

## Coalition for Workforce Development Through CTE Charter July 2021

Pursuant to this charter this group shall be known as the Coalition for Workforce Development Through Career and Technical Education (WFD CTE).

### Mission

Address the nation's skills gap through a collaborative approach that connects business and industry, employers, workforce development efforts, and career and technical education programs to achieve a skilled and diverse workforce.

### Vision & Goals

Under the direction of the Advisory Council (see below) the Coalition is tasked with the following:

#### **1. Develop activities connecting business and industry needs and educational practices to address CTE student and workforce development needs.**

- Inform programmatic issues and decisions.
  - Create an annual work plan that includes:
    - Collaboratively identifying and supporting activities that foster a better understanding of the role CTE has in their members/agency's workforce development efforts.
    - Sharing among Coalition members best practices to increase the effectiveness of all sectors in achieving the mission of the Coalition.
    - Helping plan and support annual activities that foster the awareness of career pathways through events at VISION or other ACTE conferences, such as the Career Pavilion and Workforce Development through CTE Summit.
  - Identify emerging skills and competencies to inform the field on how to prepare students for careers in the workplace.
  - Agree to consider and commit to collaborative efforts that the Coalition identifies as priorities in furthering its goals.

Grow and support activities that address education and workforce needs.

- Share CTE information within business/trade association networks.
- Advise on the development of the information resources, publications, and other documents as appropriate.

Analyze and interpret identified skills gaps to develop content focused on those areas.

#### **2. Harness the voice of business and industry to support CTE.**

- Solicit input, feedback, and support on CTE public policy positions.
  - Stay current on CTE policy through review of such resources as the ACTE CTE Policy Watch blog, ACTE News and legislative alerts.
  - Notify Coalition Advisory Council of CTE-related policy needs and matters for consideration.
  - Be available to participate in policy discussions, task forces and presentations on request.

- Communicate CTE policy positions to peers and colleagues within their industry sectors to generate support and keep Coalition staff current on feedback.

**3. Identify and recognize a diverse group of business and industry leadership related to CTE.**

- Annually recommend new organizations to invite to the Coalition for Workforce Development Through CTE.
- Contribute to efforts to showcase exemplary CTE supporters from business and industry through vehicles such as the ACTE Impact Awards.

**4. Identify, recommend, and engage in initiatives that take meaningful action on DEI.**

**5. Recommend positions and activities that further the purpose of high-quality career and technical education across the United States.**

**6. Engage in the development of an action plan for work on a 1-2-year basis and recommend and support committees aligned to the action plan.**

**Structure**

The Coalition will be open to any business, trade association or corporate representative who has demonstrated a commitment to work with career and technical education. In addition to providing a voice for their respective constituents (sectors, regions, populations, employees, etc.) Coalition members should come with a willingness to engage in larger systems discussions that may, or may not, always directly affect those constituents.

Organizations wishing to join the Coalition shall notify the Coalition leadership in writing (via email) of their interest in joining the Coalition. This Letter of Interest (LOI) should include at least one recommendation/letter of support from a current Coalition member. Coalition participants should be familiar with the work and mission of the Association for Career and Technical Education (ACTE) and Ford Next Generation Learning (Ford NGL). Participants must have the ability and time to actively engage in the work of the Coalition.

The Coalition will be represented by an Advisory Council selected by all representatives. The leadership group will consist of not more than thirteen (13) elected participants. A permanent seat will be held by ACTE and Ford NGL to bring the total leadership team to fifteen (15). The Coalition leadership will represent a diversity of sectors, regions, and populations. The breakout below will be used to ensure a balanced leadership team by taking an intersection of constituencies and regional representation:

Constituencies (see Appendix A for additional information):

Industry (Associations and/or Employers)	8 seats
Training Organizations/Providers	3 seats
At-Large Subject Matter Experts (SME)	2 seats

Regional Representation – the above constituency seats should be filled to ensure that each of the following regions, aligned to the five (5) ACTE Regions, have a minimum of 2 representatives but no more than 4 from any given region. The ACTE and Ford NGL seats are excluded from this rule. (See appendix A for regional boundaries):

- Region I
- Region II
- Region III
- Region IV
- Region V

### Eligibility

Any Coalition member in good standing who falls in one of the identified constituency groups and that has served a minimum of one-year in the Coalition shall be deemed eligible to stand for election to the leadership team.

