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The Association for Career and Technical Education

**Guidance and Career Development**

**Division**

**Policy and Procedures Manual**

*2014*

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## **Mission Statement**

The mission of the Guidance and Career Development Division is to provide leadership and advocacy for school counselors, career development personnel, and other guidance professionals.

## **Goals**

To accomplish this mission the following goals have been established:

1. collaborate with other professional education groups to maintain and advance a strong voice for the full implementation of comprehensive guidance programs and the work of career development personnel;
2. disseminate CTE information to school counselors, career development personnel, and other guidance professionals;
3. inform CTE professionals about the goals and outcomes of fully implemented comprehensive guidance programs;
4. provide for the professional growth of all Division members;
5. provide for the annual recognition of school counselors, career development personnel, and other guidance professionals, and for programs that support the mission of the Guidance and Career Development Division;
6. develop and maintain high professional standards among the membership;
7. develop better understanding and appreciation among all educators of comprehensive guidance programs and the work of career development personnel;
8. serve as a clearinghouse for the dissemination of information about guidance and career development best practices, policy, research, and theory;
9. inform members of the Guidance and Career Development Division about trends, policies, and current activities in the field;
10. promote legislation at the state and federal level which benefit career and technical education, comprehensive guidance programs, and the work of career development personnel;
11. promote research and counselor training programs that inform the field of guidance and career development; and
12. support and encourage all aspects of comprehensive guidance programs including individual work with students, and collaboration with administrators, counselors, teachers and other educators, parents, and community sponsors.

## **Division Membership**

Members of ACTE who are interested in or are professionally engaged in Guidance and Career Development will self-select the Division. These individuals may include, but are not limited to: school

counselors, career teachers, career development facilitators, career coaches, work-based learning facilitators, school-to-work coordinators, administrators whose responsibilities include guidance and career development, state guidance leaders, university faculty, who are involved in preparing school counselors and other guidance and career development professionals, and researchers whose interest is in comprehensive guidance, career development and career and technical education. Guidance and Career Development Division members are employed in many settings, including elementary schools, secondary schools, postsecondary institutions, adult education, community colleges, career and technical education centers, colleges and universities, and the armed services.

## **Organization and Operation of the Division Policy Committee**

The governance of the Division is carried out through the Guidance and Career Development Policy Committee, chaired by the President of the Division. The Policy Committee consists of the following voting members:

1. the immediate Past President for Guidance and Career Development
2. representatives from the five ACTE regions
3. ACTE standing committees and Task force members who represent the Guidance Division on the National ACTE committees and task forces
4. Division liaisons
5. the Ad Hoc Committee representatives
6. Representatives from related affiliate organizations.

The Policy Committee has final authority on all matters concerning the Division.

The President of the Division Policy Committee shall be responsible to appoint the members of the Committee, including representatives from the five ACTE regions, ACTE standing committees, Division liaisons, the Ad Hoc Committee and representatives from related affiliate organizations. The President can add other liaison, Ad Hoc, and affiliate organization representatives, with the approval of the Division Policy Committee.

The Division Policy Committee members shall meet once each year at the annual ACTE meeting. The Policy Committee meeting is traditionally held one day prior to the start of the annual meeting. The purpose of the meeting is to

set policy and establish a program of work for the next year. The Division Policy Committee will also meet as needed throughout the year; times of additional meetings will be set by the President of Division who will also provide adequate notice to the Policy Committee.

Guidance and Career Development Standing Committee representatives, Region representatives, and Task Force members will also be expected to communicate with their constituents by writing three articles each year for the Guidance and Career Development Division Newsletters. Those articles will be submitted to the Division president on January 8, May 8, and August 8 unless otherwise notified. The articles will be composed of information relevant to the respective region, standing committee or task force represented by the policy committee member. Persons wishing to serve on the policy committee should complete an Invitation to Participate form and submit a resume to the Division President.

## **Division President Responsibilities**

The President of the Division is elected by the members of the Division and shall be a Division member in good standing.

