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The Georgia Association for Career and Technical Education

# **Committee Handbook**

*August 2022*

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## WELCOME

As a member of a GACTE Standing Committee, you have been selected to represent your Region or Division on an important leadership entity of the Association.

Your position on a Standing Committee carries important responsibilities. It is our hope that this handbook will give you the information you need to have a successful and rewarding term on the GACTE leadership team.

This Committee Handbook has been prepared to provide you a sense of continuity and awareness of all aspects of GACTE, including expectations of leadership, the governance and staff structure, policies and procedures and association programs and services. The purpose of this Handbook is to help guide you as you fulfill your responsibilities as a leader in the Association.

## GACTE Committees

GACTE's standing committees are the workforce of the Association and play an important role in implementing the Association's vision, mission, and strategic plan.

	Standing Committees
Composition	Groups of volunteers who work on an ongoing issue for the Association led by a GACTE board member serving as chair and/or co-chair
Term	Chair and Co-Chair-3 years (at the discretion of the Board President) Committee Members-3 years
Time Commitment	Attend GACTE summer conference business session, as well as participate in conference calls as needed
Appointment	Appointed by affiliate Vice-President

### *Why Committees Are Essential*

1. Operating systems of an association
2. Involve members in the development and delivery of services
3. Represent member opinion to decision-makers
4. Means to better serve member needs through interaction
5. Opportunity for group problem-solving
6. Forum for the presentation of multiple points of view
7. Training ground for future leadership
8. Proving ground for emerging leaders to test and refine their new skills and abilities

### *How Committees Support the GACTE Strategic Priorities*

1. Identify potential activities to support the priorities
2. Communicate to affiliate members the strategic agenda for GACTE
3. Evaluate, comment and provide feedback to the Board of Directors on the progress of the priorities
4. Provide input on new strategic priorities to be considered by the Board of Directors

### *Standing Committees*

GACTE has the following standing committees:

- Awards
- Bylaws
- Nominating
- Budget
- Resolutions
- Public Relations
- Membership

In order to be a part of a committee, a member must be appointed by their Affiliate Vice President. Committee vacancies are filled between July-September every year; most new committee terms begin September 1 and last three years. Division affiliates have representatives on all seven standing committees, except Budget.

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## Communication

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### Committee/Task Force Meeting Minutes

- Include the date, time and place of meeting. Note the chairperson's name, members present and absent and others in attendance.
- Note all formal motions and passage or defeat.
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- Include a brief summary of discussions. Do not attribute comments to members, except possibly where formal motions are introduced (attribution for motions is not required).
- Provide information on the time and place of the next meeting.
- Although not generally the case, under some circumstances, especially where there are anti-trust concerns, legal review of the meeting report may be required before distribution to committee/task force members.
- Distribute the report to all committee/task force members, including those who did not attend, within three weeks of the meeting.
- In most instances, meeting reports do not require formal approval by the committee. A good approach is to send the meeting report out immediately after the meeting with a statement to contact the chair or staff liaison if errors are noted.

## SAMPLE COMMITTEE/TASK FORCE MEETING AGENDA

### Awards Committee Call Agenda – September 2019 (*first call of the governance/fiscal year*)

1. Welcome & review committee roster (attached)
2. Review and Discuss Committee Objectives (attached)
  - Are there any questions, suggestions or concerns about the objectives and responsibilities?
3. Take your timeline and delegate responsibilities
4. Set the date and time for future meetings
5. Other Business

### GACTE Board Communications

#### *Frequently Asked Questions*

1. *How does the committee know what the Board expects of them?*

Every GACTE standing committee is given a set of annual objectives. These objectives are consistent with the by-laws, standard operating procedures and aligned with the GACTE Strategic Plan, By-Laws, and Standard Operating Procedures. Every committees given a set of objectives to complete. The Board, through these objectives, is delegating the work of the Association to the committees. It is the Board's desire and responsibility to be kept informed of the achievement of each committee work.

