

Officer Duties

Duties of President

- Prepare the agenda for Executive Committee and Board meetings, in conjunction with the Executive Director
- Preside at all meetings of the Association, Board and Executive Committee
- Provide leadership in carrying out the yearly Program of Work
- Oversee finances
- Exercise general supervision over the activities of the Executive Director and work collaboratively to move the division forward
- Present officer report at Annual Business Meeting during conference
- Appoint chairs for all committees
- Clearly communicate roles and responsibilities to committee chairs
- Provide for a smooth transition to the person assuming this role next
- Attendance at ACTE VISION, ACTE National Policy Seminar and Region V is encouraged
- Maintain current ACTE/CACTE membership dues
- Perform all other duties as assigned

Duties of President-Elect

- Assume duties of president in his/her absence
- Fills the office of president in the event the office becomes vacant
- Act as an ex-officio member of all committees, actively participating in Legislative Committee
- Develop Program of Work for his/her year as President, in conjunction with Division Presidents-Elect and Past President
- Present officer report at Annual Business Meeting during conference
- Attendance at ACTE VISION and Region V is encouraged
- Provide for a smooth transition to the person assuming this role next
- Perform all other duties as assigned

Duties of Secretary

- Work cooperatively with President to keep minutes of all meetings of the Association in permanent record form
- Provide minutes to the EC or Board within two weeks of the meeting
- Handle association correspondence as needed
- Serve as co-chair of Bylaws/PPM Committee, thereby ensuring that PPM is reviewed on an annual basis according to the timeline for revisions
- Present officer report at Annual Business Meeting during conference
- Attendance at ACTE VISION, ACTE National Policy Seminar and Region V is encouraged
- Provide for a smooth transition to the person assuming this role next
- Perform all other duties as assigned

Duties of Treasurer

- Monitor that Board approved policies/procedures related to the financial operations of the association are followed.
- Oversee development of proposed budget by Finance Committee

- Present proposed budget to Executive Committee
- Review monthly financial statements
- Prepare financial reports to be presented at each Board meeting
- Serve as chair of the Finance Committee
- Prepare an annual financial report of the division, subject to financial review/audit by the proper personnel
- Ensure that association taxes are filed in a timely manner(if applicable)
- Ensure that the association has proper insurance coverage
- Present officer report at Annual Business Meeting during conference
- Provide for a smooth transition to the person assuming this role next
- Perform all other duties as assigned

Duties of Past President

- Assist and guide the President and Board in carrying out duties of the organization
- Offer continuity, insight and wisdom
- Serve as co-chair of the BylawsCommittee
- Serve on the Awards Committee
- Initiate and lead review of executive director's performance prior to contract renewal decision
- Present officer report at Annual Business Meeting during conference
- Provide for a smooth transition to the person assuming this role next
- Perform all other duties as assigned