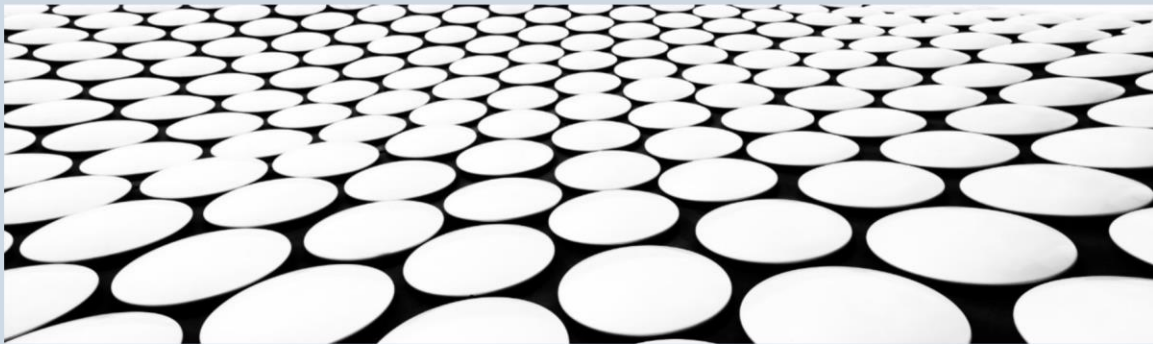


STATE LEADERSHIP TRAINING PROGRAM

MARCH 20, 2022 8 AM - 4 PM



Agenda

8:00 – 8:30 a.m.	Welcome – <i>Kelli Diemer, Director of Membership</i>
	Welcome - <i>LeAnn Wilson, ACTE Executive Director</i>
8:30 – 9:00 a.m.	Framework of Fellowship Programs – <i>Lauren Fillebrown, Senior Manager of Leadership Development</i>
9:00 – 9:30 a.m.	New Models of Membership – <i>Kelli Diemer</i>
9:30 – 10:00 a.m.	Table Discussion – Why join a professional organization?
10:00 – 10:45 a.m.	Identifying & Growing Leaders – <i>Nancy Trivette, ACTE Past President</i>
10:45 – 11:00 a.m.	Break
11:00 – 11:45 a.m.	Conference Tips and Tricks - <i>Laura DiNardo, Senior Manager of Strategic Partnerships</i>
11:45 a.m. -12:00 p.m.	Reflection
12:00 – 1:00 p.m.	Lunch Break (on your own)
1:00 – 2:00 p.m.	State Membership Awards and QAS Celebration – desserts! Room: Salon I
2:00 – 2:30 p.m.	State Leadership Resources – <i>Kelli Diemer</i>
2:30 – 3:30 p.m.	Quality Association Standards Roundtable discussions
3:30 – 4:00 p.m.	FAQ, Reflection & Wrap up

Presenters

Kelli Diemer, Director of Membership
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Lauren Fillebrown, Senior Manager of Leadership
Development
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Nancy Trivette, 2019 ACTE President
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Laura DiNardo, Senior Manager of Strategic
Partnerships
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FAQs

What does QAS stand for? Quality Association Standards
Who should complete the annual report? The state Executive Director or the state president
Why is the annual report important? Affirms the state's affiliation standing with ACTE. Give an annual update on activities happening at the state.
What does PACE stand for? Post-secondary, adult, and career education
Do all states have Executive Directors? no
What is the Achieve 100 award? ACTE's Achieve 100 Award is presented to schools/institutions that have achieved 100% membership among their career and technical education staff and faculty.
How many ACTE Divisions can someone join? As many as they want. First Division is included with membership. Additional Divisions are \$10 each.
How can ACTE support a state organization for a conference? ACTE will do conference registration for free. ACTE can help with promotion of unified state conferences.
How many Divisions does ACTE have? 10
How many Regions does ACTE have? 5
What is the difference between an ACTE Division and an ACTE Section? The New & Related Services Division has the Sections. These do not have the required 750 members to become a Division.
How do you login to your ACTE profile? Choose login from home screen. Type in username and password. Choose view profile.
What is the difference between an affiliation and unification?
What does NEDA stand for? National Executive Directors Association
What is a policy committee? Governs the Division
What does the ACTE strategic partnerships department do? Work with organization to understand, connect and meet the organization's needs

What does EIM stand for? Educational Institution Membership
What type of awards are available? Excellence Awards, Business-Education Partnership Awards, Champion for CTE Award, Regional, State, and Division/Section Awards <ul style="list-style-type: none"> • ACTE Teacher of the Year • ACTE Counseling & Career Development Professional Award • ACTE Administrator of the Year • ACTE Postsecondary Professional of the Year • ACTE Teacher Educator of the Year • ACTE New Teacher of the Year • ACTE Carl Perkins Community Service Award • ACTE Lifetime Achievement Award
How do you nominate someone for an ACTE award? ACTE Awards Portal
What is a state division?
What does NRS stand for? New & Related Services
What does SCM stand for? State Chapter Module
What does NPS stand for? National Policy Seminar
Where is the state leadership directory? About, Structure, State Associations. State Association, Leaders Resources
When are monthly state leaders calls? 3 rd Wednesday at 4 pm ET
Where is the state conference materials request form? State Leaders' Resource Page
What is the state perception survey? An end of the year survey to collect information about the perception of ACTE from the states' perspective
What's the difference between a state that is unified and non-unified state?
What is AOD? Assembly of Delegates. The AOD and Board of Directors govern ACTE. The AOD is authorized to amend the bylaws and pass resolutions.
Where is the state resource webpage? About, Structure, State Associations. State Association, Leaders Resources
Who is the current President of NEDA? Who is the President-elect of NEDA? Sandy Miller is NEDA President and Debbie Nelson (CACTE is President Elect)
What are the Fellowship programs?