2. *How does the committee report back to the Board regarding the achievement of the objectives?*

Standing committees are asked to provide a report to the Board of Directors as to the achievement of their assigned objectives. A committee report template is available for this purpose. Reports are included in the Board packets and become part of the meeting records.

3. *How often does the committee/task force need to report to the Board?*

It is expected that a standing committee report will be provided for each board meeting.

4. *What should be included in the report?*

The report focuses on three items: 1) status of completion of objectives; 2) identification of any issues or concerns that committee/task force may have about either the objectives or other events within the Association; and 3) any recommendations or requests requiring action by the Board.

5. *How does the committee/task force know what actions are taken by the Board?*

The board will follow up with the chair to communicate the results of any Board actions. Chairs can also request a copy of the Board meeting minutes at any time.

# Budget Committee

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Date Appointed:

NAME OF COMMITTEE: **Budget Committee**  
CHAIR: President-Elect  
BOARD LIAISON:  
MEMBERS: All affiliate Vice-Presidents

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## 1. MISSION

The mission of the Budget Committee is to ensure the Association's financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee GACTE's financial reporting, internal control and audit processes.

## 2. AUTHORITY

This is a committee appointed under procedures adopted pursuant with Article 10 of the Bylaws.

## 3. COMPOSITION, SELECTION & TERM

The Committee shall be composed of the President Elect, Treasurer, Business Manager, and Executive Director and Vice-Presidents of each division.

## 4. OBJECTIVES

- 4.1 The Budget Committee holds the responsibility for developing and preparing a proposed budget for the upcoming membership year of the Association.
- 4.2 The Budget committee shall develop an appropriate financial oversight process for the finances of the Association.
- 4.3 The Budget committee will create and maintain a culture of honesty and high ethics. 4. The Budget committee will establish the procedures for reimbursement and other approved expenses according to the guidelines in the most recent set of Association Bylaws.
- 4.4 The treasurer of the Association will work directly with the budget committee in preparation of financial reports to be presented at meetings of the Board, and at the annual business meeting of the Association.
- 4.5 The Budget committee, along with the Association Treasurer, should be able to answer any question of budgeting and expenditures as presented from any Association member.
- 4.6 The Association Treasurer should keep adequate financial records, including all receipts and

- appropriate documentation as required for any non-profit association, and with precise accounting practices.
- 4.7 Submit audited financial statements of the most recent fiscal year, prepared by an independent certified public accounting firm, to the Board of Directors no later than the second Board meeting in the ensuing fiscal year.
  - 4.8 Verify compliance with financial directives issued by the Board of Directors within the fiscal year under audit.
  - 4.9 Select the individual or firm to conduct the financial statement audit.
  - 4.10 Assure the submission of a Management Letter, prepared by an independent certified public accounting firm, to the Board of Directors no later than the second Board meeting in the ensuing fiscal year.
    - a) Statement of Current Accounting.
    - b) Statement of Recommended Improvements with rationale and implementation guidelines.
  - 4.11 Meet with the independent auditors at the time of the submission of the audit reports to obtain their assessment of the strengths and weaknesses of the Association's financial staff, systems, internal controls and other factors considered pertinent to the integrity of the financial reports and the safety and soundness of the Association's financial condition.
  - 4.12 Review reports from management and the independent auditors with respect to controls required to ensure adequate financial reporting and require that the audited statements contain certifications by the Executive Director that procedures and internal controls for financial reporting are adequate and that the statements are accurate and complete in all material respects.

### *Committee Member Position Description*

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**Title:** GACTE Budget Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call. The Budget Committee does not meet in person at GACTE Summer Conference. The Chair is required to attend the GACTE Summer Conference Business Meeting to present the Budget Committee Report.

**Impact of Work:** Committee members are primarily responsible for ensuring the Association's financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee GACTE's financial reporting, budget, internal control and audit processes. Committee members will also assist in facilitating and/or providing input on other committee objectives.

