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 200 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 Executive Assistant serve as the primary contacts. Board members receive information throughout the year from the Executive Director and the Executive Assistant 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.

When carrying out ACTE business, the elected board representative will be called “vice president.” When carrying out Region or Division business, the elected Region and Division board representative may be called “president.”

**SPECIFIC RESPONSIBILITIES AS THE REGION OR DIVISION PRESIDENT**

**Specific Responsibilities**
1. Submitting reports
   a. An annual report outlining the Region/Division’s accomplishments (not the individual’s activities) during the fiscal year is to be shared at the Region/Division’s annual business meeting. Special attention should be given in the report to activities that have helped achieve goals and strategies of the ACTE strategic plan. The report should also identify critical issues and concerns regarding the Region/Division and proposed resolutions for these issues.
   b. Interim reports on the Region/Division’s activities are to be submitted prior to the board of directors meetings for inclusion in the board books. The date for submission, typically three weeks prior to the board meeting, will be provided by the executive assistant.
   c. Critical issues and concerns that require board attention are to be included in each interim report. In addition, any concerns or issues that should be addressed between board meetings should be submitted to the Region/Division representative on the executive committee at least two weeks prior to the executive committee meetings.

2. Development and monitoring of the budget
   a. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
   b. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.
c. All expenses related to the Region/Division’s activities are to be reviewed and approved by the Region/Division’s president. No reimbursements will be made without the Region/Division president’s written authorization.

3. Committee assignments
   a. An up-to-date roster of members serving on the Region/Division policy committee is to be provided annually no later than July 1. During the year, if changes are made in the committees’ membership, or if corrections are required in individual listings, these changes should be submitted to ACTE staff in a timely fashion.
   b. Appointment of all Region/Division representatives to serve on ACTE standing committees is to be made no later than July 1 each year. During the year, if changes are to be made or if corrections are required in individual listings, these changes should be submitted to ACTE staff in a timely fashion.
   c. For Divisions, a listing of all division associates is to be submitted each year to ACTE headquarters. All activities are to follow written board policies.
   d. The Region/Division president shall serve as liaison to an ACTE standing committee.

4. National Leadership Fellowship Program
   a. If the budget allows, sponsor New Professional and Experienced fellows to participate in the ACTE National Leadership Fellowship Program. Fellows receive a stipend of $1500.
   b. Share fellowship benefits to members at state, regional and division conferences, and through communication channels.
   c. One month prior to applications closing (September), organize a selection committee to review applicants, if any.
   d. Submit selection to ACTE’s senior manager of leadership development.

5. Communications
   a. Keep the leadership of the Region/Division fully informed of all board actions and policies and Association activities.
   b. Communicate regularly with the ACTE board of directors and executive director, sharing input and feedback from Region/Division members.

6. Meetings
   a. Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting will be reviewed prior to the meeting. Reimbursement will be based on written board policy.
   b. Attendance at the CareerTech VISION and National Policy Seminar is mandatory. Reimbursement will be based on written board policy.
   c. Attendance at a meeting held by a division associate, region or state will only be reimbursed if the Region/Division policy committee approves.
   d. Work closely with ACTE staff to identify and develop CareerTech VISION programming.
e. Participate in the Region/Division presidents’ conference calls to share information and ideas.

7. Leadership
   a. Preside at all Region/Division policy committee meetings and the annual business meetings.
   b. Provide information, resources and guidance to Region/Division members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
   c. Responsible for fostering and mentoring future leaders.

8. Communication with members
   a. ACTE will develop a consistent marketing email template for the Region/Division president to use.
   b. Region/Division presidents will send out quarterly newsletters to the membership. ACTE staff will assist by providing items that should be featured in all correspondence to ensure consistent messaging.
   c. ACTE will develop a common survey to be used by the Region/Division presidents to determine the effectiveness of various ACTE efforts as well as find out current issues within the Division.
   d. The webpage for the Region/Division is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
   e. Region/Division presidents are encouraged to share information, articles, best practices, data and more to meet members’ needs and enhance the value of the Region/Division.
   f. The Region/Division president will promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention.
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.

Agricultural Education
Holds a position on the National Council for Agricultural Education.

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

Counseling and Career Development
No additional responsibilities.

Engineering and Technology Education
No additional responsibilities.

Family and Consumer Sciences Education
- 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
  o June (4 days) location varies
  o Expenses come from FACS Division Budget

**Health Science Education**
HSE VP serves as a liaison for HOSA and attends the HOSA NLC.

**New and Related Services**
No additional responsibilities.

**Postsecondary, Adult and Career Education**
No additional responsibilities.

**Trade and Industrial Education**
No additional responsibilities.

**Work-Based Learning**
No additional responsibilities.

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**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
All members of the 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 of division president.
- Sustained membership in ACTE and 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 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.
- Candidates for president of the Division of ACTE shall have been a member of the ACTE Administration Division for a minimum of five years.
- The candidate shall demonstrate an understanding of CTE 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 president of the Division.
- The candidate must demonstrate knowledge of the general policies and activities of the ACTE.

