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**

President

Term: 3 years (President-elect, President, Past President)

Meetings[1]

- Summit (All days)
  - CTAC (prior to official Day 1)
  - Division Presidents (prior to official Day 1)
  - Membership / Awards (if representative(s) cannot make it | prior to official Day 1)
  - Division Business Meeting (Day 1) | Division PD (Day 2)
  - General Assembly (Day 1)
  - PAC Event (Day 1, highly suggested not required)
- Division Presidents
  - Meeting 1 – OkACTE Leadership Conference (3 days, in-person, Fall)
  - Meeting 2 – Midwinter Retreat (2 days, in-person)
  - Meeting 3 – Spring (1 day, in-person)
- CTAC Meetings (1 – 2 after Summit during school year, virtual)
- Summit Planning (1 – 2, virtual)
- Legislative Appropriations (1, virtual)
- Awards Planning (1, suggested not required unless Awards representative can't attend) (in-person)
- Kaleidoscope Symposium (1, suggested not required) (in-person)
- Other as may be required by OkACTE or to fulfil roles and responsibilities
- ACTE VISION Conference[2],[3]
  - Region IV Business Meeting
  - Opening Assembly
  - ACTE Assembly of Delegates
  - Closing Session
  - Exhibit Hall
  - Concurrent Sessions
- Division Professional Development Day (Spring, in-person, 1 – 2 depending on Skills Center needs)

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[1] OkACTE does not provide lodging, per diem, or travel reimbursement for meetings. Except for the assistance defined in Footnote 3, the division also does not provide assistance. Some meals may be provided.

[2] OkACTE offers a small stipend for VISION. You do NOT have to take the stipend. If you refuse the stipend, the only required meeting is the Assembly of Delegates. If taking, all other meetings must be attended.

[3] CTE For All pays for airfare, lodging, and conference registration. The President's employer is expected to pick up per diem and any taxi / other transportation fees during VISION.

Expanded Duties

- Prepare / distribute agendas for E&A Committee / division meetings
- Chair all E&A Committee meetings or ensure President-elect can
- Aid officers / representatives in acquiring needed resources for their roles
- Closely coordinate with officers / representatives to ensure deadlines are met
- Oversee planning for Division Professional Development Day and Summit Day 2
- Delegate and clarify tasks for officers / representatives
- Develop presentations for meetings of the entire division
- Secure travel, lodging, and registration for ACTE VISION with the Treasurer as soon as possible following Summit
- Lead the Executive Committee in developing the division budget
- Communicate as needed with full membership of the division
- Oversee and aid in planning division professional development
- Mitigate any issues between division officers / representatives and with OkACTE
- Involve the President-elect and Past President in all decisions and communications regarding division business and priorities
- Manage annual updates to division policy and procedure manual and bylaws (as necessary)

President-Elect

Term: 3 years (President-elect, President, Past President)

Meetings

- Match the President's meeting schedule for the following:
    - Summit
    - All division events / meetings
    - Division President's meeting schedule
    - Legislative Appropriations
- All President-elect meetings called by OkACTE
- Plan to attend ACTE VISION if the President is unable
- Division committee meetings as needed / requested

Expanded Duties

- Close involvement with the President to learn the role
- Prepare to chair E&A Committee / division meetings
- Aid officers / representatives in acquiring needed resources for their roles
- Ensure all committees are filled by the start of OkACTE Leadership Conference

- Help guide strategic planning and benchmark setting
- Assist the Membership Committee in preparing and completing the annual officer / representative nomination and election process
- Provide input on the formation of meeting agendas and professional development

Past President

Term: 3 years (President-elect, President, Past President)

Meetings

- Summit (3 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)
- Plan to attend ACTE VISION if President / President-elect are unable
- Attend other OkACTE meetings where President / President-elect are unable

Expanded Duties

- Advise the President and President-elect as necessary / requested
- Collate biographical information on officers / representatives for elections and election results
    - Provide this information to the Membership Committee for inclusion on ballots and the Reporter for inclusion on the website
- Assist other division committees as may be necessary / requested