### Nomination(s)

Any Coalition member shall be able to nominate any member, including themselves, who meets the eligibility requirement. It will be the responsibility of the leadership team to ensure constituency and regional representation guidelines are maintained.

### Term

Leadership of the Coalition will be eligible to serve a two-year term in that capacity dependent on continued employment by and support of the Coalition member who employs the representative to the Coalition.

Elections shall be held annually with no more than 8 (8) seats up for election in any given year to ensure continuity of leadership. In addition, no member shall be eligible to serve more than two (2) consecutive terms except for the ACTE and Ford NGL appointment. Following completion of their term(s) in the Coalition leadership, members may be inducted into a recognition category.

### Minimum Meeting Cadence

Advisory Council will meet a minimum of four (4) times per year.

### WFD-CTE Action Committees

Coalition participants will have the option to join action committees or any task force (short-term projects) that are established to divide the work.... To ensure that the action committees/task forces are ACTE & Ford NGL neutral, co-leads will be identified once the committee has been formed. (See Appendix B)

### Outcome

The Coalition for Workforce Development through CTE is charged with reporting to the ACTE Board of Directors a summary of their work and progress, which may be transmitted in writing for presentation at regularly scheduled Board meetings.

This Coalition is chartered on July 28, 2021 and shall remain operational in perpetuity or until ACTE and Ford NGL determine a change in status.