The Division President shall serve on the ACTE Board of Directors as Vice-President of the Guidance and Career Development Division. Responsibilities of the Division President include but are not limited to the following:

- work with the Guidance and Career Development Division to implement the ACTE Strategic Plan,
- advocate for the Division with the ACTE Board of Directors,
- bring the concerns of the Division to the ACTE Board of Directors,
- serve as the Chairperson of the Division Policy Committee,
- facilitate the planning of on-going Division activities, including preparing for the ACTE annual meeting, and
- establish an annual Division program of work.

The term of office for the Division President begins July 1 and continues for three years.

## **Nomination and Election of Division President**

When the term of office is about to expire, ACTE will send notice to the membership of the elected positions which come open. Potential candidates will file the appropriate paperwork by the established ACTE deadline (. Prior to that time, the current president may choose to form a nomination committee whose responsibility is to inform possible candidates

about the process and about the deadlines. According to ACTE Bylaws, each division must have at least two candidates in order to hold an election. The division nominating committee will work within ACTE's nomination and election guidelines.

The Guidance and Career Development Division Vice President election will follow the National ACTE format, deadlines, procedures and processes and will be included in the ACTE election. .

All members of the Guidance and Career Development division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- 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 divisional 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 the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.

In the event a

vacancy occurs in the office of the Division President, the Policy Committee shall recommend a person to fill the remainder of the term. The nomination shall be reviewed by the ACTE Board of Directors. Per ACTE Policies, the Board of Directors will appoint someone to fill the vacancy.

## **Budget**

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic Plan. The Guidance and Career Development President shall work with ACTE staff in accordance with the established deadlines and processes to develop a budget for the Division each year. Additional division funds may be accumulated from sponsorships and donations which shall be placed in a Division Designated Account. This is above and beyond the budget provided from ACTE. The Division President will report the budget to the Policy Committee at the annual meeting prior to the ACTE annual meeting.

## **Division Committee Assignments**

The Guidance and Career Development Division President shall appoint Division members to serve on ACTE Standing Committees and Task Force Committees. ACTE standing committees are: Bylaws, Nominating and Resolutions. The appointments for ACTE standing committees will be for two-years unless otherwise dictated by ACTE. Committee appointees are Policy Committee members and may request to be assigned to a second and subsequent committee after their first term expires. Committee appointees will be expected to attend the ACTE Committee meetings which are typically held on the Wednesday prior to the ACTE annual meeting. They will report to the Policy Committee and the Guidance and Career Development Division Business meeting.

## **Amendments**

Policies may be amended by submitting the proposed revisions in writing to the Guidance and Career Development Policy Committee and Vice President prior to an officially announced business meeting of the Division. Any such proposed version must be approved by the Guidance and Career Development Division Policy Committee and receive a majority vote of those present at a Guidance and Career Development Division Business Meeting.

## **General Policy**

The name of the Division shall be set by the Policy committee with approval by the membership and according to ACTE Board Policy.

If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null and void.

Copies of these operating policies are available at the ACTE Headquarters and on the ACTE web page, [www.acteonline.org](http://www.acteonline.org)

