

# Guidelines and Eligibility Requirements for ACTE President-Elect Candidates

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All candidates for ACTE Board of Directors must meet the following criteria and follow the guidelines as set forth in the ACTE Bylaws and the Board Policy and Procedures Manual.

The ACTE Bylaws, Article VII state:

A. Eligibility and Term of Office

The Board of Directors of the ACTE shall be elected from the Individual Professional, Life, Educational Institution and National Affiliate organization members of the association. They will be selected on the basis of demonstrated leadership in career and technical education. The president-elect shall serve a one-year term beginning July 1 following election and automatically ascend to president. Division Vice Presidents from divisions with 1000 members or more and Region Vice Presidents will serve one three- (3) year term beginning on July 1 following their election. Regions and Divisions may choose to elect a vice president-elect for a one-year term who would then automatically ascend to vice-president. Vice presidents-elect will serve on their respective Region or Division policy committee, but do not serve on the ACTE Board of Directors.

B. Process of Nomination

1. The procedure for selecting the nominees for each division and region vice president shall be determined by the policy committee for the respective bodies. At the final business meeting of the division or region at the annual ACTE convention, at least two nominees for the office shall be presented to the members. Additional nominations may be made from the floor by members of the respective divisions or regions provided each nominee has been interviewed by the division or region nominating committee and each nominee is approved by a majority of the members in attendance. If there are not two candidates for office, the office shall be declared vacant by the Board of Directors.
2. The ACTE Nominating Committee shall present to the Assembly of Delegates at least two candidates for the office of president-elect. Additional nominations may be made from the floor providing each nominee has been interviewed by the Nominating Committee and is approved by a majority of the delegates voting. If there are not two candidates for office, the office shall be declared vacant by the Board of Directors.

C. Method of Election

1. Directors and officers of the ACTE shall be elected by mail or electronic ballot as determined by the Board of Directors.
2. Vice presidents of the divisions and regions shall be elected from the eligible memberships of their respective divisions and regions by mail or electronic ballot as determined by the Board of Directors.
3. The Board of Directors shall establish detailed policy regarding campaigns for office and shall publish such policy to all candidates along with the announcement of the slate. Failure to comply with these requirements may result in disqualification. The Executive Committee

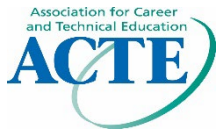
of the ACTE Board of Directors shall be charged with the responsibility of deciding whether to disqualify a candidate when a violation is reported. Voting shall commence no later than the third day of the Association's Annual Convention and shall remain open for 30 days. Each eligible member of the ACTE, as of 30 days prior to the commencement of the voting period shall receive access to the ballot for voting. The Executive Committee shall certify the names of the persons duly elected. In case of a tie vote of two or more nominees, the ACTE Executive Committee shall cast the deciding vote for the office. A plurality vote shall constitute an election.

4. If at any time during the election process a candidate for office withdraws or is disqualified, the Board of Directors will determine if the office is to be declared vacant.

The ACTE Board Policy and Procedures Manual, Article IX state:

IX.1 The ACTE Board of Directors has established the following criteria for candidates for president-elect of ACTE. The Nominating Committee may add other criteria that they feel are appropriate but shall notify the Board of any additional criteria applied.

- a) The nominee shall be a person who is recognized as a leader of ACTE and who will be fair to all components of career and technical education.
- b) The nominee shall be an ACTE member in good standing.
- c) The nominee shall be a person who will use the office of President-Elect to promote ACTE and its programs instead of an individual who will use the office solely for the purpose of promoting his/her own professional interests. The office of President-Elect of ACTE shall go only to those who have a sincere and genuine interest in furthering the development and improvement of career and technical education through ACTE activities.
- d) The nominee shall be able to take sufficient time off when necessary and have sufficient clerical and secretarial help to attend to the duties of President-Elect of ACTE during his/her term of office. The nominee shall present written assurance from his/her employer of willingness to release him/her to attend needed functions of the Board.
- e) It is a requirement that applicants for president-elect have served for at least one year at the time of nomination as a national ACTE board member (as region or division vice president) in order to be eligible for nomination for president-elect.



