

# ACTE Board of Directors – Vice President Eligibility, Expectations, and Responsibilities

## Purpose and Scope

This document outlines eligibility requirements, nomination and election information, and an overview of expectations and responsibilities for candidates seeking election to the ACTE Board of Directors as a Region or Division Vice President.

## Eligibility Requirements for ACTE Board of Directors Candidates

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### **Bylaws: Eligibility, Term, Nomination, and Election**

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 shall be elected from the individual professional members and representatives of educational institution and national affiliate organization members of ACTE. 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 750 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 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 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 and deemed compliant with applicable criteria in the region and division policy manuals and the Board Policy Manual 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 and deemed compliant with applicable criteria in the Board Policy Manual 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 ACTE shall be elected by 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 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 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, 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 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.

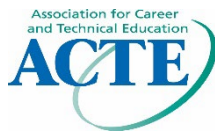
- a) The nominee shall be a person who is recognized as a leader of ACTE and who will be fair to all components of career and technical education.
- b) The nominee shall be an ACTE member in good standing.
- c) The nominee shall be a person who will use the office of President-Elect to promote ACTE and 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.

IX.2 ACTE board of directors has established the following criteria for candidates for the vice president of each Region/Division of ACTE. The Region/Division Policy Committee may add other criteria that they feel are appropriate with ACTE board approval.

- a. The nominee shall be an ACTE member in good standing of the Region/Division.
- b. The nominee shall present written assurance from their employer of the willingness to release them to attend needed functions of the board (note: form letter).
- c. The nominee shall be able to take sufficient time off when necessary to attend to the duties of vice president of the division/region during their term of office.

Qualifications for division or region vice president of ACTE shall be verified by the respective policy committee of the divisions or regions. Each division or region nominating committee will review the applications for the Division/Region Vice President to determine candidates are: (1) members of the region/division; (2) have employer support; and (3) have the commitment to serve in the role. All candidates deemed to meet the requirements will move forward to the ballot.



# Board of Directors

## *Position Overview: ACTE Board of Directors Vice President*

**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 oversees performance/objectives of the Executive Director of the Association.

**Commitment:** Serving on the ACTE Board requires a substantial time commitment (approximately 250–355 hours annually). Candidates are strongly encouraged to review the [\*ACTE Board of Directors Time Commitment Requirements\*](#) document for additional detail regarding expected activities, meetings, and travel.

**Qualifications:** All Board members must be (1) members of the region/division; (2) have employer support; and (3) have the commitment to serve in the role. In addition, regions/ divisions may add other criteria that they feel are appropriate. See Additional Board Qualifications section below.

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 a comprehensive orientation and training program. This includes two required, in-person orientation sessions—one held prior to the start of the member’s term and a second held prior to the summer Board meeting once the term officially begins.

Incoming Board members also participate in a series of virtual training sessions covering Board expectations, governance, finance, membership, leadership, and departmental operations, as well as a transition meeting with the outgoing Vice President.

In addition, all Board members participate in an annual Board training held in conjunction with the summer Board meeting.

**Supervisor and Contact Information:** ACTE Board members work collaboratively with ACTE staff in the fulfillment of their governance responsibilities. The Executive Director serves as the Association's chief staff officer and lead liaison to the Board. The Manager of Leadership and Awards functions as the primary point of contact for Board member communications and coordination related to Board responsibilities. Additional ACTE staff engage with Board members as needed based on specific areas of responsibility.

### **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**

### Division and Region Vice Presidents' Specific Responsibilities

1. Submitting Reports
  - a. Interim reports on the division and region activities are to be submitted prior to the board of directors meetings for inclusion in the board books. The date for submission will be provided by ACTE staff and is usually five weeks prior to the board meeting. Special attention should be given in the report to activities that have helped achieve goals and strategies of ACTE Strategic Plan. The report should also identify critical issues and concerns regarding the division and proposed resolutions for these issues.
  - b. Critical issues and concerns that require board attention are to be included in each interim report submitted prior to each board and Executive Committee meeting. In addition, any concerns or issues that should be addressed between board meetings should be submitted to the VP representative on the Executive Committee at least two weeks prior to the Executive Committee meetings.
2. Development and Monitoring of the Spending Plan
  - a. A proposed spending plan showing the programs and activities for the year with the approval of the Policy Committee.
  - b. Monthly financial statements are to be reviewed, and any overage is to be reported to the ACTE staff.
  - c. All expenses related to the division and region activities are to be reviewed and approved by the vice president. No reimbursements will be made without the vice president's written authorization.
3. Committee Assignments
  - a. The vice president will serve as chair of the policy committee.

