The CACTE Bylaws are a vital companion document to the Policies & Procedures Manual (PPM). The Bylaws are the legal, governing document for the organization. Be sure to consult both documents for needed information.
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COMMONLY USED ACRONYMS

General CTE
ACTE – Association for Career & Technical Education – national organization
CACTE – Colorado Association for Career & Technical Education – state organization
CCCS – Colorado Community College System (administers secondary/postsecondary CTE)
CTE – Career & Technical Education
CTSO – Career & Technical Student Organization
EC – Executive Committee – elected CACTE officers (president, president-elect, secretary, treasurer, past
president plus executive director)
ED – Executive Director
PPM – Policies & Procedures Manual
STEM – Science, Technology, Engineering, Mathematics

CACTE Divisions
CACTA – CO Association for Career & Technical Administrators
CVATA – CO Vocational Agriculture Teachers Association
CBE – CO Business Educators
CATFACS – CO Association Teachers of Family & Consumer Sciences
CCD – Counseling & Career Development
ETMA – Engineering, Technology & Media Arts
HPS – Health & Public Safety
CMEA – CO Marketing Education Association
ACE – Alternative Cooperative Education/Special Populations
T&I – Trades & Industry
### The Value of Membership
- Offer a collective, strong voice
- Access to relevant and current information
- Recognition of profession
- Provider of professional development
- Trusted access to wisdom

### The Benefits of Belonging
- **Saves** you time and money
- Provides you access to products and services at reduced costs
- Is your voice on issues that are important to you
- Facilitates your networking needs with colleagues across the country on different issues
- Keeps you current professionally

### Why Join Your Organization?
- Protect your livelihood
- Keep current on the latest information and techniques
- Save money on products and services you need
- Network with experts across the country
- Be part of your professional group
Colorado ACTE Structure

COLORADO ACTE STRUCTURE

Association for Career & Technical Education

ACTE (national association)
https://www.acteonline.org

CACTE is part of ACTE Region V
https://www.acteonline.org/state-region/region-v/

COLORADO ASSOCIATION FOR CAREER & TECHNICAL EDUCATION

CACTE
Unified dues include ACTE/CACTE/CACTE division membership ($150)
http://www.cacte.org/home/
cacte@cacte.org

EXECUTIVE COMMITTEE
President
President-Elect
Secretary
Treasurer
Past President
Executive Director (ex officio)

BOARD
Executive Committee
Division Presidents
Division President's Elect
Committee Chairs
Executive Director (ex officio)

ASSISTANTS TO THE EXECUTIVE DIRECTOR
Summit Assistant
Membership Assistant
Finance/Admin Assistant

DIVISIONS
*Administration - CACTA
*Agriculture - CVATA
*Business - CBE
*Counseling/Career Development - CCO
*Engineering/Technology/Media Arts - ETMA
*Family & Consumer Science - CATACS
*Health/Public Safety - HPS
*Marketing - CMCA
*Special Populations - ACE - ACE
*Trades & Industry - TDI

STANDING COMMITTEES
Awards
Bylaws/FPFM
Communications
Conference Planning
Finance
Legislation
Membership
*currently active

SPECIAL COMMITTEE
Year-Round Advocacy
INTRODUCTION & BRIEF HISTORY
The Colorado Vocational Association (CVA) was formed in 1917 and held its first meeting at Centennial High School, Pueblo, CO in October of that year, where attendance was about 35 people. Organizers were:

- Mr. Dan Wells, Director of Vocational Education, Pueblo
- Mr. Erwin Stiffler, Director of Vocational Education, Sterling
- Mr. Harold Stillman, Director of Vocational Education, Colorado Springs
- Dean Chester Hadden, Head, Industrial Arts Dept., Greeley State College (now UNC)
- Professor L.D. Crain, Head, Mechanical Engineering & Mechanic Arts Dept., State A & M College, Fort Collins (now CSU)
- Mr. Newton Van Dalsen, Colorado’s first State Supervisor of Vocational Education, Ft Collins

Dues were $1.00 annually and 29 teachers became members at that first meeting. A constitution was adopted making membership open to Industrial Arts & Trade/Industrial Teachers with a provision that Commercial, Agriculture and Home Economics teachers might be accepted to membership. The group petitioned the Colorado Education Association to be a section, which was granted conditionally, as Home Economics and Commercial teachers already had sections.

In December 1925, the National Society for Vocational Education and the Vocational Education Association of the Mid-West met in Cleveland, OH and agreed to merge into one association. The American Vocational Association was launched in 1926 with seven standing committees: Agriculture, Commercial, Home Economics, Industrial, Part-Time, Rehabilitation and Vocational Guidance. Denver extended an invitation to AVA for the Convention in 1926, but Louisville, Kentucky was chosen as host city. Colorado had three national members at the end of 1926.