**Commitment:** Serving on this committee requires a fairly moderate time commitment (roughly 3-5 hours throughout the year).

### **Roles and Responsibilities:**

*As a Committee Member:*

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- The Chair will provide an Audit Committee report during the Business Meeting at GACTE's Summer Conference

**Qualifications:** All committee members must be members of GACTE, ACTE, and be members of the affiliate they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook for more information.

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair.

### **Specific Objective**

- 1.
- 2.
- 3.

# By-Laws Committee

Date Appointed:

NAME OF COMMITTEE: **BYLAWS**

CHAIR:

BOARD LIAISON:

MEMBERS: A Member from each GACTE  
Affiliate

## 1. MISSION

The mission of the Bylaws Committee is to ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of Members, and to ensure appropriate conformity of organizational and operational documents of the Association. The Bylaws Committee shall consist of one member of each of the GACTE divisions.

## 2. AUTHORITY

This is a committee of the Board of Directors appointed under procedures adopted pursuant to Article 10 of the Bylaws.

## 3. COMPOSITION, SELECTION & TERM

- 3.1 The committee shall consist of one representative from each ACTE Division and Region and one chairperson.
- 3.2 The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- 3.3 The committee elects its chair and vice chair with the approval of the Board of Directors. The chair and vice chair serve for one year.
- 3.4 The Division and Region vice presidents appoint their committee representatives.
- 3.5 There are no special eligibility requirements to serve on this committee. It is recommended that members of this committee have knowledge of GACTE's organizational structure.

## 4. OBJECTIVES

- 4.1 This committee shall review, edit, and make recommendations concerning the Bylaws of the Association.
- 4.2 The Bylaws Committee should ensure that Members remain informed on the processes for proposing and processing amendments. The Committee should set appropriate timeframe and



procedures for communication with the Board and Membership to submit suggestions for bylaws revision.

- 4.3 The Bylaws Committee should propose amendments that the Committee deems appropriate.
- 4.4 The Committee should ensure that proposals to amend Association Bylaws are presented impartially and objectively to Members for their decision.
- 4.5 To seek approval of the Board for all Bylaw revision suggestions prior to being submitted to the Association membership.
- 4.6 The Bylaws Committee should work closely with the President, Executive Director, and Board while working through the process.

## *Committee Member Position Description*

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**Title:** GACTE Bylaws Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of the Association.

**Commitment:** Serving on this committee requires a moderate time commitment (estimated at 5+ hours through the year).

### **Roles and Responsibilities:**

*As a Committee Member:*

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Maintain confidentiality regarding committee discussion and potential amendments
- Familiarize oneself with the GACTE governance and bylaws amendment process

**Qualifications:** All committee members must be members of GACTE, ACTE, and be members of the affiliate they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook for more information.

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison.

### **Specific Objectives**

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- 2.
- 3.

# Awards Committee

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NAME OF COMMITTEE: **AWARDS**

CHAIR(s):

BOARD LIAISONS: One Representative from each Division

MEMBERS: Affiliate

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## 1. MISSION

The mission of the Awards committee is to ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education.

## 2. AUTHORITY

This is a committee appointed under procedures adopted pursuant with Article 10 of the Bylaws.

## 3. COMPOSITION, SELECTION & TERM

- 3.1 The committee is composed of one representative from each division affiliate and chairperson(s)
- 3.2 The term of office is the Association's operating year. Members serve for a three-year period and can serve up to two terms.
- 3.3 The committee chair is appointed by the Board President. The chair serves for a three-year term.
- 3.4 The division vice presidents appoint their committee representatives.
- 3.5 There are no special eligibility requirements to serve on this committee.
- 3.6 Members of the Awards Committee are not eligible, during their service to this committee, to receive an award.

## 4. OBJECTIVES

- 4.1 The Awards Committee is responsible for all awards or competitions sponsored by GACTE and ACTE.

