 CTE Support Fund Committee *Member Position Description*

Title: ACTE CTE Support Fund Committee Member

Duration: One two-year term; eligible for up to two terms total

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The CTE Support Fund Committee also usuallymeets in person at ACTE’s CareerTech VISION.

Impact of Work:Committee members are primarily responsible for providing guidance and developing strategies to engage ACTE’s members in contributing to the CTE Support Fund. Committee members will also assist in facilitating and/or providing input on other committee objectives. For more information on the committee mission and objectives, view the [Committee Charter](http://www.acteonline.org/general.aspx?id=2683#.VCwWgvldXUY).

Commitment: Serving on this committee requires a moderate time commitment (roughly 10 hours throughout the year). Committee members are encouraged to attend CareerTech VISION and the National Policy Seminar to participate in Fund activities during these events.

### Roles and Responsibilities:

*As a Committee Member:*

* Read and respond to committee emails
* Review any materials provided in advance of calls/meetings
* Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
* Provide support and feedback on CTE Support Fund-related campaigns and strategies
* Mobilize ACTE members to contribute and engage other committee members in those efforts
* Provide ACTE staff liaisons with assistance in developing CTE Support Fund donation campaigns.

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. Additional experience/interest in CTE Support Fund is a plus but not required.

Training/Orientation:There is no training provided, but committee members can consult the Committee Handbook for more information [here](https://www.acteonline.org/uploadedFiles/Assets_and_Documents/Global/files/ACTE_Leadership/2014%20Committee%20Task%20Force%20Handbook%207_29_14.docx).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here.](https://www.acteonline.org/award_committee/)