**LACTE OFFICERS’ DUTIES**

*Bylaws Reference: Article III---Membership, Article IV---Organizational Structure, Article V---Governing Board, Article VI---Officers, Article VII---Election of Officers, Article VIII---Committees, Article IX---Meetings, and Article XI---Parliamentary Authority*

**President**

***General Duties:***

1. Prepare an Executive Council directory, which includes names, addresses, phone numbers, and e-mail addresses, and distribute to all Council members.

2. Preside at all meetings of the Association and perform the duties usually assigned to the presiding officer.

3. Ensure adherence to LACTE Bylaws and Policy and Procedures.

4. Ensure compliance with ACTE headquarters.

5. Serve as liaison between LACTE and ACTE headquarters.

6. Act as official spokesperson of LACTE.

7. Oversee performance of the LACTE Executive Director.

8. Review, revise as needed, enforce, and distribute the *Policy and Procedures Manual* to Executive Council members and committee chairpersons.

9. Work with Strategic Planning Committee Chairperson to develop and distribute program objectives and work assignments to achieve LACTE goals.

10. Ensure development and facilitation of a long-term LACTE Strategic Plan.

11. Communicate with LACTE officers and committee chairpersons to ensure all assignments are completed according to the Strategic Plan and Policy and Procedures.

12. Confer with committee chairpersons periodically to ensure effective functioning of the committee network.

13. Financial assistance will be given for travel expenses for the President to attend the annual ACTE Convention, ACTE Region IV Conference, and ACTE National Policy Seminar, as LACTE funds allow.

14. Sign all expense reimbursement requests.

15. Attend all official Association meetings, activities, and functions.

16. Vote on issues brought before the Council only in the event of a tie.

17. Maintain a notebook documenting service of office.

18. Present notebook to the newly appointed officer following the annual conference.

19. Perform other duties as assigned by the Executive Council.

***Appointments:***

1. Appoint officers to the Executive Council: Secretary and Parliamentarian.
2. Appoint ACTE Region IV Policy Committee representative for Louisiana as needed. The timetable for this appointment will be determined by ACTE Region IV and requested by the Region IV Vice President when needed. This representative serves a three-year term.

3. Appoint ACTE Committee members as needed and requested by ACTE. The committee appointments are for three-year terms.

4. Appoint LACTE committee chairpersons as needed.

(a) President-Elect should serve as Membership Committee Chairperson

(b) Past-President should serve as Nominating Committee Chairperson

***Executive Council Meetings:***

1. Prepare a calendar of meetings.

2. Prepare agendas for all meetings.

3. Preside at all Executive Council meetings and perform the duties usually assigned to the presiding officer.

4. Notify the Executive Director of all arrangements needed for Council meetings (location, room, setup, food, etc.)

5. In collaboration with Executive Director, prepare meeting notices and forward notices to all Executive Council members.

***Conferences:***

1. Lead Executive Council to determine a schedule of dates and times for conference functions.

2. Determine speakers and arrangements necessary or delegate these responsibilities as needed for all general sessions of conferences.

3. Assist President-Elect in conference planning.

4. Approve all arrangements and contracts for food, services, and meeting rooms, etc.

5. Be knowledgeable of all publicity arranged for the conferences by the Executive Director and Conference Committee.

**President-Elect**

***General Duties:***

1. Fulfill the duties of the President in case of his/her absence.

2. Function as an understudy to the President.

3. Act as liaison between the Executive Council and the LACTE standing committees.

4. Execute all requests of the President.

5. Be knowledgeable about LACTE activities in order to represent the President and support the Association.

6. Attend all official LACTE meetings, activities, and functions.

7. Maintain records documenting service of office and provide to successor.

8. Perform other duties as assigned by the Executive Council.

***Committees:***

1. Chair the Membership Committee and fulfill all duties prescribed therein.

2. Organize all membership efforts for the Association.

3. Communicate with committee chairpersons to review responsibilities and goals for the year.

***Annual Conference:***

1. Chair the ad hoc annual conference committee.

2. Appoint other ad hoc committees for conference details (decorations, exhibitors, food, social function, silent auction, etc.).

3. Supervise LACTE committee meetings prior to the conference and ensure that committee chairpersons have their committee reports ready for the Annual Business Meeting.

**Secretary**

1. Keep a full and accurate record of the proceedings of the general meetings of the Association and all meetings of the Executive Council.

2. Submit meeting minutes to the Executive Director for duplication, distribution, and adoption at the succeeding meetings.

3. Conduct any correspondence and fulfill duties that the Executive Council may assign.

4. Maintain records documenting service of office and provide to successor.

5. Perform other duties as assigned by the Executive Council.

**Parliamentarian**

1. Rule on parliamentary procedures when called upon by the presiding officer. The advice given by the Parliamentarian will follow Robert’s Rules of Order, Newly Revised.

2. Rule on Association procedures when called upon by the presiding officer based on information contained in the Bylaws and *Policy and Procedures Manual*.

3. Perform other duties as assigned by the Executive Council.

**Past-President**

1. Serve as an advisor to the LACTE Executive Council.

2. Assist the President as requested in matters requiring past experience and knowledge of Association business.

3. Serve as chief advisor in matters of protocol.

4. Chair the Nominating Committee and fulfill the duties prescribed therein.

5. Oversee the LACTE website to ensure it is kept up-to-date. Maintain contact with the webmaster and provide information on changes, updates, etc.