*an article # in parentheses refers to the CACTE Bylaws*

MISSION & PURPOSES (Article II)
The mission of the Association is to provide educational leadership in developing a competitive workforce.

The purposes of the Association shall be:
- **Leadership and Program Improvement.** To foster excellence in Colorado career and technical education.
- **Policy Development.** To advocate for public policy in Colorado to benefit career and technical education
- **Knowledge Connectivity.** To act as a clearing-house for education and information relating to all aspects of Colorado career and technical education, while providing access to professional development
- **Awareness.** To create public awareness of Colorado career and technical education.

AFFILIATED & UNIFIED STATE ASSOCIATION (Article III)
As part of the established structure of ACTE, Colorado is an affiliated state association, meaning CACTE meets the following criteria:

- the organizational structure embraces all those interested in career and technical education who are from the state;
- the bylaws and policies do not conflict with the ACTE Bylaws and operating policies; and
- members are provided an opportunity to affiliate with any division category in the ACTE structure.

CACTE is also a unified state. This means that when dues are paid to join CACTE, dues are automatically paid for ACTE (includes one division) and one division at the state level. Colorado ACTE is part of ACTE Region V.
HIERARCHY OF GOVERNING DOCUMENTS

1. Articles of Incorporation
The name of the not-for-profit corporation is the Colorado Association for Career and Technical Education (previously known as Colorado Vocational Association) and also known as CACTE. The purpose is educational, including but not limited to promotion of career and technical education in the State of Colorado.

   CACTE is a not-for-profit corporation established in the state of Colorado in 1976. This is when the paperwork to incorporate was completed, not when the association was established.

2. Bylaws (http://www.cacte.org/home/policies-and-procedures/cacte-bylaws-revised-2018/)
The CACTE Bylaws are the legal, governing document for the organization. Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the Association can change the Bylaws.

The Colorado ACTE Policies & Procedures Manual includes operational details of the organization. Policies are established to guide the organization so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the organization as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. The PPM includes the standing rules of the Board.

   The Policies and Procedures Manual is reviewed and approved annually by the Board.

4. Strategic Plan
Based on the ACTE Strategic Plan, the CACTE Strategic Plan is developed by the Board and represents an expression of the core purpose and values of the Association. It serves as a blueprint for the future direction of the organization. The Plan serves as a map for the priority allocation of resources and determines the annual objectives and work plan for volunteer leaders and staff.

5. Budget
The CACTE budget is an expression of how the Association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation of activities within the Association.
ADMINISTRATION/STAFF (Article VII)

CACTE Staff/Duties

- **Who**
  - The Executive Director shall be the chief executive officer of the staff and operations and shall serve as an ex officio member of the CACTE Executive Committee, CACTE Board and CACTE Committees.
  - The Executive Director will have authority and responsibility for carrying out Board policy and other duties as assigned by the Board, or as required by contract with the association, the Articles of Incorporation, the Bylaws and the Policies/Procedures Manual of CACTE.
  - With the consent of the Executive Committee, the Executive Director may hire up to four assistants to help with completion of duties. A stipend will be paid to the assistants in May and November.
    - Finance/Administrative Assistant (finance-admin@cacte.org)
    - Membership Assistant (membership@cacte.org)
    - Special Projects Assistant (projectassistant@cacte.org)
    - Summit Assistant (summit@cacte.org)

(See Appendix H for ED Assistants processes/duties/etc.)

- **Hiring of Executive Director**
  - EC recommends, Board approves
  - Contract position with compensation
  - Current contract runs 11/1 to 10/31

(See Appendix F for sample executive director contract)

- **Duties**
  - With the consent of the Executive Committee, negotiate with a group or combination of groups to provide necessary services
  - Keep financial records of the Association in permanent record form
  - Keep record of all income and deposit all receipts in a financial institution in the name of the Association
  - Disburse and invest funds of the Association as authorized by the Board and keep records of all receipts and expenditures
  - Working with the Treasurer, prepare an annual financial report of the Association, subject to financial review/audit by the proper personnel
  - Keep accurate lists of names of all members of the Association and transmit proper remittance for ACTE dues to ACTE headquarters and divisional money to Division treasurers on a regular basis
  - Have signature authority on all division bank accounts that do not have their own EIN (5/20 - all but Agriculture)
  - File a Colorado Corporate Report biannually
  - File the Colorado Sales Tax Report, if necessary
  - Pay compensation for Executive Director and Legislative Specialist monthly
  - Pay other compensation for staff as required
  - Serve as liaison to the Colorado Community College System
  - Assist in monitoring Colorado legislation as it relates to career and technical education
  - Serve as manager of the official CACTE publications
  - Coordinate annual CACTE conference and exhibits
  - Serve as a liaison to and attend all meetings of the Executive Committee and Board
  - Coordinate CACTE activities at ACTE conferences
Participate regularly in ACTE activities, ie VISION, NPS, state leadership conference calls, NEDA (ACTE National Executive Directors Assn)