## APPENDIX A – CONSTITUENCIES & REPRESENTATIVE REGIONS

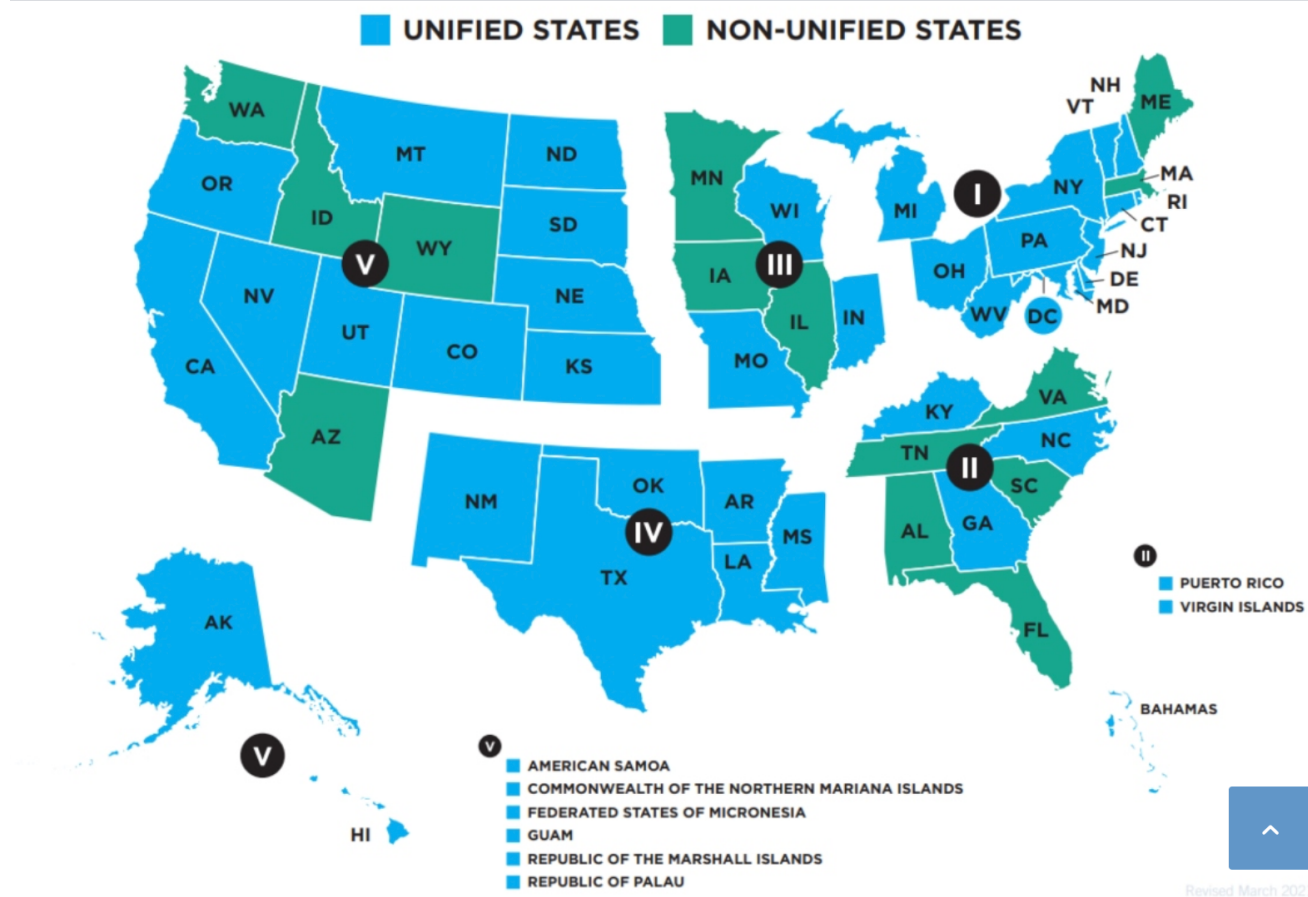
## Constituency Definitions

Industry – includes any Association or other organization that represents single or multiple industries and/or sectors, employer (irrespective of size and/or sector),

Training Organization/Provider – Any recognized training association, organization, or provider, including one K-12 and one Higher Education (HE) entity. The third seat can be an at-large training/education provider alignment to K-12, or HE is not required for the third seat.

**At-Large Subject Matter Experts** – Any individual that brings a unique set of skills, perspectives, or expertise that would prove valuable to the Coalition in its work. Examples - specific population(s) experience, large scale project development, industry-education collaboration experience, etc.

## Representative Regional Boundaries



## APPENDIX B –COMMITTEES/ WORK GROUPS

To assist the Advisory Council in guiding the work of the Coalition, the following standing committees shall be established:

**Effective Messaging** (add committee “mission”)

**Credentials Committee** - Develop a template(s) that will support development of career pathways in the educational process, continuing into industry, and illustrating tiers of advancement within industry to provide transparency for students and potential employees for career advancement. These will:

- Provide and support more seamless alignment of education and employment career pathways, including the need for short-term credentials that address the micro-bursts of skills needs that employers require/experience;
- Support to business and industry as they create frameworks for advancement to attract candidates into the jobs that they need to fill.
- Provides transparency to students and employees (sometimes one and the same) regarding the tiers of occupations and related credentials so that individuals understand how to advance within their careers.

In addition, the Advisory Council may, as needed, create ad hoc work groups that are of shorter duration and focused on a specific task or connected series of tasks.

### WFD-CTE Action Committees

The role description of each (participants, co-leads, and that of Ford NGL and ACTE) are listed below:

#### Committee Participants

- Actively engage in the Committee work
- Actively engage in the actions identified by the committee
- Collaborate and communicate in the committee’s identified platform (currently Basecamp).

#### Co-Lead Role:

- Shall be two representatives from the business/trade association (to remain neutral, ACTE and Ford NGL will not lead the committee/taskforce)
- Convene the committee (frequency is determined by the committee)
- Facilitate/steer the conversations focusing on the committee's purpose
- Invite/delegate committee members to respond to the call-to-action/tasks
- Utilize the committee Basecamp card to communicate to and from the committee
- Share updates with the entire Coalition

## **APPENDIX C – INITIAL TERMS, LEADERSHIP TEAM**

To ensure smooth transitions and establish the schedule for ongoing leadership team elections, the term “mix” for the initial team will be as follows:

- Eight (8) members elected to One-Year Term to be replaced at the end of Year One with eight (8) members elected to standard Two-Year Term - initial one-year members would be eligible for reelection
- Seven (7) members elected to standard Two-Year Term