- b. The vice president will orient policy committee members as to their duties and responsibilities.
  - c. Submit an up-to-date roster of members serving on the division policy committee no later than June 15. During the year, if changes are made in the committee's membership, or if corrections are required in individual listings, these changes should be submitted to headquarters in a timely fashion.
  - d. Appointment of all representatives to serve on ACTE standing committees is to be made no later than June 15 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. Divisions and regions may also recommend members to serve on task forces.
  - e. A listing of all affiliated organizations is to be submitted each year to ACTE staff. All activities in conjunction with these affiliates are to follow written board policies.
  - f. The vice president may be asked to serve as liaison to an ACTE standing committee, ad hoc committee, task force or other group.
  - g. Will support the work of Division/Region committees and Areas of Interest by coordinating communication, encouraging participation, and ensuring their efforts align with ACTE priorities.
4. Policy Committee
- a. Hold policy committee meetings at regular intervals and preside over all meetings, ensuring agendas are followed and discussions stay aligned to ACTE goals.
  - b. Develop and distribute meeting agendas to policy committee members, including updates on Board actions, finances, membership data, and strategic plan items.
  - c. Ensure minutes are taken and submitted to ACTE staff for archiving and accuracy.
  - d. Lead the annual review of Region/Division policies and oversee submission of recommended changes according to ACTE procedures.
  - e. The policy committee will function as a working group, collaborating to support the needs of the membership and advance the ACTE Strategic Plan
  - f. Collect input and feedback from the policy committee and share it with ACTE leadership, including the executive director and Board as needed.
5. Meetings
- a. Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting are to be reviewed prior to the meeting. Reimbursement will be based on written board policy.

- b. Attendance and participation at CareerTech VISION and National Policy Seminar is mandatory.
  - c. Attendance at affiliate, region or state conferences is only reimbursed if the policy committee approves, invitations from the sponsoring organization is issued, and money is allocated in the approved budget.
  - d. Work closely with ACTE programs department staff to identify and develop CareerTech VISION education sessions for each theme and division meetings.
  - e. Participate in the vice presidents' quarterly conference calls to share information and ideas.
6. Annual Business Meetings
- a. The vice presidents will preside at the annual business meeting.
  - b. An annual report outlining accomplishments and strategic plan progress will be presented at the business meeting.
  - c. Business meeting materials and slide deck will include financial updates, membership data, strategic plan updates, committee reports, and any approvals needed.
  - d. Minutes from the annual business meeting will be recorded and submitted to ACTE staff.
7. Leadership
- a. Preside at all policy committee meetings and the annual division business meeting.
  - b. Responsible for providing information, resources and guidance to its 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. Vice presidents are to use the e-blasts form to communicate with members.
  - b. Encouraged to include information, articles, best practices, data, etc. to meet division members' needs and enhance the value of the division
  - c. Send quarterly newsletters to their members, sharing division or region information and activities. ACTE staff will assist by providing ACTE news items that should be featured in all division or region correspondence to ensure consistent messaging. In addition, vice presidents are expected to communicate key Board actions and updates to their divisions or regions after each ACTE Board meeting to ensure members remain informed and aligned with the association's priorities.
  - d. The webpage is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE

- staff.
- e. Proactively promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention as requested.
  - f. ACTE staff will share the leadership directory for outreach to state leadership as needed.

Other Region Vice Presidents' Roles:

- a. The Region vice president will work with the host state and the Region Policy Committee to plan and host the Region conference.
- b. The Region vice president will communicate conference dates and locations to ACTE headquarters as early as possible.
- c. The Region vice president will plan all required Region meetings connected to the conference, including business meetings, policy committee meetings, and other Region sessions.
- d. The Region vice president will account for food, beverage, printing needs, and meeting essentials within the approved Region budget.
- e. The Region vice president will support member-level engagement and reinforce promotion of the Region conference during Region, state, and national member interactions.
- f. The Region vice president will review the Quality Association Standards applications submitted from the respective states from the Region.

# Additional Board Qualifications

## Divisions

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### **Administration – Recommends at least two nominees**

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 – Recommends at least two nominees**

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

- Major responsibility will be in the field of agricultural education.
- A willingness to promote agricultural 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 agricultural 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.