4.2 To develop and administer the annual awards program as set forth by the approved guidelines in Section Seven of this document (Standard Operating Procedures)

4.3 The GACTE Awards committee will serve to identify and recommend to the Board of Directors new avenues for recognizing achievement in the profession and the association.

4.4 Each division should have an awards committee, headed by an awards chairperson. The make-up of the committee should be determined by the division. That committee should be responsible for selecting a Teacher of the Year, Postsecondary Teacher of the Year, Administrator of the Year, New Teacher of the Year, Carl Perkins Outstanding Service Award, and Career and Guidance Award to represent the division in GACTE competition.

4.5 All application packets must be submitted to the division awards chair and postmarked no later than April 1.

4.6 The division awards chair is responsible for making sure all winners are qualified as specified by the awards qualifications posted on the GACTE website.

4.7 The Qualifications for Awards, Award Application Form, Awards Procedures/Deadlines, and contact information for each division representative on the GACTE Awards Committee will be posted on the GACTE website at [www.gacte.org](http://www.gacte.org).

### Awards Committee

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**Title:** ACTE Awards Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** Committee members are primarily responsible for facilitating the GACTE Member Awards scoring process and facilitating the ACTE awards process. Committee members will also assist in facilitating and/or providing input on other committee objectives.

**Commitment:** While rewarding, serving on this committee requires a more substantial time commitment (estimated at 20-30 hours through the year).

#### Roles and Responsibilities:

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Review and score GACTE Member Award applications
- Maintain confidentiality regarding applicant information, scores and winners
- Familiarize oneself with the ACTE Awards and process; participate in Portal training
- Assign judges to score Member Award applications for review

- Conduct interviews for finalists
- Review and score applications (Chair scores only counted in case of a tie)
- Ensure that Region winners and finalists receive recognition at your summer conference

**Qualifications:** All committee members must be members of GACTE national and be members of the respective affiliates they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** All new committee members will be trained on the awards process before they begin scoring applications and will also receive additional guiding materials.

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and board liaison.

### **Specific Objectives**

- 1.
- 2.
- 3.

# Nominating Committee

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NAME OF COMMITTEE: **NOMINATING**

CHAIR:

BOARD LIAISON:

MEMBERS: One representative from each division  
affiliate

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## 1. **MISSION**

The mission of the Nominating Committee is to nominate the best qualified Member for each elective position of leadership of the Association.

## 2. **AUTHORITY**

2.1 This committee is appointed under procedures adopted pursuant with Article 10 of the Bylaws.

## 3. **COMPOSITION, SELECTION & TERM**

1.1 The committee is composed of one representative from each division affiliate and chairperson(s)

1.2 The term of office is the Association's operating year. Members serve for a three-year period and can serve up to two terms.

1.3 The committee chair is appointed by the Board President. The chair serves for a three-year term.

1.4 The division vice presidents appoint their committee representatives.

1.5 There are no special eligibility requirements to serve on this committee.

1.6 No member of the committee shall be a candidate for election.

## 4. **OBJECTIVES**

4.1 The Committee is responsible for the implementation of the nomination and election process for the governance year.

4.2 The Committee is to abide by the bylaws and standard operating procedures in fulfilling its objectives.

4.3 The Committee is to present at least two candidates for President-elect and ensure all candidates meet the required criteria.

4.4 The entire slate is to be presented to during the Summer Conference.

Candidates for President-Elect and Secretary shall give a 3-minute speech at a general session on the first full day of the annual state conference. The speech should highlight the qualifications for the office as well as the candidate's platform.

4.5 Each candidate may provide an electronic copy of their platform summary and qualifications for office (not to exceed one page) to the GACTE Nominating chair by June 30. This will be copied and included with each attendee's registration materials. No additional campaign materials should be distributed during the conference.

## Nominating Committee

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**Title:** ACTE Nominating Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** The committee is responsible for the implementation of the nomination and election process for the governance year. The committee is to abide by the bylaws and approved Standard Operating Procedures. The committee is to present at least two candidates for president-elect and ensure all candidates meet the required criteria. The entire slate is to be presented at the GACTE summer conference. For more information on the committee mission and objectives, view the Committee Charter.

