 Board of Directors *Member Position Description*

Title: ACTE Board of Directors Vice President

Duration: One three-year term; July 1 – June 30

Work Location: Board members conduct their work remotely by communicating via email and conference call. The Board meets in person at ACTE’s CareerTech VISION, the National Policy Seminar, and during the summer at the ACTE offices in Alexandria, VA. Attendance at the entire VISION and NPS events is required. Travel and meal expenses are covered by ACTE for these Board meetings. Additional travel to affiliate/region meetings may also be required.

Impact of Work:Board members are primarily responsible for overseeing and providing direction for the Association. Specifically the Board works to approve outcomes to be accomplished, to make sure the desired outcomes are being achieved, and to ensure that resources necessary for achievement are available and used efficiently. The ACTE Board manages the Executive Director of the Association.

Commitment: Serving on the ACTE Board requires a fairly substantial time commitment (roughly 100 hours throughout the year).

Qualifications: All Board members must maintain active membership in ACTE. In addition, the following qualifications are required:

* A willingness to promote the discipline area and ACTE Strategic plan.
* Authorization to make time available to effectively execute the responsibilities of the office.
* Sustained membership in ACTE
* Evidence of leadership in ACTE
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of the Region/Division Vice President.
* It is recommended that the individual should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of ACTE, have a good attendance record at annual meetings of ACTE and participated in the program of his/her group.

In order to apply for a specific region/division vice president position, you must be an active member of that region/division. Applicants must also complete the election application through the ACTE Awards Portal by June 15. All applications will be reviewed and vetted by the appropriate nominating committee.

Training/Orientation:All incoming Board members are required to participate in two one-day orientation sessions; one prior to the start of their term prior to the start of NPS and a second prior to the start of the summer Board meeting once their term officially starts. In addition, the incoming Board member will receive training and correspondence from the outgoing Vice President. All Board members participate in an additional annual Board Training during the summer Board meeting.

Supervisor and Contact Information: All ACTE Board members work with ACTE Staff, although the Executive Director and the Leadership and Awards Manager serve as the primary contacts. Board members receive information throughout the year from the Executive Director and the Leadership and Awards Manager and other ACTE Staff as needed.

### Roles and Responsibilities:

Board members serve the organization in three distinct roles- as a Board member, a leader for their Region/Division, and as the Chair of their Policy Committee. Additional duties vary depending on the specific Board seat; please see additional responsibilities at the end of this document.

*As a Vice President on the ACTE Board of Directors:*

* Read and respond to emails
* Review any materials provided in advance of calls/meetings
* Participate in quarterly Region/Division conference calls and Board meetings
* Attend VISION and NPS
* Provide Board reports for your Region/Division
* Serve as a Board liaison on a committee or task force
* Adhere to the Board Code of Conduct and Board Policy Manual
* Be familiar with ACTE’s governance documents and the fiduciary responsibilities of the Board.

*As a Vice President for your Region/Division:*

* Be visible at ACTE events
* Check and update the Region/Division webpage
* Draft quarterly e-newsletters for your members and send meaningful e-blasts as needed
* Fill Committee vacancies in a timely manner
* Mentor up and coming leaders to serve in your Region/Division or at the national level
* Plan meaningful conference events
  + Divisions plan VISION conference sessions & assist in thanking exhibitors at VISION
  + Regions plan the Region conferences
* Respond to inquiries from members
* Work with ACTE staff to promote and increase membership
  + Participate in a filmed interview with ACTE to share on your Region/Division webpage
  + Assist with sending out monthly lapsed member notifications as requested

*As Chair of your Policy Committee:*

* Update and maintain the policies and procedures manual
* Lead policy committee and business meetings at VISION (and Region conferences)
* Develop a budget for the Region/Division
* Correspond regularly with the policy committee (at least quarterly)
* Send your meeting minutes and other updates to ACTE staff on a timely basis

See the next pages for additional qualifications & responsibilities for Board members specific to the Region/Division.

Additional Board Responsibilities

All ACTE Vice Presidents are responsible for serving as a Board Member, Policy Committee Chair, Region/Division Leader, and leading Region/Division events. Some Regions/Divisions require their Vice President to perform additional duties.

## Divisions

**Administration**

No additional responsibilities.

**Agriculture**

Holds a position on the National Council for Agricultural Education.

**Business**

* Member of National Business Education Association
* Member of NASBE (dues free member as BED-VP)

**Engineering Technology**

No additional responsibilities.