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

- To develop high professional standards among the membership.
- To offer services to members of the Agricultural Education Division that will provide, maintain, extend, and expand quality programs to prepare and to improve individuals for essential occupations in the total agricultural industry.
- To provide for better understanding and appreciation of the program of agricultural education among all educators.
- To identify the function of agricultural education in preparing people for the world of work.
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories.
- To keep members of the Agricultural Education Division informed as to plans and policies of the ACTE and their implications for CTE.
To promote professional relationships with other agencies, organizations, and institutions concerned with agriculture and agricultural education.

The following rotation was established and has been continued for the office of Agricultural Education Division president:

1. University Teacher Educator (AAAE)
2. State Staff (NASAE)
3. Teacher (NAAE)

**Business Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- A willingness to promote business education and ACTE strategic priorities.
- Authorization to make time available to effectively execute the responsibilities of the office of division president.
- Sustained membership in ACTE.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of division 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 CareerTech VISION and participated in the program of his/her group.

**Counseling and Career Development**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Major responsibility shall be in the field of counseling and/or career development.
- Sustained membership in ACTE.
- A willingness to promote counseling and career development and ACTE strategic priorities.
- Authorization to make time available to effectively execute the responsibilities of the office.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of division 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 CareerTech VISION and participated in the program of his/her group.

**Engineering and Technology Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Must have demonstrated interest in ACTE through three years of sustained membership.
• A willingness to promote engineering and technology education and ACTE strategic priorities.
• Authorization to make time available to effectively execute the responsibilities of the office.
• An in-depth understanding of CTE as well as engineering and technology education and a commitment to the ACTE and its entire program.
• 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 CareerTech VISION and participated in the program of his/her group.

**Family and Consumer Sciences**
All members of the 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 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 family and consumer sciences 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 division 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 CareerTech VISION and participated in the program of his/her group.

**Health Science Education**
All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:
• A willingness to promote health science education 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 health science education 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 division 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 CareerTech VISION and participated in the program of his/her group.
New and Related Services
All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- A willingness to promote the Division and ACTE strategic priorities.
- Authorization to make time available to effectively execute the responsibilities of the office.
- Sustained membership in ACTE.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional 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 CareerTech VISION and participated in the program of his/her group.

Postsecondary, Adult and Career Education
All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Candidates for president of PACE shall have been an active member for a minimum of three years.
- The candidate shall demonstrate an understanding of CTE and a willingness and ability to promote and support the total program of ACTE.
- The candidate shall have authorization to devote the time necessary and have resources to carry out the responsibilities of the president of the Division.
- Served on the ACTE PACE policy committee, one or more ACTE committees, and/or actively involved in a State affiliated association.

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

- Their primary field is in trade and industrial education.
- A willingness to promote trade and industrial education 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 trade and industrial education 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 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 CareerTech VISION and participated in the program of his/her group.
Work-Based Learning
All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:
- A willingness to promote work-based learning 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.
- 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 CareerTech VISION and participated in the program of his/her group.

Regions

Region I
Nominees will have the following qualifications:
- Must have shown interest in ACTE through sustained membership in their Region I affiliate.
- Must have demonstrated active leadership in their Region I affiliate.
- Must have time available to devote to the performance of duties of president of the Region.
- Must have commitment and understanding of CTE and to the total ACTE program.

Region II
Nominees will have the following qualifications:
- An in-depth understanding of CTE and demonstrated Region association leadership.
- Sustained membership of at least five years in ACTE.
- A commitment to ACTE and its entire program.
- Time available to devote to the performance of the duties of president-elect and president of the Region.
- 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
Nominees will have the following qualifications:
- Must have demonstrated interest in ACTE through three years of sustained membership.
- Must have demonstrated active leadership in a state association.
- Must have time available to devote to the performance of the duties of the president of the Region.
- Must have an in-depth understanding of CTE and be committed to the total ACTE program.
- Must have an understanding of the role of state and territorial associations in relationship to ACTE.
- Must document local administrative support.
- Reporting of Regional activities.
Region IV
Nominees will have the following qualifications:
  • An in-depth understanding of state associations and demonstrated active leadership in the association.
  • Sustained membership in the ACTE and be a member in good standing.
  • Time available to devote to the performance of the duties of president of the Region.
  • An in-depth understanding of CTE.
  • A commitment to the ACTE and its entire program.

Region V
Nominees will have the following 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 CTE and a commitment to the ACTE and its entire program.
  • Nominees must have time available to devote to the performance of duties of the president of the Region.