**Commitment:** Serving on this committee requires a moderate time commitment (estimated at 7+ hours through the year).

### Roles and Responsibilities:

*As a Committee Member:*

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Maintain confidentiality regarding committee discussion and potential candidates
- Familiarize oneself with the GACTE nominating and election process

**Qualifications:** All committee members must be members of GACTE national and be members of the affiliates they are selected to represent. They must be able to meet the time commitment required to serve on the committee. No member of the committee shall be a candidate for election.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook.

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and board liaison.

### Specific Objectives

- 1.
- 2.
- 3.

# Resolutions Committee

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Date Appointed:

NAME OF COMMITTEE: **RESOLUTIONS COMMITTEE**

CHAIR:

BOARD LIAISON:

MEMBERS: One Representative from each Division

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## 1. MISSION

The mission of the Resolutions Committee is to present statements of concern, focus and position in the form of resolutions and recommendations for consideration and action by the Membership, Board of Directors, and Committees.

## 2. AUTHORITY

This committee is appointed under the procedures adopted pursuant to Section 10 of the Bylaws.

## 3. COMPOSITION, SELECTION & TERM

- 3.1 The committee is composed of one representative from each division affiliate and chairperson(s)
- 3.2 The term of office is the Association's operating year. Members serve for a three-year period and can serve up to two terms.
- 3.3 The committee chair is appointed by the Board President. The chair serves for a three-year term.
- 3.4 The division vice presidents appoint their committee representatives.
- 3.5 There are no special eligibility requirements to serve on this committee.

## 4. OBJECTIVES

- 4.1 To solicit, receive, review and edit resolutions submitted by members, GACTE Divisions and GACTE Board-established committees.
- 4.2 To communicate submitted resolutions to the membership in accordance with Board policies.
- 4.3 To communicate recommendations to the Board of Directors and other GACTE committees as needed.

- 4.4 The Committee is charged with reviewing and editing any resolutions submitted by members, state associations or affiliated organizations. In fulfilling this charge, the Committee is expected to communicate with the membership and divisions as to the purpose of resolutions and the appropriate procedures for submitting resolutions.
- 4.5 The Committee is to submit all appropriate resolutions to the membership.
- 4.6 The Committee is further asked to identify activities to educate the leadership of the Associations, division, and membership as to the purpose and most effective use of the resolution process. As part of this objective, the Committee is to provide guidance on how to write an effective resolution and also communicate the process for submitting resolutions to the membership.

## Resolutions Committee

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**Title:** ACTE Resolutions Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** Committee members are primarily responsible for reviewing and approving proposed resolutions and facilitating the resolutions submission process. Committee members will also assist in facilitating and/or providing input on other committee objectives.

**Commitment:** Serving on this committee requires a low time commitment (roughly 5 hours throughout the year).

### Roles and Responsibilities:

- Read and respond to committee emails.
- Review any materials provided in advance of calls/meetings.
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Review resolutions submitted through the GACTE resolutions process and provide feedback on approval.
- Assist in dissemination of information about the GACTE resolutions submission process and resolutions.

**Qualifications:** All committee members must be members of GACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and board liaison.

### Specific Objectives

- 1.
- 2.
- 3.



# Public Relations Committee

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Date Appointed:

NAME OF COMMITTEE: **Public Relations Committee**

CHAIR:

BOARD LIAISON:

MEMBERS: One Representative from each Division

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## 1. Mission

The mission of the Public Relations Committee is to enhance the recognition and image of the career and technical education profession, and specifically the GACTE association.

## 2. Authority

This committee is appointed under the procedures adopted pursuant to Section 10 of the Bylaws.

## 3. COMPOSITION, SELECTION & TERM

- a. The committee is composed of one representative from each division affiliate and chairperson(s)
- b. The term of office is the Association's operating year. Members serve for a three-year period and can serve up to two terms.
- c. The committee chair is appointed by the Board President. The chair serves for a three-year term.
- d. The division vice presidents appoint their committee representatives.
- e. There are no special eligibility requirements to serve on this committee.