What does IAED stand for? Inclusion, Access, Equity, and Diversity

What does EIAs stand for? Educators in Action

Notes

Framework of Fellowship Programs – *Lauren Fillebrown, Senior Manager of Leadership Development*

New Models of Membership – *Kelli Diemer, Director of Membership*

Table Discussion – Why join a professional organization?

Identifying & Growing Leaders – *Nancy Trivette, ACTE Past President*

Conference Tips and Tricks - *Laura DiNardo, Senior Manager of Strategic Partnerships*

State Leadership Resources – *Kelli Diemer, Director of Membership*

Quality Association Standards Roundtable discussions

FAQ, Reflection & Wrap up

Quality Association Standards Roundtable discussions

Purpose

Dear State Association Leadership: The purpose of the Quality Association Standards (QAS) is to recognize state associations that have in place policies, procedures and structure that demonstrate a high level of service and attention to member value. QAS should be useful to states in evaluating their basic organization and whether their leadership is providing minimum, average or superior programs for the membership. It is NOT intended to be a competition between states and/or establish a “class system” of state associations, nor is it a system for rating the performance of a state’s volunteer leaders or executive director. It is hoped that the QAS will prompt states to challenge themselves to improve and to maintain the very best possible organization and leadership for their members. ACTE is committed to assisting state leadership in reaching association goals.

CRITERION ONE – MISSION, GOALS AND OBJECTIVES

The association must have adopted a current, clear and positive mission statement, goals and objectives. The association must be able to demonstrate how it presently fulfills its mission and meets its goals and general objectives as articulated in its strategic plan (long range plan). It must be able to show how it plans to achieve its general and specific objectives in the future.

Q – Have you worked on a strategic plan (long range goals)? What should be included in a strategic plan?

CRITERION TWO – GOVERNING BODY, OFFICERS, AND DIRECTORS

The governing body of the association represents major interests of the membership. Provision for periodic rotation of officers and directors is desirable. The roles of the officers and directors must be clearly defined and the manner in which they are fulfilling their functions demonstrated. Formal orientation procedures for governing body members are in place and regularly conducted.

Q – How long should an officer term run? How do you get quality leadership? Do you have officer orientation?

CRITERION THREE – ORGANIZATIONAL STRUCTURE & DOCUMENTS

The association must have Articles of Incorporation/Association and bylaws and demonstrate that it operates in conformance with federal and state laws. It must show that all pertinent documents are periodically reviewed, are consistent with one another, revised when necessary and that the association’s organizational design and operations are in keeping with its constitution and bylaws or equivalent documents.

Q – Is there a policy to review your bylaws?

CRITERION FOUR – PROGRAMS, SERVICES AND ACTIVITIES

There must be evidence that the association's programs, services and activities meet member and other targeted groups' needs, are formally planned, funded, coordinated, implemented, monitored, and evaluated, and that sufficient human resources are available to implement, maintain and evaluate these programs, services and activities.

Q – Is there a program of work? How are activities monitored?

CRITERION FIVE – FINANCIAL PLANNING AND REPORTING

Financial planning must relate directly to the association's strategic plan and programming. The association must have realistic plans for developing income and controlling costs. It must present evidence of fiscal controls, a full-disclosure reporting system and an annual audit.

Q – Do you have an annual budget? Is it approved by the board?

CRITERION SIX – MEMBERSHIP DEVELOPMENT AND RETENTION

The association must demonstrate that its current membership/potential membership ratio is reasonable. It must have an effective and continuing program of membership retention and recruitment.

Q – What is your membership promotion and retention plan?

CRITERION SEVEN - COMMUNICATIONS

The association must demonstrate that its external and internal communications are commensurate with membership needs, that they address the various audiences (publics) that influence the goals and objectives of the organization, and that the association utilizes technology as appropriate.

Q – How do you communicate with members? Do you think the members believe they are informed?

CRITERION EIGHT – PUBLIC POLICY

The association must demonstrate that it has established a list of clearly defined issues which are monitored regularly through analysis and reporting, and whose findings are communicated to the members and the outside public in a timely way. The association must show that there is adequate funding for a public policy program at all levels, that it is successful in gaining access to key decision makers, and that it has shown success in achieving its goals.

Q – How can a state organization connect with policy makers?

CRITERION NINE – OPERATIONS

The association must have in place a workforce and systems to effectively operate the organization. The size, skills, and reporting relationships of the volunteer workforce or staff are directly related to the scope of services provided by the association. If paid staff is utilized there must be evidence of stability in staff, a clear organizational structure, and appropriate personnel practices. The association must demonstrate that it has in place a cohesive office automation plan, taking into account current as well as anticipated future needs. Such a plan should include provisions for data base management, accounting, and telecommunications, and must be appropriate for the size and scope of operation. Additionally, system procedures should be fully documented and secure from unauthorized access.

Q – Does your leadership team have written job descriptions?

Reflection

Reflection is a critical analysis or thinking aimed at achieving a better understanding of one's thoughts and/or actions. Reflection allows us to analyze our experiences. Reflection allows for acknowledgement of what went well and what could be done differently in the future.

Reflection is a process of creating clarity that can be used in future planning, implementation and assessment of activities.

Please consider your state association in light of the training you received today. Think about which QAS area needs the most improvement in your state association. Use the following questions to guide your action planning:

1. What is the area in need of improvement (please be as specific as possible)?
2. What is currently being done in this area?
3. Complete the chart below in regard to the area of improvement:

What is working well:	What is not working:

4. How could the areas that are not working be improved upon?
5. How could this have been done differently?

6. What should I change or work on for next time?

7. What would be the first step?

8. How do I go about implementing the change?