**Family and Consumer Sciences**

* FCCLA Board Member
  + Travel required to BOD meetings ( average 3 days, location varies)
  + 3 meetings a year ( January; National Leadership Conference, July; October)
  + Written reports required for each BOD meeting
  + Serve on a Committee
  + FCCLA covers expenses
* NATFACS Policy and Planning Meeting
  + March/April ( 3 days) location varies
  + Some meal expenses covered.
  + Airfare and Hotel comes from the FACS Division Budget
* NASAFACS Spring Conference
  + Month varies ( 4 days) location varies
  + Written Reports required
  + NASAFACS covers hotel and registration fee
* AAFCS/NATEFACS
  + June ( 4 days) location varies
  + Expenses come from FACS Division Budget

**Guidance and Career Development**

No additional responsibilities.

**Health Science**

HSE VP serves as a liaison for HOSA and attends the HOSA NLC.

**Marketing**

Serve as Chair of Marketing Educators Association.

**New and Related Services**

No additional responsibilities.

**PACE**

No additional responsibilities.

**Trade and Industrial**

The President’s duties shall include:

* Serve as the Chairperson of the Policy Committee
* Orient new Policy committee members as to their duties and responsibilities.
* Serve on the SkillsUSA Board of Directors
* Serve on the ASTS Board of Directors
* Coordinate Trade & Industrial activities at the National ACTE Conference.

## Regions

**Region I**

No additional responsibilities.

**Region II**

No additional responsibilities.

**Region III**

No additional responsibilities.

**Region IV**

No additional responsibilities.

**Region V**

Attend state conferences as requested.

Additional Board Qualifications

**Divisions**

**Administration**

Qualifications

* Candidates for Vice-President of the Administration Division of ACTE shall have been a member for a minimum of five years.
* The candidate shall demonstrate an understanding of career and technical education and a willingness and ability to promote and support the total program of the ACTE.
* The candidate shall be able to devote the time necessary and have resources to carry out the responsibilities of the Vice-President of the Division.
* The candidate must demonstrate knowledge of the general policies and activities of the ACTE.
* The candidate must have attended two of the past three annual meetings and have participated in program activities of the Division.

**Agriculture**

Qualifications: All members of the ACTE Agricultural Education Division are eligible for nomination. It is further recommended that nominees have the following qualifications:

a. Major responsibility shall be in the field of agricultural education.  
b. Sustained membership in the ACTE.  
c. A large percentage of those involved in agricultural education in that nominee's state should be members of ACTE.  
d. An understanding of vocational education and a willingness to promote the ACTE and its entire program.  
e. Authorization to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities the office of Division President.  
f. Served on the ACTE Agricultural Education 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 programs of the Division.

The following rotation was established and has been continued for the office of Division President:

* University Agricultural Educator (AAAE)
* Supervisor (NASAE)
* Teacher (NAAE)

**Business**

Eligibility for the office of ACTE/BE Vice President shall:

A. Be Affiliated, Direct, or Life members of ACTE/BE. Affiliated and Direct members shall be eligible members as of February 1 of the fiscal year in which they are nominated for the office.

B. Demonstrate leadership in vocational/business education through active membership and service on one or more ACTE Committees, on the ACTE/BE Policy Committee, or as an ACTE/BE Affiliate officer.

C. Attend the ACTE annual conventions on a regular basis.

D. Provide acceptable documentation that sufficient time and support services and resources shall be available for the effective execution of the responsibilities of the office.

**Engineering Technology**

Qualifications: Only members who are active in and affiliated with the Engineering and Technology Education Division are eligible for nomination. The following guidelines are recommended in the selection of nominees.

a. Affiliated, Direct or Life Membership in the ACTE for a period of at least ten consecutive years.

b. As evidence of leadership and interest in the ACTE, a large percentage of those involved in technology education in his/her state should be members of the ACTE.

c. An in-depth understanding of career and technical education as well as engineering and technology education and a commitment to the ACTE and its entire program.

d. Able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional President.

e. Should have served on one or more ACTE committees through which he/she could have learned something of the general policies and activities of the ACTE and should have a good attendance record at annual meetings of the ACTE and have participated in the programs of his/her group.

**Family and Consumer Sciences**

Qualifications: All members of the Family and Consumer Sciences division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* Their primary field is in Family and Consumer Sciences;
* A willingness to promote the Family and Consumer Sciences and ACTE Strategic Priorities;
* Authorization to make time available to effectively execute the responsibilities of the office;
* Sustained membership in ACTE;
* Evidence of leadership in ACTE, a large percentage of those involved in ***discipline area*** in the nominee's state should be members of the ACTE;
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional Vice President;
* Should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.