## 4. OBJECTIVES

- a. Convey to the public and overall Membership the purposes and function of the Association.
- b. Develop, implement and enhance state CTAE public awareness programs.
- c. Promote the message, brand and activities of the Association.
- d. Promote the desirability of becoming a career and technical education professional.
- e. Coordinate Committee activities with all other Association committees.
- f. Work directly with the GACTE Webmaster.

# Public Relations Committee

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**Title:** ACTE Public Relations Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** Committee members are primarily responsible for reviewing and approving proposed resolutions and facilitating the resolutions submission process. Committee members will also assist in facilitating and/or providing input on other committee objectives.

**Commitment:** Serving on this committee requires a low time commitment (roughly 5 hours throughout the year).

## **Roles and Responsibilities:**

- Read and respond to committee emails.
- Review any materials provided in advance of calls/meetings.
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Develop and maintain an active list of affiliate website domains and social media
- Utilize committee to gather PR stories for GACTE distribution

**Qualifications:** All committee members must be members of GACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and board liaison.

## **Specific Objectives**

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- 3.

# Legislative Committee

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Date Appointed:

NAME OF COMMITTEE: **Legislative Committee**

CHAIR:

BOARD LIAISON:

MEMBERS: One Representative from each Division

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## 5. MISSION

The Mission of the GACTE Legislative Committee is to advise the Board of Directors and Members on legislative issues impacting career and technical education and to develop an effective network for the dissemination of information on the issues.

## 6. AUTHORITY

This committee is appointed under the procedures adopted pursuant to Section 10 of the Bylaws.

## 7. COMPOSITION, SELECTION & TERM

- 7.1 The committee is composed of one representative from each division affiliate and chairperson(s)
- 7.2 The term of office is the Association's operating year. Members serve for a three-year period and can serve up to two terms.
- 7.3 The committee chair is appointed by the Board President. The chair serves for a three-year term.
- 7.4 The division vice presidents appoint their committee representatives.
- 7.5 There are no special eligibility requirements to serve on this committee.

## 8. OBJECTIVES

- 8.1 Inform Association Members and key stakeholders of proposed and existing laws and regulations that affect the profession.
- 8.2 Review and recommend Association positions on proposed laws which affect career and technical education.
- 8.3 Review and recommend Association positions on existing or proposed regulations concerning their accomplishment of purpose, ease of interpretation, enforceability and burden on the profession.
- 8.4 Represent the career and technical education field with government agencies.
- 8.5 Coordinate Committee activities with other Association committees as appropriate.

# Legislative Committee

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**Title:** ACTE Legislative Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** Committee members are primarily responsible for reviewing and approving proposed resolutions and facilitating the resolutions submission process. Committee members will also assist in facilitating and/or providing input on other committee objectives.

**Commitment:** Serving on this committee requires a low time commitment (roughly 5 hours throughout the year).

## **Roles and Responsibilities:**

- Read and respond to committee emails.
- Review any materials provided in advance of calls/meetings.
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Develop a legislative agenda that outlines the Association's legislative priorities
- Work with the resolutions committee to research and vet resolutions that could become legislative priorities for the Association

**Qualifications:** All committee members must be members of GACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and board liaison.

## **Specific Objectives**

- 1.
- 2.
- 3.

# Membership Committee

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NAME OF COMMITTEE: **Membership Committee**

CHAIR:

BOARD LIAISON:

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## 9. MISSION

The mission of the Membership Committee is to achieve universal membership of all career and technical education professionals in the Association.

## 10. AUTHORITY

This committee is appointed under the procedures adopted pursuant to Section 10 of the Bylaws.

## 11. COMPOSITION, SELECTION & TERM

11.1 The committee is composed of one representative from each division affiliate and chairperson(s)

11.2 The term of office is the Association's operating year. Members serve for a three-year period and can serve up to two terms.