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 – Recommends at least two nominees**

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 – Recommends at least two nominees**

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.

#### **CTE for All – Recommends at least two nominees**

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

- Demonstrated commitment to advancing CTE for All and supporting ACTE's strategic priorities
- Authorization and availability to fulfill the responsibilities of the office effectively
- Sustained and active membership in ACTE
- Proven leadership within ACTE, with strong state-level engagement in CTE for All

- Ability to dedicate adequate time and access to clerical support to carry out presidential duties
- Recommended prior service on ACTE committees to develop organizational knowledge, a strong record of attendance at CareerTech VISION, and active participation division programming

### **Engineering and Technology Education – Recommends at least two nominees**

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 – Recommends two nominees**

All members of the Division are eligible for nomination. Preference will be given to nominees who 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 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.

### **Health Science Education – Recommends at least two nominees**

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 - Recommends no more than four nominees**

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 - Recommends two nominees**

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 – Recommends at least two nominees**

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 – Recommends at least two nominees**

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**

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### **Region I – Recommends at least two nominees**

Only ACTE members from state associations who are active within the Region are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- An in-depth understanding of state associations and demonstrated active leadership at the state, region or national in the association.
- Membership in the ACTE and be a member in good standing for a minimum of two years.
- Time available to devote to the performance of the duties of president.
- An in-depth understanding of career and technical education.
- A commitment to the ACTE and its entire program.

### **Region II – Recommends at least two nominees**

Only ACTE members from state associations who are active within the Region are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- An in-depth understanding of state associations and demonstrated active leadership at the state, region or national in the association, including conference, including active participation in ACTE conferences.
- Membership in the ACTE and be a member in good standing.
- Time available to devote to the performance of the duties of President.
- An in-depth understanding of career and technical education.
- A commitment to the ACTE and its entire program and priorities.

### **Region III – Recommends at least two nominees**

Only ACTE members from state associations who are active within the Region 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.
- 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.
- Must have an in-depth understanding of career & technical education 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.
- Must have the willingness to promote the Region and ACTE strategic priorities.
- Must have the authorization to make time available to effectively execute the responsibilities of the office.
- Must have sustained membership in ACTE.
- Must demonstrate evidence of leadership within CTE.

#### **Region IV – Recommends at least two nominees**

Only ACTE members from state associations who are active within the Region are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- An in-depth understanding of state associations and demonstrated active leadership at the state, region or national in the association.
- Membership in the ACTE and be a member in good standing.
- Time available to devote to the performance of the duties of Vice President.
- An in-depth understanding of career and technical education.
- 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 ACTE, have a good attendance record at annual meetings of ACTE and participated in the program of his/her group.

#### **Region V – Recommends at least two nominees**

Only ACTE members from state associations who are active within the Region are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Must have been affiliated, direct, or life member of ACTE the previous five 5-years.
- Preferred nominees 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.

# 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

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### **Administration**

Attend the Division conference and hosts reception.

### **Agricultural Education**

Holds a position on the National Council for Agricultural Education.

- Attends 5 virtual meetings (January, March, May, July and November) and one in-person meeting in September (~4 days) all for The Council; Serve on committee; ACTE Agricultural Education budget covers expenses

### **Business Education**

No additional responsibilities.

### **CTE for All**

No additional responsibilities.

### **Counseling and Career Development**

No additional responsibilities.

### **Engineering and Technology Education**

Attend the ITEEA Conference and/or send a Policy Committee Member

Attend the "Meet and Greet" at the TSA National Conference and/or send a Policy Committee Member

### **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 FCS Division Budget
- LeadFCS Spring Conference

- Month varies (4 days) location varies
- Written Reports required
- LeadFCS covers hotel and registration fee
- AAFCS/NATEFACS
  - June (4 days) location varies
  - Expenses come from FCS Division Budget

### **Health Science Education**

HSE VP serves as a liaison for HOSA and attends the HOSA ILC.

### **New and Related Services**

No additional responsibilities.

### **Postsecondary, Adult and Career Education**

Attend the Division conference.

### **Trade and Industrial Education**

No additional responsibilities.

### **Work-Based Learning**

Attend the Division conference.

## **Regions**

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### **Region I**

Attend region conference and state conferences as requested.

### **Region II**

Attend region conference and state conferences as requested.

### **Region III**

Attend region conference and state conferences as requested.

### **Region IV**

Attend region conference and state conferences as requested.

### **Region V**

Attend region conference and state conferences as requested.