# President-Elect *Position Description*

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**Title:** ACTE President-Elect, President and Past President

**Duration:** One three-year term; July 1 – June 30; one year as President-Elect, one year as President, and one year as Past President

**Work Location:** The President-Elect, President and Past President serve as a member of the Board of Directors and performs additional duties. As a board member, the President-Elect, President and Past President will 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. The President-Elect, President, Past President is also a member of the Executive Committee and is expected to attend four Executive Committee meetings throughout the year; three of the meetings occur prior to the state of the Board meetings (half day meetings): in the summer at the ACTE offices in Alexandria, VA, National Policy Seminar and CareerTech VISION, and one other meeting in June via Zoom. The President-Elect, President and Past President is also expected to travel to state and region conferences, which occur primarily during the summer. Travel and meal expenses are covered by ACTE for these meetings. Additional travel to other meetings may also be required.

**Impact of Work:** As a member of the Board, the President is also 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 Executive Director of the Association reports to the Board of Directors.

**Commitment:** Serving as President-Elect, President and Past President requires a fairly substantial time commitment (roughly 200 hours throughout the year).

## **Roles and Responsibilities:**

*Throughout the term:*

- Read and respond to emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings
- Attend VISION, NPS and all three Board of Directors meetings
- Be visible at ACTE events
- Attend state and region conferences assigned; provide updates/presentations as requested and complete travel reports
- Provide board reports
- Fulfill responsibilities as an authorized signatory for ACTE's financial accounts
- As a best practice, the officers will meet prior to the start of their terms to review officer roles and responsibilities for the upcoming year

### *President-Elect*

As stated in the ACTE Bylaws, the President-elect “shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors or the Executive Committee.”

- Serve as an officer of the Association
- Assist the president as needed on special projects
- Learn and understand the intangible aspects of the presidency
- Serve on the Executive Committee
- Identify the topic and presenter for the Board Training Session at the July Board meeting
- Emcee the State Association Breakfast at CareerTech VISION
- Preside at selected sessions at NPS as requested
- Assist the past president with conducting the Executive Director’s annual performance
- Serve as the Board liaison to the Workforce Development through CTE Coalition
- Serve on or chair task forces as requested by the president
- Represent ACTE at state, region and other meetings as requested by the president or by staff
- Complete state/region conference reports
- Facilitate the assignment of mentors to new Board members and Board liaisons to the standing committees
- Review annual “Appointments and Objectives” for ACTE Standing Committees and work with the Executive Assistant to include them in the president’s report, along with Board liaison and mentor/mentee assignments

### June/July Board Meeting

- Prepare the president-elect goals board report
- Preside over activities as president-elect
- Take minutes in executive sessions and email directly to legal counsel, copying the president

### VISION Board Meeting

- Prepare board report
- Emcee the State Association Breakfast at the CareerTech VISION
- Assist the past president with the executive director’ annual performance evaluation
- Take minutes in executive sessions and file with legal counsel, copying the president

### NPS Board Meeting

- Prepare board report
- Preside at selected sessions at NPS
- Take minutes in executive sessions and file with legal counsel, copying the president

### *President*

According to the ACTE Bylaws, “the President shall perform all of the duties assigned to that office.... shall preside at all meetings of the association, Board of Directors and Executive Committee.”