11.3 The committee chair is appointed by the Board President. The chair serves for a three-year term.

11.4 The division vice presidents appoint their committee representatives.

11.5 There are no special eligibility requirements to serve on this committee.

## 12. OBJECTIVES

12.1 Increase the membership of the Association through the retention of existing Members and Associates, and the recruitment of new Members and Associates.

12.2 Identify new markets for membership growth.

12.3 Create, promote and enhance Member and Associate benefits and services. Ensure appropriate benefits and services are being provided to all Members and Associates.

12.4 Provide and maintain avenues for communication from Members about concerns regarding both ACTE and GACTE.

# Membership Committee

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**Title:** ACTE Membership Committee Member

**Duration:** Members serve for a three-year period and may serve up to two terms. The Chair serves one term for a three-year period, as appointed by the Board President.

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call.

**Impact of Work:** Committee members are primarily responsible for reviewing and approving proposed resolutions and facilitating the resolutions submission process. Committee members will also assist in facilitating and/or providing input on other committee objectives.

**Commitment:** Serving on this committee requires a low time commitment (roughly 5 hours throughout the year).

## **Roles and Responsibilities:**

- Read and respond to committee emails.
- Review any materials provided in advance of calls/meetings.
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Communicate with members regarding membership status
- Develop methods for increasing membership throughout all affiliates

**Qualifications:** All committee members must be members of GACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** There is no training provided, but committee members can consult the Committee Handbook

**Supervisor and Contact Information:** All committee members report to the Chair. They will receive information throughout the year from the Chair and board liaison.

## **Specific Objectives**

- 1.
- 2.
- 3.

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# Chair Guide

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## LEADERSHIP

It is no secret that leading an association in today's environment has never been more challenging. Increasing expectations by members and stakeholders, rising competition for limited resources, significant shifts in nearly all professions and industries, and stress caused by increasing demands on the personal time of volunteer leaders all create a critical need for effective planning in an association.

The message is clear for all association leaders:

- Lead them with a plan that clearly establishes direction and priorities or take great risk of survival—yours as a leader and the association's.
- The demand for mutual understanding, clarity of roles and responsibilities and share leadership strategies among all the association leaders has never been greater.
- Effective leadership in associations is shared leadership pursuing a vision through ongoing strategic planning.

Leadership is the privilege to have the responsibility to direct the actions of others in carrying out the purposes of the organization, at varying levels of authority and with accountability for both successful and failed endeavors.

**-Wes Roberts**

## COMMITTEE CHAIR RESPONSIBILITIES

### *Basic Function*

Consistent with the Association's policy and strategic priorities, the chair guides the committee in its work as outlined by the scope of work and charge from the Board of Directors.

### *Responsibilities*

- Develops a work plan that will allow the committee/task force to effectively and efficiently discharge its responsibilities for the year.
- Develop agendas and conducts committee meetings.
- Approves reports of committee before their distributions.
- Works to ensure that the work of the committee is carried out between meetings.
- Reports to the committee/task force on decisions of the Board of Directors or executive committee that affect the committee/task force's work or activities.
- Where appropriate, guides the committee in proposing products and services that will further the goals and objectives of the Association.
- Where appropriate, makes policy recommendations to the Board of Directors.

### *Committee/ Chair Tips/Qualities of the Effective Chair*

#### *Communication skills*

- Demonstrates ability to communicate with committee members, staff and other groups.
- Demonstrates willingness to listen (communication is not solely talking).

#### *Participation*

- Demonstrates active participation and interest in the Association.
- Commands prestige and respect from within the industry or profession.
- Has knowledge of the subject in which the committee/task force is involved.
- Thinks in terms of Association goals.

#### *Leadership*

- Commands attention and inspires others.
- Demonstrates ability to create a positive work atmosphere.
- Controls without dominating.
- Understands how the committee fits in to the larger work of the Association.