## Appendix A

### Past ACTE Guidance Division Vice Presidents

1926-1929 Edwin Lee, Berkely, CA

1929-1934 Ray Fife, Columbus, OH

1934-1937 George P. Hambrecht, Madison, WI

1937-1940 Robert O. Small, Boston, MA

*From 1940 to 1970 Guidance was part of New and Related*

1970-1973 Charles G. Foster, Jefferson City, MO

1973-1976 Gene Bottoms, Tucker, GA

1976-1979 Harry Drier, Columbus, OH

1979-1982 Norm Gysbers, Columbus, MO

1983-1985 Dale Ake, Tallahassee, FL

1985-1988 E. F.(Bill) Hollenback, Tuscon, AZ

1988-1991 Joe McDaniel, Jackson, MS

1991-1994 Belinda McCharen, Stillwater, OK

1994-1997 Laura Ward, Montgomery, AL

1997-2000 Kathy Jo Elliott, Atlanta, GA

2000-2003 Judy Petersen, Salt Lake City, UT

2003-2004 Jan Olsen, Sioux City, IA

2004-2009 Judy Whitaker, Salt Lake City, UT

2009-2012 Lela Kosteck Bunch, Jefferson City, MO

2012-2015 Ray Davis, Irmo, SC

2015-2018 Janet Bell, Gore, OK

## Appendix B

### Guidance and Career Development Division Award Winners

2013

Outstanding Guidance and Career Development Service  
Dr. Lela (Lee) Kosteck Bunch 2013  
Above and Beyond Award  
Marguerite Leishman, ACTE 2013

2012

Friend of Guidance and Career Development  
Ted Hagert, ASVAB 2012  
Outstanding Guidance and Career Development Service  
Dr. Norman Gysbers, Missouri 2012  
J. Bragg Stanley, Missouri 2012  
Above and Beyond Award  
Steve Dewitt, ACTE 2012

2010

Friend of Guidance, Kimberly A. Green  
Outstanding Guidance Professional, Dave Barrett  
Outstanding Guidance Professional, Ray Davis

2009

Friend of Guidance, George Washington University  
Membership Award, Oklahoma  
Outstanding Guidance Professional, Steve Beutler  
Outstanding Guidance Professional, Jeanie Bragg  
Outstanding Guidance Professional, Barbara Wilson

2008

Above and Beyond Award, Beth Bronkar  
Friend of Guidance Award, Phil Harrington, Kuder, Inc.  
Membership Award, North Carolina  
Outstanding Guidance Professional, Ann Jordan  
Outstanding Guidance Professional, Judy Petersen

2007

Friend of Guidance, Terry Backstrom, U. S. Army Recruiting Command  
Membership Award, Utah  
Outstanding Guidance Professional, Peggy Castleberry  
Outstanding Service Award, Bobbi Rachelle Arnold

2006

Friend of Guidance, Bridget Brown, ACRNA

Outstanding Guidance Professional, Dr. Karen Curtis

Outstanding Guidance Professional, Dr. Lela Kosteck Bunch

2005

Friend of Guidance, Bridges Transition

Outstanding Guidance Professional, Kelly Arrington, Oklahoma

Outstanding Service Award, Dr. Tommie Radd, University of Nebraska

2004

Outstanding Guidance Professional, Kathy Jo Elliott

2003

Information Missing

2002

Friend of Guidance, Terri Lonowski, DOD

Membership Award, Oklahoma

Outstanding Guidance Professional, Karen Koehn

Outstanding Service Award, Jan Linder Olson

2001

Friend of Guidance, Carol Dahir, NY Institute of Technology

Membership, Utah

Outstanding Service Award, Beth Bronkar

Outstanding Guidance Professional, Deb Rippy

2000

Friend of Guidance, U. S. Army Recruiting Command

Membership, Ohio

Outstanding Service Award, Richard Lapan

Outstanding Guidance Professional, Drew Ann Morgan

1999

Friend of Guidance, Joan Novak, Coin

Outstanding Service Award, Nita Wyatt

Outstanding Guidance Professional, Danny King

1998

Friend of Guidance, Broadhead Garrett Corp.

Membership, Utah

Outstanding Service Award, Carol Kososki  
Outstanding Guidance Professional, Loretta Barnes

1997

Friend of Guidance, Career Communications  
Membership Award, Oklahoma  
Outstanding Service Award, Marion Starr  
Outstanding Guidance Professional, Jonette Percy

## Appendix C

# ACTE Guidance and Career Development Division Policy Committee Structure

July 2014

- **\*Communications and Convention**
  1. Works with five Regional Liaisons and committee chairs to disseminate information to and from regions and to the nationally to the division membership to increase member involvement and meet members' needs
  2. Work with division membership and the ACTE staff to identify and post "best practices" resources on the G&CD website
  3. Coordinates article contributions from each Policy Committee member for newsletter and eBlasts
  4. Leads effort to provide the division in recognizing member accomplishments both in our profession and within our division
  5. Coordinates the Awards Meeting at the annual conference
  
