

## DIVISION RESPONSIBILITIES

- Fulfill division duties as stated in governing documents of GACTE and the Division
- Provide a member to serve on the Georgia ACTE Board Board; provide electronic copy of Division update to GACTE secretary prior to CBoard meetings; and present Division update at Board meetings
- Plan and implement Division activities at GACTE Summer Conference-in collaboration with DOE partner
- Participate in development of GACTE Program of Work
- Appoint division members to committees
- Seek nominations for GACTE offices from respective division
- Provide access to division minutes to division officers and Executive Committee
- Align division bylaws with GACTE and ACTE (this does *not* mean they need to copy GACTE/ACTE bylaws) and provide GACTE Executive Director /GACTE President access to the bylaws
- Ensure that appropriate and accurate financial records are submitted to the GACTE Board in a timely manner
- Ensure that CACTE Executive Director is a signatory on Division financial accounts, if division uses CACTE EIN number (6/20 – all but Ag)
- Division Board Members shall maintain current ACTE/GACTE membership dues