6. Maintain records documenting service of office and provide to successor.

7. Perform other duties as assigned by the Executive Council.

**Division Presidents**

1. Represent their respective divisions on the Executive Council.

2. Vote on issues brought before the Executive Council as a representative of their division members.

3. Serve on committees as appointed by the President.

4. Submit to the President a division report that addresses division activities that are conducted to accomplish goals and objectives of the LACTE Strategic Plan.

5. Perform other duties as assigned by the Executive Council.

**Division Presidents-Elect**

1. Represent their respective divisions on the Executive Council.

2. Along with Division President, vote on issues brought before the Executive Council as a representative of their division members.

3. Serve on committees as appointed by the President.

4. Perform other duties as assigned by the Executive Council.

**EXECUTIVE DIRECTOR**

*Bylaws Reference: Article III---Membership, Article IV---Organizational Structure, Article V---Governing Board, Article VI---Officers, Article VII---Election of Officers, and Article XII---Miscellaneous Provisions*

The Executive Council has the authority to employ an Executive Director and define duties and responsibilities and determine remuneration for the position. The Executive Director will be employed by a contract for a two-year period. Reauthorization of the contract will be negotiated at the end of that period under the direction of the current President and President- Elect.

***General Duties:***

1 Maintain a permanent office address of the Association.

2. Maintain the official files of the Association.

3. Be directly responsible to the President of LACTE in all capacities.

4. Attend all Executive Council and Association meetings.

5. Attend LACTE committee meetings as directed by the President.

6. Financial assistance will be provided for travel expenses for the Executive Director to attend the ACTE Annual Convention, ACTE Region IV Conference, and ACTE National Policy Seminar, as funds allow.

7. Assume other responsibilities as assigned by the President and the Executive Council.

***Communication:***

1. Serve as the contact person for local, state, regional, and national purposes as directed by the President.

2. Present LACTE issues and philosophy to organizations and agencies as needed.

3. Answer all official LACTE correspondence when knowledgeable, or channel to appropriate individual as directed by the President.

4. Establish and maintain an efficient communication system for LACTE with ACTE, the State Department of Education, the State Legislature, the Board of Elementary and Secondary Education, Louisiana Community and Technical College System, Board of Regents, and the general public.

5. Promote the Association’s activities for Career and Technical Education Week in a timely manner.

6. Submit reports to ACTE and ACTE Region IV as requested.

7. Submit delegate names to ACTE and receive the credentials required for voting at the Assembly of Delegates at the ACTE Convention.

8. Make arrangements for LACTE caucus of voting delegates at the ACTE Annual Convention.

9. Act as a resource person on legislative issues involving career and technical education as directed by the President.

10. Coordinate conference arrangements for LACTE representatives to ACTE Convention, ACTE Region IV Conference, and ACTE National Policy Seminar as needed.

***Financial:***

1. Executive Director must be bonded.

2. Manage and supervise Association financial efforts, including:

(a) Fundraising – fundraising events, auctions

(b) Special Events – trade shows, special networking events

(c) Strategic Alliances – sponsorships, contributions

(d) Association Finances – bank accounts

3. Maintain proper accounting procedure for receipt and handling of all funds.

4. Ensure safekeeping of Association funds in such banks, trust companies and/or investments as approved by the Executive Council.

5. Renew all permits and official authorizations.

6. Prepare annual operating budget and ensure compliance once approved by the Council.

7. Comply with governmental tax regulations and file Association tax reports as required.

8. Present current financial statements at each Council meeting.

9 Expend monies only upon written order of the President.

10. Prepare a financial statement as of September 30 each year, which should be submitted to the Executive Council at the following council meeting.

11. Make regular and recurring day-to-day decisions involving only recurring expenses.

***Executive Council Meetings:***

1. Coordinate arrangements for Executive Council meetings (location, room, setup, food, etc.), at the direction of the President.

2. Coordinate arrangements for materials for Executive Council meetings (copies of minutes and financial reports, agendas, etc.), at the direction of the President.

3. Coordinate with President to prepare meeting notices and forward notices to all Executive Council members.

4. Prepare and present Executive Director’s report.

***Membership:***

1. Distribute membership recruitment and renewal forms.

2. Collect annual membership dues and process membership.

3. Distribute division membership dues to division treasurer.

4. Distribute ACTE membership dues to ACTE headquarters.

5. Collect from each division treasurer LACTE dues paid through the division, along with a complete membership listing which includes names, addresses, and phone numbers, etc.

6. Maintain a complete membership database, which includes ACTE, LACTE, and division affiliation, along with members’ names, addresses, phone numbers, and e-mail addresses.

7. Cooperate and collaborate with the President-Elect (Membership Committee Chairperson) in organizing the membership campaign each year.

8. Actively assist recruitment of new members as directed by the President and in cooperation with the President-Elect.

***Annual Conference:***

1. Coordinate planning for the annual conference with the President-Elect, division Presidents and division program chairpersons.

2. Contact facilities and coordinate contracts at the direction of the President.

3. Secure exhibitors and advertisers.

4. Coordinate exhibitor and registration space and booth arrangements.

5. Be responsible for the printing of the conference program, name tags, function tickets, and promotional brochures.

6. Be responsible for room arrangements, catering, decorations, signs, tables, sound system, lighting, etc.

7. Review conference expenses incurred by LACTE and make payment before leaving conference site.

8. Render a written report of these activities at the Annual Business Meeting.

9. Make necessary contacts with tentative conference site representatives from convention and tourism bureaus covering hotel accommodations and meeting facilities for future conferences.