program of the Division.

**VI. PROCESS OF NOMINATIONS**

A. Vice President

- 1. When the Division becomes eligible to elect a Vice President, the Vice President will ask the presidents of the affiliated organizations to submit candidates for nominations.
- 2. Candidates for nomination may be submitted by the affiliated organization(s) and/or by an individual member of the Division.

3. The Division organization(s) shall notify members through publication that candidates for nomination are being received for consideration.
4. Names of candidates for nomination shall be sent to the Division Vice President.
5. A Nomination Committee shall be appointed by the Division Policy Committee. This committee shall consist of equal representation of the affiliates who are not currently members of the Policy Committee. The Vice President may serve as the chairperson.
6. A candidate for office of Vice President may not be a member of the Nomination Committee.
7. The Nominating Committee will review all candidates for nomination and submit two nominees at the regularly scheduled business meeting of the Division at the ACTE Convention.
8. Should the Nomination Committee not be able to recommend two nominees to the regularly scheduled business meeting of the Division, then they shall state the reason at the above mentioned meeting.
9. No affiliates organization can succeed itself for the office of Vice President, if no candidates come forward from the eligible affiliates, then in which case a majority vote of the policy members may suspend this rule.
10. Additional nominations may be made from the floor of the business meeting of the Division provided each nominee has been interviewed by the Division Nomination Committee and is approved by a majority of the members in attendance.
11. The Vice President of the Adult Workforce Development Division shall inform the ACTE Board of Directors of the Division's nominees for inclusion on the mail ballot to be sent to all members of the Division
12. The Vice President shall be elected according to the Bylaws of the ACTE and the Operating Policies of the Board of Directors of ACTE.

B. President Elect of ACTE

1. The Vice President will ask members to submit nominations for President-Elect of the ACTE.
2. Nominations can be made by any eligible member of the Division.
3. The Vice President shall forward to the ACTE Nominating Committee the names of all candidates who have submitted credentials and have been endorsed by Division Policy Committee.
4. Additional nominations may be made from the floor of the Assembly of Delegates providing each nominee has been

interviewed by the ACTE Nomination Committee and is approved by a majority of the delegates voting.

## **VII. REPORTING OF DIVISIONAL ACTIVITIES**

It shall be the responsibility of the Vice President of the division to submit to the Executive Director of ACTE reports/minutes of Policy committee meetings, committee meeting reports, and other activities within the Division within forty-five (45) days after each meeting. An annual report must be submitted by the Vice President of the Executive Director of ACTE by August 15<sup>th</sup> of each year.

## **VIII. POLICY COMMITTEE**

A. The purpose of the Division's Policy Committee is to carry out the general purposes of the Division.

B. Meetings:

The Policy Committee will hold an annual meeting at the ACTE Convention, and other scheduled meeting(s) as deemed necessary by the Vice President

C. Membership

1. The Division Policy Committee shall consist of the Vice President of the Adult Workforce Development Division and:
  - a. Representative(s) appointed/selected by each affiliated organization(s)
2. All Persons appointed to the Policy Committee must be approved by the ACTE board of Directors.
3. The term of office for members of the Policy Committee shall be for three years. A member, if appointed/selected, may serve more than one term.
4. The Policy Committee may appoint additional ex-officio members to serve on the Policy Committee with the approval of the ACTE Board of Directors.
5. Each affiliate organization will have equal representation on the policy committee.
6. All Policy Committee members must be in good standing and be members of ACTE.

D. Chairperson

The Vice President of the Division shall serve as Chairperson of the Policy Committee and shall appoint a secretary from the membership with no voting privileges.

**IX. COMMITTEES**

- A. Committees may be established by the Policy Committee as needed to carry out the goals and objectives of ACTE within the Division.
- B. The duration of the committee shall be designated at the time of establishment.

**X. MEETINGS**

During the annual ACTE Convention, the Division must hold at least one officially announced business meeting. Members of the Division present at this business meeting shall constitute a quorum.

**XI. BUDGET**

- A. A budget and Strategic Plan for proposed activities for the coming fiscal year shall be submitted in writing to the Executive Director of ACTE by the Vice President of the Adult Workforce Development Division as designated in the ACTE policies. The budget shall be approved by the Policy Committee prior to submission.
- B. Expenditure of funds shall be approved by the Division Vice President in accordance with policies and procedures designated by the ACTE Board of Directors.

**XII. REVISION OF POLICIES**

- A. These policies may be amended by submitting the proposed revision in writing to the Vice President of the Division at least sixty (60) days before the annual meeting.
- B. The Vice President shall make certain that these proposed revisions are distributed (postmarked) to the membership at least thirty (30) days before the annual meeting.
- C. Proposed revisions which receive a majority vote of the members of the Division present at the annual meeting shall be submitted to the

ACTE Board of Directors for approval as the official policies of the Adult Workforce Development Division.

**XIII. GENERAL ACTE POLICY**

Any statements or policies included in the operation policies which are in conflict with the Articles of Incorporation, Bylaws, or Operating Policies of the ACTE Board of Directors shall be declared null and void.

**XIV. DISTRIBUTION OF THE POLICY**

- A. The Vice President of the Division shall be responsible for the submission of current Division Operation Policies to the Executive Director of ACTE
- B. Copies of the Division Operation Policies shall be made ACTEilable to the membership at the annual meeting or upon request to the Vice President of the Division