Maintain a list of prospective CACTE officer candidates

Maintain a permanent archives file of the essential materials of the Association in cooperation with the past CACTE and Division Presidents

• Archives are kept at the Executive Director’s office and at the Colorado Community College System storage building, currently Building 900

(See Appendix G for Executive Director’s Monthly Activities Calendar)

● Evaluation

○ Job description and ED goals will be used for annual performance evaluation

● What ifs

○ In a situation where the current Executive Director is incapacitated for any reason, the Immediate Past President shall serve as the Temporary Executive Director

○ Incapacitation shall be defined as being unable, due to physical or other conditions, to delegate and to remain in constant contact with the Executive Committee

○ Resignation: In the case of the resignation of the Executive Director, a 60-day termination notice shall be given to the President

○ Termination of Contract: A 30-day termination notice shall be given to the Executive Director by the Executive Committee

(See Appendix E for Management Technologies currently in use)
GOVERNANCE

CACTE BOARD (Article VIII)

- The Board is the governing body of CACTE
- When a member assumes a role on the CACTE Board, one’s professional responsibilities include additional time and tasks beyond that of the usual CACTE member
- Duties and responsibilities of the Board are as follows:
  A. To set policy and provide direction for the association
  B. To serve the needs of the entire membership, not just the constituency represented by any one person, considering the good of the association as a whole
  C. To oversee implementation of the CACTE strategic plan and CACTE related activities
  D. To ensure the financial health of CACTE
  E. To determine, administer and revise CACTE policies
  F. To fulfill responsibilities as a CACTE Board member
  G. To evaluate the accomplishments of CACTE and the CACTE Board
  H. To appoint the staff, designate the contract term, and determine the amount of compensation
  I. To oversee the nomination process for CACTE office
- The Board may appoint liaisons from related organizations to provide support, as appropriate
  o Liaisons currently approved
    - Postsecondary liaison – chair of Dean’s Council suggested
    - Department of Corrections (DOC) liaison
- The Board should carry out the policies of CACTE and speak on its behalf when representing CACTE
- Personal attendance at ACTE VISION, ACTE National Policy Seminar and Region V is encouraged

BOARD MEETINGS

- Regular meetings of the Board shall be held. A face-to-face Board meeting will be held at the CACTE CareerTech Summit. In addition, a Board Orientation/Training for the incoming Board (all members, including continuing) will take place at the close of the CACTE CareerTech Summit. The Orientation/Training should include review of the Bylaws, PPM, Strategic Plan and ACTE QAS Criteria.
- Special meetings of the Board may be called by the President or at the joint request of the majority of the members of the board. At least seven days’ notice should preferably be given all members of the Board for any special meeting.
- A majority of the members present at a Board meeting shall constitute a quorum.

CACTE EXECUTIVE COMMITTEE (Article VII)

Duties and responsibilities of the Executive Committee are as follows:

- Make recommendations to the Board
- Act in place of the Board between meetings on matters not specifically reserved as Board decisions.
- Develop the CACTE Strategic Plan, referring to the ACTE Strategic Plan, and including a set of broad goals which reflect the current direction of the association and the anticipated needs of the members
- Supervise the implementation of the Program of Work
- Develop the leadership abilities of the division officers
- Assist division officers in meeting their responsibilities and carrying out their duties
- Assist in the development of the agenda for the Board meetings
- Act as representatives of the Association in divisional, regional and national activities

EXECUTIVE COMMITTEE MEETINGS

- Regular meetings of the EC shall be held. A face-to-face EC meeting will be held at the CACTE CareerTech Summit.
- Executive Committee fall and spring retreats are suggested for concentrated planning. Fall agenda may
include QAS review and brainstorming of potential candidates for CACTE office. Spring agenda may include review of the strategic plan and decisions about Summit breakout proposals.

- Special meetings of the EC may be called by the President or at the joint request of the majority of the members of the EC. At least seven days’ notice should preferably be given all members of the EC for any special meeting.