**Guidance and Career Development**

No additional qualifications

**Health Science**

1. Qualifications: Members, who are active in the Health Science Technology Education Division and licensed/registered health care providers, are eligible for nomination. It is further recommended that the nominees heave the following qualifications:
2. Membership in ACTE for a period of at least five years.
3. An understanding of vocational education and a commitment to promote the ACTE in its entire program.
4. Available time and sufficient secretarial assistance to effectively execute the responsibilities of the office.
5. Served as an elected member of the Policy Committee.

**Marketing**

Qualification: only active members in the Marketing Education Division are eligible for nomination. It is further recommended that nominees have the following qualification:

1. Major responsibility shall be in the field of marketing education
2. Sustained membership in the ACTE during the past five years
3. An understanding of career and technical education and willingness to promote the ACTE and its entire program
4. Authorization to make time available and have sufficient clerical and secretarial help to effectively executive the responsibilities of the office of divisional vice president
5. Served on the ACTE Marketing Education 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 programs of the Division.

**NRS**

No additional qualifications required.

**PACE**

* + 1. Qualifications

Only active members in the Postsecondary, Adult & Career Education Division will be eligible for nomination. It is further recommended that nominees have the following qualifications:

* + - 1. Candidates for Vice President of the Postsecondary, Adult & Career Education Division shall have been a member for a minimum of five years.
      2. The candidate shall demonstrate an understanding of vocational, career & technical education and a willingness and ability to promote and support the total program of the ACTE.
      3. 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.
      4. Served on the ACTE Postsecondary, Adult & Career Education Division Policy Committee, one or more ACTE committees, and/or actively involved in a State affiliated association. Shown a good attendance record at annual meetings of the ACTE Postsecondary, Adult & Career Education Division Business and/or Policy meetings.

**T&I**

Qualifications: All members of the Trade and Industrial division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

 Primary professional field is in Trade and Industrial education.

 Willing to promote the Trade & Industrial Education Division and the ACTE Strategic Plan

 Authorized to make time available to effectively execute the responsibilities of the office.

 Sustained membership in ACTE

 Evidence of leadership in ACTE

**Regions**

**Region I**

1. Qualifications:
2. Must have shown interest in ACTE through sustained membership in their Region 1 affiliate.
3. Must have demonstrated active leadership in their Region 1 Affiliate.
4. Must have time available to devote to the performance of duties of Vice President
5. Must have commitment and understanding of vocational education and to the total ACTE program.

**Region II**

**Qualifications.** Only ACTE members who are active in Region II are eligible for

nomination. Nominees will have the following qualifications: an in-depth understanding

of career and technical education and demonstrated Region Association leadership;

sustained membership of at least five years in ACTE; a commitment to ACTE and its

entire program; and time available to devote to the performance of the duties of Vice

President-Elect and Vice President**.** It is highly recommended that the nominee be a

current or former Region II Policy Committee Member or have served on an ACTE

Standing Committee.

**Region III**

Qualifications

1. Must have demonstrated interest in ACTE through three years of sustained membership.
2. Must have demonstrated active leadership in a state association.
3. Must have time available to devote to the performance of the duties of the Vice President.
4. Must have an in-depth understanding of career & technical education and be committed to the total ACTE program.
5. Must have an understanding of the role of state and territorial associations in relationship to ACTE.
6. Must document local administrative support.
7. Reporting of Regional Activities
   * 1. It shall be the responsibility of the Vice President to submit reports/minutes of the Policy Committee meetings and other activities within the Region on a continuing basis to the Board of Directors of ACTE.
     2. It shall be the responsibility of each Policy Committee member to regularly communicate with State Association members through official state publications and by other means.
     3. The Policy Committee secretary shall keep accurate minutes of all Policy Committee meetings and forward them to the Region Vice President in a timely manner after the meeting. The Region Vice President will distribute to the Policy Committee members.

**Region IV**

Only state associations who are active in the Region are eligible for nomination. Nominees will have the following qualifications:

(1) An in-depth understanding of state associations and demonstrated active leadership in the association

(2) Sustained membership in the ACTE and be a member in good standing.

(3) Time available to devote to the performance of the duties of Vice President.

(4) An in-depth understanding of career and technical education.

(5) A commitment to the ACTE and its entire program.

**Region V**

Qualifications

Must have been affiliated, direct, or life member of ACTE the previous five 5-years.

Must have served on an ACTE committee, the Region V Policy Committee, or chaired a Region V standing committee.

Nominees must have an understanding of, and have demonstrated active leadership in, an affiliated association.

Nominees must have an in-depth understanding of Career and Technical Education and a commitment to the ACTE and its entire program.

Nominees must have time available to devote to the performance of duties of the vice president.