- **\*Marketing and Membership**
  1. Works with Data and Research Task Force and Professional Development and Convention Programming to address member needs
  2. Works with Regional Liaisons on lapsed memberships
  3. Works with Vice-President Elect to promote opportunities for involvement within the division;
  4. Works with ACTE staff to use the marketing kit to advance division goals
  5. Identifies and communicates to division membership "best practices"
  
- **\*Professional Development**
  1. Works with Vice-President Elect to lead efforts of the Policy Committee to address member's professional development needs and deliver high-quality convention programming

2. Works with the Marketing and Membership and the Website and Online Communications chairs to create and deliver to members distance learning opportunities for the division
- **\*Legislation and Advocacy**
    1. Serves as liaison between our division and the ACTE Legislative Affairs team to enhance communications between our members and the legislative efforts of ACTE
    2. Works with ACTE to publish and disseminate division brief on The Contributions of Comprehensive Guidance and Counseling Programs to the College and Career Readiness of all Students
  - **State Guidance Leadership**
    1. Leads efforts to enhance members of state guidance leaders through programming, professional development, and communications specific to state guidance leaders
    2. Creates programming and professional development that creates awareness of excellence at the state level
  - **\*Technology in Career Guidance**
    1. Develops professional programming that keeps out membership on the cutting edge of the uses of technology in career guidance
    2. Works with the Website and Online Communications chair to explore and deliver effective distance learning professional development
    3. Creates on-going dialogues on topics relevant to members through blogs
  - **ACTE Committees:** assigned by division Vice-President as requested by ACTE
    1. Audit – not currently a G&CD assignment
    2. Awards - not currently a G&CD assignment
    3. Nominations
    4. Resolutions
    5. By-Laws
  - **ACTE Regional Liaisons**
    1. Represents the division at regional events

2. Works with Communications and Convention Logistics Chair and committee chairs to disseminate information to and from regions
3. Coordinates the region's nomination for the Career Guidance Award

Regions I

Region II

Region III

Region IV

Region V

- **ACTE Task Forces Representation:** assigned as needed by division Vice-President
  1. G&CD Vice-President Elect Nominations Task Force
- **Business and Industry Liaisons**
  1. Works with Policy Committee to keep the membership aware of national and international career development trends, innovations, and resources available to division members
  2. Provides professional development to the membership on workforce trends
- **STW, Career Academies, and Career Centers**
  1. Works to enhance involvement of professionals working in STW, career academies and career centers
  2. Creates programming and professional development for professionals who deliver guidance and career development within these settings
- **Work-Based Learning and Postsecondary Transitions**
  1. Works to enhance involvement of professionals working in career academies and career centers
  2. Creates programming and professional development for professionals who deliver guidance and career development within these two entities
- **Graduate Students and Professional Practice**
  1. Creates professional development opportunities for graduate students at annual conference and in conjunction with Communications and Convention chair
  2. Works to increase graduate student membership

- **Vice-President Elect**

1. The Vice-President, Elect will assume the duties of the office beginning July 1 of the Vice-President's last year serving a year as Vice-President Elect prior to moving into the position of Vice-President who will then move into the position of Past Vice-President
2. The Vice President Elect works with the Vice-President to learn the operations of the division prior to the time the Vice-President Elect becomes Vice-President.
3. The Vice President Elect works with Marketing and Membership Chair to create involvement opportunities in the division
4. The Vice President Elect works with Regional Representatives to enhance communications between the division and the regions
5. The Vice President Elect works with Awards and Member Recognition to create opportunities to recognize excellence and service in the division and to develop a viable program for the annual conference.
6. The Vice President Elect serves in the place of the division Vice President as designated by the Vice-President or when the Vice President is unable to represent the division in appropriate situations

Ray Davis, Ph.D.

Vice-President

ACTE's Guidance and Career Development Division