**CACTE Officer Duties**

**Duties of CACTE 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 CACTE finances
- Exercise general supervision over the activities of the CACTE Executive Director and work collaboratively to move CACTE forward
- Present officer report at Annual Business Meeting during conference
- Serve as CACTE lead representative to the ACTE Delegate Assembly (VISION)
- If unable to personally attend, ensure CACTE representation in ACTE VISION, National Policy Seminar and Region V activities
- 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

*(See Appendix A for President’s Monthly Activities Calendar) (see p. 21 for financial support offered)*

**Duties of CACTE 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 CACTE Past President
- Present officer report at Annual Business Meeting during conference
- Serve as chair of CTE Showcase at the Capitol Committee
- Make appointments with Colorado legislators for ACTE National Policy Seminar
- Attend ACTE National Policy Seminar to coordinate legislative visits
- Attendance at ACTE VISION and Region V is encouraged
- Serve as CACTE representative to the ACTE Delegate Assembly (VISION)
- Provide for a smooth transition to the person assuming this role next
- Maintain current ACTE/CACTE membership dues
- Perform all other duties as assigned

*(see p. 21 for financial support offered)*

**Duties of CACTE Secretary**
- Work cooperatively with Executive Director 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
• Serve as CACTE representative to the ACTE Delegate Assembly (VISION)
• Provide for a smooth transition to the person assuming this role next
• Maintain current ACTE/CACTE membership dues
• Perform all other duties as assigned

Duties of CACTE 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, in collaboration with ED
• Present proposed CACTE budget to Executive Committee
• Review monthly financial statements
• Prepare financial reports to be presented at each CACTE Board meeting
• Serve as chair of the Finance Committee
• Working with the ED, prepare an annual financial report of the Association, subject to financial review/audit by the proper personnel
• Ensure that association taxes are filed in a timely manner
• Ensure that the association has proper insurance coverage
• Present officer report at Annual Business Meeting during conference
• Attendance at ACTE VISION, ACTE National Policy Seminar and Region V is encouraged
• Serve as CACTE representative to the ACTE Delegate Assembly (VISION)
• Provide for a smooth transition to the person assuming this role next
• Maintain current ACTE/CACTE membership dues
• Perform all other duties as assigned

Duties of CACTE 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 Bylaws/PPM Committee
• Serve on the Awards Committee
• Initiate and lead review of executive director’s performance prior to contract renewal decision
• May communicate with and act as coordinator of the Past Presidents’ Emeritus group to consider tasks of significance to the Board
• Present officer report at Annual Business Meeting during conference
• Attendance at ACTE VISION, ACTE National Policy Seminar and Region V is encouraged
• Serve as CACTE representative to the ACTE Delegate Assembly (VISION)
• Assume the duties of the Executive Director, if the position becomes vacant, until the position is filled
• Provide for a smooth transition to the person assuming this role next
• Maintain current ACTE/CACTE membership dues
• Perform all other duties as assigned
DIVISIONS

<table>
<thead>
<tr>
<th>CACTE DIVISION NAME</th>
<th>ACTE DIVISION NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>same</td>
</tr>
<tr>
<td>Agriculture Education</td>
<td>same</td>
</tr>
<tr>
<td>Business Education</td>
<td>same</td>
</tr>
<tr>
<td>Counseling and Career Development</td>
<td>same</td>
</tr>
<tr>
<td>Engineering, Technology &amp; Media Arts</td>
<td>Engineering &amp; Technology Division; 3 Sections within it – STEM, Arts, Information Technology</td>
</tr>
<tr>
<td>Family and Consumer Sciences Education</td>
<td>same</td>
</tr>
<tr>
<td>Health and Public Safety</td>
<td>Health Science Education</td>
</tr>
<tr>
<td>Marketing Education</td>
<td>same</td>
</tr>
<tr>
<td>Special Populations/ACE</td>
<td>New &amp; Related Services – 11 Sections, including Special Populations</td>
</tr>
<tr>
<td>Trade and Industrial Education</td>
<td>same</td>
</tr>
</tbody>
</table>

DIVISION RESPONSIBILITIES

- Fulfill division duties as stated in governing documents of CACTE and the Division
- President and President-Elect serve as members of the CACTE Board; provide electronic copy of Division update to CACTE secretary prior to CACTE Board meetings; and present Division update at CACTE Board meetings
- Division President and President-Elect are expected to attend the CACTE CareerTech Summit
- Plan and implement Division activities at CACTE CareerTech Summit
- Participate in development of CACTE Program of Work, in conjunction with CACTE President-Elect
- Appoint division members to CACTE committees
- Seek nominations for CACTE offices from respective division
- Provide access to division minutes to division officers and CACTE Executive Committee
- Align division bylaws with CACTE and ACTE (this does not mean they need to copy CACTE/ACTE bylaws) and provide CACTE Executive Director access to the bylaws
- Ensure that appropriate and accurate financial records are submitted to CACTE Executive Director 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)
- Deposit checks received from CACTE within 90 days
- Division Board Members shall maintain current ACTE/CACTE membership dues

