EXECUTIVE & ADVISORY COMMITTEE RESPONSIBILITIES

Overall roles and responsibilities for Executive Committee officers are listed under Article VI, Paragraph C of the division bylaws. Additional guidance is listed below for each role and responsibility. Detailed guidance is listed for Advisory Committee representatives' roles and responsibilities. General requirements for some Advisory Committee representatives can be found under Article IX, Paragraph C of the division bylaws.

Note: OkACTE maintains a generic list of officer / representative duties and responsibilities. Required duties and responsibilities are listed in our bylaws. All other duties / responsibilities, presented by OkACTE, are at the discretion of the division and our unique needs.

All Officers / Representatives

- Any member seeking election / appointment to an executive / advisory position must have the approval of their immediate supervisor
- Consult with the role-appropriate OkACTE leaders and state committee representatives to better understand and execute your role
- Ensure attendance at all state-level meetings significant to / required for your role
- Consult with C4A-OK division members and members of other divisions, who hold / have held similar roles
- Familiarize yourself with the division bylaws and other resources pertinent to your role and attend training with current/former officers on how to fulfill your role
- Maintain a personal calendar for dates of important C4A-OK / OkACTE events
- Read all division / OkACTE communications thoroughly to ensure no missed deadlines or important information
- Prepare to report at division meetings and the annual business meeting at Summit
- **Incoming officers for a given year should attend any meetings for their position held the day before Summit's official Day 1**

Reporter[4]

Term: 2 years (Reporter-elect, Reporter)

Meetings

- Summit (2 days)
- All division events / meetings
    - Minimum 4 executive / advisory meetings (mostly virtual)
    - 1-2 division professional development days (in-person)
- OkACTE Leadership Conference (3 days, Fall following Summit)

Expanded Duties

- Assist Treasurer in paying annual software expenses
    - Website domain: **August 29, 2026**
    - Website business plan: **September 9, 2026**
    - Business email: **August 29, 2026**
    - Smore newsletter software: **October 29, 2026**
- Ensure newsletter is complete and delivered the first week of each month
    - Solicit information to be included from committee and regular division members
    - Coordinate content with the Secretary
- Maintain the division website by:
    - Ensuring all webpages display appropriately in browsers
    - Updating all information contained on the website as necessary / requested
        - Division and OkACTE events
        - Division resource and document links
        - Officer information
        - Etc.
    - Solicit blog posts from committee and regular division members and external sources of interest
- If applicable, manage division social media resources

[4] Reporter-elect mirrors the Reporter in their duties in a learning capacity with delegated duties