 President-Elect *Position Description*

Title: ACTE President-Elect

Duration: One three-year term; July 1 – June 30; one year as President-Elect, one year as President, and one year as Past President

Work Location: The President-Elect serves as a member of the Board of Directors and also performs additional duties. As a board member, the President-Elect will 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. The President-Elect is also a member of the Executive Committee and is expected to attend five Executive Committee meetings throughout the year; three of the meetings occur prior to the state of the Board meetings (half day meetings) and the other two meetings are conducted via conference call. The President-Elect is also expected to travel to state and region conferences, which occur primarily during the summer. Travel and meal expenses are covered by ACTE for these meetings. Additional travel to other meetings may also be required.

Impact of Work:As a member of the Board, the President-Elect is also 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. Beyond these normal board duties, the President-Elect is also responsible for providing feedback to the Executive Director and strategic direction.

Commitment: Serving as President-Elect requires a fairly substantial time commitment (roughly 200 hours throughout the year).

### Roles and Responsibilities:

The President-Elect candidate serves in three positions throughout the three year term; one year as President-Elect, one year as President, and one year as Past President. The roles of each position vary.

*Throughout the term:*

* Read and respond to emails
* Review any materials provided in advance of calls/meetings
* Participate in scheduled conference calls and meetings
* Attend VISION and NPS
* Be visible at ACTE events
* Attend state and region conferences as assigned; provide updates/presentations as requested
* Provide Board reports
* Be official check signers and financial responsibilities for the organization

*President-Elect:*

As stated in the ACTE Bylaws, the President-elect “shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors or the Executive Committee.”

* Serve as an officer of the Association
* Assist the President as needed on special projects
* Learn and understand the intangible aspects of the position of President
* Assist with the State Association Luncheon at the Annual Convention.
* Preside at selected sessions at NPS.
* Serve on or Chair task forces as requested by the President.
* Represent ACTE at state, region and other meetings as requested by the President.
* Assignment of Mentors to new Board Members
* Assignment of Board liaisons to committees
* Formal appointment of committees and annual objectives

*President*

According to the ACTE Bylaws, “the President shall perform all of the duties assigned to that office….shall preside at all meetings of the association, Board of Directors and Executive Committee.”

* Provide vision and guidance to the ACTE leadership team.
* Serve as a partner and sounding board to the Executive Director.
* Be the visible and official spokesperson for the association.
* Resolve conflict.
* Establish with Executive Director the agenda for the Board and Executive Committee meetings
* Review Board and Executive Committee minutes prior to distribution
* Determine officer visits to State Association Conferences
* With the Executive Director, act as a spokesperson for the Association to the press, public,

legislative bodies and related organizations.

* Write President’s Perspective for *Techniques* every other month. Deadline for column is 45 days prior to the first day of the issue date month. Staff will send you a reminder.
* Review VISION schedules and general session scripts and provide input as appropriate.
* In concert with the Executive Director, see that the Board of Directors is kept fully informed on the conditions and operations of the Association. Send reminders to the Board, as needed, on activities and tasks.
* Write VISION Program Welcome in conjunction with Executive Director.
* Review Annual Report as written by staff prior to publication.
* Chair the Assembly of Delegates

*Past President*

The Bylaws state that the “Past President shall serve in an advisory capacity to the president.”

* Provide institutional knowledge to the officers and the Board.
* Be the eyes and ears of the president.
* Be a voice of reason and resolve conflict.
* Provide guidance and advice to President
* Chair the Past Presidents’ Advisory Council
* Serve as Board liaison to Nominating Committee
* Manage the Executive Director evaluation process

Qualifications: All Presidents must maintain active membership in ACTE.

ACTE Board of Directors has established the following criteria for candidates for President-Elect of ACTE. The Nominating Committee may add other criteria that they feel are appropriate but shall notify the Board of any additional criteria applied.

1. The nominee shall be a person who is recognized as a leader of ACTE and who will be fair to all components of career and technical education.
2. The nominee shall be an ACTE member in good standing.
3. The nominee shall be a person who will use the office of President-Elect to promote ACTE and its programs instead of an individual who will use the office solely for the purpose of promoting his/her own professional interests. The office of President-Elect of ACTE shall go only to those who have a sincere and genuine interest in furthering the development and improvement of career and technical education through ACTE activities.
4. The nominee shall be able to take sufficient time off when necessary and have sufficient clerical and secretarial help to attend to the duties of President-Elect of ACTE during his/her term of office. The nominee shall present written assurance from his/her employer of willingness to release him/her to attend needed functions of the Board.
5. It is a requirement that applicants for President-Elect to have served for at least one year at the time of nomination as a National ACTE Board Member (as Region or Division Vice President) in order to be eligible for nomination for President-Elect.

Applicants must also complete the election application through the ACTE Awards Portal by June 15. All applications will be reviewed and vetted by the ACTE 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 previous Presidents. 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.