#### *Administrative skills*

- Demonstrates willingness to take the initiative.
- Demonstrates ability and willingness to carry out responsibilities.
- Supports orderly procedures for conducting work.
- Understands the role of the staff.



### *Making Early Contact With Committee/Task Force Members*

- Send a welcome/orientation letter, cosigned by the committee/task force staff liaison or at least identifying this person
- Provide the committee with its charges and goals, in the context of the Association's Strategic Plan.
- Provide the date and location of the first meeting, even if tentative, and a calendar of future meeting dates, even if tentative.
- Review recent accomplishments of the committee/task force so the work to be done can be put into context.
- Ask for confirmation of meeting attendance. Some chairpersons may wish to solicit agenda items. If this is done, the first requirement of committee/task force is to fulfill the charge provided to them by the Association and the chair of the board of directors.

### *The Chairperson's Role as Facilitator*

- Be a facilitator of meetings; don't "hold court." The committee/task force belongs to the Association, not to the chair.
- Guide, mediate, probe and stimulate discussion. Let *others* thrash out ideas; committee/task forces are not formed to validate the thinking of the chair or staff.
- Encourage a clash of ideas, but not of personalities. Good decisions are made when committee/task forces examine all sides of an issue, but don't let members personalize the debate. Emotional discussion of an idea is good, but an emotional reaction to a person is bad. When emotions are too high, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Prevent one-sided discussions.
- Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussion ruin the committee/task force meeting for everyone else. Strategies for dealing with this behavior include confronting the person privately in a caring manner, pointing out the effects of the behavior and suggesting alternative behaviors.
- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation; control talkative members and draw out silent members.
- Use well-placed questions, seek points of information and clarification and periodically summarize to keep the discussion focused.
- Be sensitive to the feelings of members. Look for visual and verbal cues to determine if a member is not happy with the discussion and then deal with this.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views; discussions tend to "close down" after senior members express strong views.
- Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every last person to completely agree.
- Close the meeting by noting achievements.

## MEETING TIPS

### *Developing and Structuring the Meeting Agenda*

- Provide an agenda sheet with beginning and ending times for the meeting, the meeting room number and the agenda of topics to be discussed and/or acted on.
- Sequence agenda items thoughtfully. Start the meeting with agenda topics that will unify the committee/task force; this sets the stage for working together. Early in the meeting is a good time to discuss topics that require mental energy, creativity and clear thinking. Do not put difficult topics back-to-back—people need a break. Make the first few topics after lunch quick-action items. End the meeting with topics that will unify the committee/task force; people like to leave meetings feeling that they are part of a productive team.
- Do not over-schedule the meeting. Provide sufficient, but not too much, time for each topic. Some chairpersons like timed agendas; others do not. A good approach is to show key times on the agenda, such as breaks and lunch. Having these “markers” lets members know the general pace of discussion the chairs anticipates for the meeting.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.

### *Tips for Presiding Over a Meeting*

- Open the meeting on time.
- Announce the business to be conducted.
- Recognize members who are entitled to talk; discourage break-in.
- Restate the issue to be voted on before calling for a vote and explain the consequences of the vote.
- Put all issues to a fair vote; don’t make assumptions about how committee/task force members feel.
- Announce the results of actions taken and explain the follow-through to be taken and by whom.
- Help expedite business. Don’t let discussions drift or go on too long.
- Stay with the agenda. Seek the full committee/task force’s agreement to change the agenda once it has been announced.
- Close the meeting on time; seek the committee/task force’s agreement regarding extending the time if necessary.

### *Parliamentary Procedure*

- Committee/task forces are not required to operate using parliamentary procedure; however, the objectives and principles of parliamentary procedure should be employed.
- The objectives of parliamentary procedure include expediting business, maintaining order, ensuring justice and equity for all and accomplishing the objectives for which the group is organized.
- The principles of parliamentary procedure include courtesy and justice to all, rule of the majority while respecting the rights of the minority, partiality to none, protection of the absentee and taking one item of business at a time.