- Provide vision and guidance to the ACTE leadership team
- Serve as a spokesperson for the Association—alongside the executive director—to the media, public, legislative bodies, and partner organizations.
- Act as a partner and sounding board to the executive director
- Hold monthly meetings with the executive director
- Collaborate with the executive director to ensure the board of directors is fully informed about the Association’s operations and overall condition
- Maintain regular communication with ACTE staff regarding events, planning efforts, and upcoming initiative
- Approve of executive director’s expenses; checks and ACH payments over the amount of \$50,000 requires at least one electronic approval from the president, president-elect or past president
- Work with the executive director and executive assistant to develop agendas for Board and Executive Committee meetings.
- Serve as a member of the Executive Committee
- Write *Leading Edge* columns for *Techniques* (October, January, March, and May issues), greetings for the *EIM* newsletter, and a letter for the ACTE Annual Report (October). Staff will provide reminders as needed
- Submit first-choice preferences for attending state and regional conferences; ACTE staff will coordinate the remaining of assignments
- Review CareerTech VISION schedules and general session scripts, providing input as appropriate
- Review and approve the Annual Report prior to publication
- Serve as chair of the Assembly of Delegates
- Emcee the First-timer’s Breakfast at CareerTech VISION
- Assist in resolving conflicts as needed
- Send reminders to the Board regarding activities and tasks, as appropriate

### June/July Board Meeting

- Prepare board report
- Collaborate with the executive director and executive assistant to establish the agenda for the Board and Executive Committee meetings
- Conduct the board meeting

### VISION Board Meeting

- Prepare board report
- Collaborate with the executive director and executive assistant to establish the agenda for the Board and Executive Committee meetings
- Prepare the introduction for the Annual Report
- Review CareerTech VISION schedules and general session scripts 2–4 weeks in advance and provide input as appropriate

- Review Annual Report as drafted by staff prior to publication
- Conduct board meeting
- Establish task forces as needed
- Emcee general sessions
- Emcee the First-timer's Breakfast at CareerTech VISION
- Serve as chair of the Assembly of Delegates

#### NPS Board Meeting

- Prepare board report
- Collaborate with the executive director and executive assistant to establish the agenda for the Board and Executive Committee meetings
- Review NPS schedules and general session scripts 2–4 weeks in advance and provide input as appropriate
- Conduct board meeting
- Establish task forces as needed
- Emcee general sessions

#### *Past President*

The Bylaws state that the "Past President shall serve in an advisory capacity to the president."

- Provide institutional knowledge to the officers and the Board
- Be the eyes and ears of the president
- Be a voice of reason and resolve conflict
- Provide guidance and advice to president
- Serve as board liaison to Nominating Committee

#### June/July Board Meeting

- Prepare board report
- Introduce executive director evaluation process and contract with concurrence of president and president-elect
- Issue CTE Support Fund 100% Participation challenge

#### October

- Launch stakeholder surveys for executive director evaluation

#### November

- Prepare executive director evaluation documents

#### VISION Board Meeting

- Prepare board report
- Prepare outgoing president's remarks for the Assembly of Delegates meeting
- Facilitate executive director evaluation
- Collect money for ACTE staff winter celebration
- Report out on CTE Support Fund participation

## January

- Facilitate executive director goal approval for annual evaluation

## NPS Board Meeting

- Prepare board report
- Report out on CTE Support Fund participation

## June

- Facilitate mid-year review for executive director evaluation
- Chair the Board Policy Review task force
- Participate in exit interview

**Qualifications:** All Presidents must maintain active membership in ACTE.

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- c. The nominee shall be a person who will use the office of President-Elect to promote ACTE and its programs instead of an individual who will use the office solely for the purpose of promoting his/her own professional interests. The office of President-Elect, President and Past President of ACTE shall go only to those who have a sincere and genuine interest in furthering the development and improvement of career and technical education through ACTE activities.
- d. The nominee shall be able to take sufficient time off when necessary and have sufficient clerical and secretarial help to attend to the duties of President-Elect of ACTE during his/her term of office. The nominee shall present written assurance from his/her employer of willingness to release him/her to attend needed functions of the Board.
- e. It is a requirement that applicants for President-Elect to have served for at least one year at the time of nomination as a National ACTE Board Member (as Region or Division Vice President) in order to be eligible for nomination for President-Elect.

Applicants must also complete the election application through the ACTE Awards Portal by June 15. All applications will be reviewed and vetted by the ACTE nominating committee.

**Training/Orientation:** The President and Past President will mentor the President-Elect.

**Supervisor and Contact Information:** All ACTE Board members work with ACTE Staff, although the Executive Director and the Manager of Leadership and Awards serve as the primary contacts.