National Policy Seminar
Arlington, VA
March 16, 2025

8:00am – 4:00pm | Alexandria Room

Association for Career and Technical Education

ACTE®

State Association Leadership Training
Sunday, March 16, 2025
8 am – 4 pm
Alexandria Room
Agenda

8:00 – 8:30 a.m.
Welcome
LeAnn Curry, ACTE Executive Director and Kelli Diemer, Director of Membership

8:30 – 9:00 a.m.
State Leader Introductions

9:00 – 10:00 a.m.
ACTE Refresher & Updates

10:00 a.m. – 12:00 p.m.
Roundtable Topics
Participants will have the opportunity to engage in three different roundtable discussions, each focused on a key topic relevant to state associations. Each table will have a designated topic leader who will provide prompts to guide meaningful conversation. Additionally, ACTE representatives at each table will highlight available resources and support.

- Enhancing Association Communications – Debbie Nelson (CO) & Julia Kendrick
- Membership Growth & Retention – Becky Cox (UT) & Kelli Diemer
- Building Strong State Association Boards – Tina Statucki (NV)
- Successful State Conference Planning – Glenda Paxton

Participants are encouraged to actively contribute, exchange ideas, and explore actionable strategies to strengthen their associations.

12:00 – 1:30 p.m.
Break for Lunch

1:30 – 2:15 p.m.
Annual Reports/QAS

2:15 – 3:00 p.m.
Table sharing

3:00 – 4:00 p.m.
State Chapter Module (SCM) and Chapter Payment Portal (CPP)

Association for Career
and Technical Education
ACTE ®

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Action Plan Worksheet

Which roundtable topics did you attend?

- **Enhancing Association Communications** – Debbie Nelson (CO) & Julia Kendrick

- **Membership Growth & Retention** – Becky Cox (UT) & Kelli Diemer

- **Building Strong State Association Boards** – Tina Statucki (NV)

- **Successful State Conference Planning** – Glenda Paxton

Notes from the roundtable discussions

I. Annual Report Requirements for State Associations
   1. **Reaffirmation of Existence and Commitment**
      o State associations must reaffirm their existence and commitment to ACTE annually through an annual report.
      o Failure to submit the report results in probation, granting a one-year extension to comply.
      o If no report is submitted after the probationary period, the state association is disaffiliated from ACTE.
   2. **Inactive vs. Active State Associations**

III. Affiliation Standards and Requirements
   1. **Affiliation Agreement**
      o Affiliation with ACTE is a formal agreement requiring adherence to specific standards outlined in the board policy manual.

   2. **Criteria for Affiliation (Per ACTE Bylaws and Board Policy)**
      o **Statewide Professional Organization:** Must represent professional educators and individuals supporting ACTE's purposes.
      o **Governance Documents:** Must submit current constitution and/or bylaws to ACTE.
      o **Membership Campaign:** Required to conduct an active annual ACTE membership campaign.
      o **Program Activities Alignment:**
         ▪ Must assist with ACTE's Program Activities as part of state activities.
         ▪ Must not develop state activities conflicting with ACTE's Program Activities.
      o **Officer Information:** Must provide ACTE with current officers' names and addresses.
      o **Policy Statements:**
         ▪ Must submit a statement of purposes, ACTE membership policies, and willingness to cooperate and support ACTE activities.
         ▪ Any changes must be reported to ACTE.
      o **Inclusive Organizational Structure:**
         ▪ Must represent all individuals interested in career and technical education within the state.
      o **Timely Dues Payment:**
         ▪ Must attempt to remit collected ACTE dues within 30 days.

Quality Association Standards

1. **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.

2. **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.

3. **Organizational Structure and 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.

4. **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.

5. **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

6. **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.

7. **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.

8. **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.

9. **Association 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.

www.web.acteonline.org/scm

The State Chapter Module Manual

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NOTES

Future State Association Leadership Training Dates:
- Tuesday, December 9, 2025
- Sunday, March 22, 2026

Next State Association Leadership Training – Tuesday, December 9, 2025. Registration $40.

CareerTech VISION 2025 – Nashville, TN

State Association Leadership Training Survey – https://www.surveymonkey.com/r/V24_SALT