(See Appendix B for suggested Division Officer Duties)

FUNDRAISING

CACTE and its Divisions are welcome to raise funds to support various projects, activities, scholarships, etc. The fundraising policies must be followed. (see Finance, page 22)
CACTE COMMITTEES (Article IX)
Charge: To carry out the mission and purposes of the association.

- Committees are the workforce of the association and play a significant role in implementing the strategic plan and overall success of the association.
- Committee members should maintain current ACTE/CACTE membership dues. Exceptions will be considered by the President and Executive Director.

TYPES OF COMMITTEES
Standing Committees are listed in the Bylaws.
Special Committees may be appointed by the President as deemed necessary.

Duties of Committee Chairs
- Serve as member of the CACTE Board
- Become familiar with the duties of the committee as stated in the CACTE PPM
- Help ensure that each Division is represented on the committee, if possible
- Review previous committee reports
- Upon appointment, contact and inform committee members of their duties and responsibilities as stated in the CACTE PPM
- Fulfill all responsibilities of the committee
- Prepare an annual report on the activities of the committee; send electronically to the CACTE secretary and ED; and be prepared to share at the Annual Business Meeting during the CACTE CareerTech Summit

Duties of Committees

AWARDS COMMITTEE
MISSION: Recognize outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field in Colorado

- ACTE/CACTE Excellence Awards – eligible to move on to Region V
  - Teacher of the Year
  - Administrator of the Year
  - Postsecondary Teacher of the Year
  - Career Guidance Award
  - New Teacher of the Year
  - Teacher Educator of the Year
  - Carl Perkins Community Service Award

- CACTE Excellence Awards - specific to CACTE
  - Exemplary CTE Alumni Award
  - CACTE Outstanding CTE Student- Secondary
  - CACTE Outstanding CTE Student- Post-Secondary
  - CACTE Outstanding Service by a Member Award
  - CACTE Hall of Fame Award

- Follow ACTE’s awards criteria and selection process for ACTE/CACTE Excellence Awards
- Develop, review, and update criteria and applications for CACTE Excellence Awards (specific to CACTE) – work with ACTE to change information on Awards Portal (hosted by ACTE)
- Solicit nominations for the ACTE/CACTE awards
- Encourage Divisions to submit nominees
- Be sure nominator enters all materials needed on CACTE awards portal by deadline (June 8)
- Review applications and select award winners for each category, using awards portal
● Notify all award winners and nominators of results and invite them/their guests to the awards presentation(s) at the CACTE CareerTech Summit
● Arrange for the purchase/engraving of awards
● Arrange for the presentation of awards at the CACTE CareerTech Summit- suggested to invite nominator to do presentation
● Ensure that ACTE/CACTE Excellence Awards winners are moved on to Region V Awards through the awards portal, after the person reviews his/her application
● CACTE will offer money in amount of registration to award winners to offset some costs to attend Region V Conference, if budget allows

BYLAWS/POLICIES & PROCEDURES COMMITTEE
MISSION: Keep the Bylaws and PPM current, reflective of desires and needs of members, and inclusive of changes needed in CACTE Bylaws and/or PPM necessitated by changes in ACTE Bylaws
● Co-chaired by the Past President and Secretary
● Evaluate Bylaws and PPM for any necessary revisions
● Receive and make proposed Bylaws changes; discuss and submit to the CACTE Board as described in Bylaws Article XI
● If the CACTE Board approves Bylaws changes for presentation to the membership, write summary sheet of changes and post/distribute according to timeline in Article XI, section 2
● If approved by the membership, arrange for the posting/distribution of revised CACTE Bylaws, including to ACTE
● If there are approved ACTE Bylaws changes, make necessary automatic updates to CACTE Bylaws
● Receive and make proposed PPM changes; discuss and submit to the CACTE Board for approval as described in the PPM
● If approved by Board, distribute revised PPM to Board members
● Work closely with president, executive director and Board during this process

COMMUNICATIONS COMMITTEE
MISSION: Ensure that Colorado CTE and CACTE information is visible to members and to the public
● Convey to public and membership the mission, purposes and function of the association
● Share CTE public relations materials via website, social media, e-newsletters and other appropriate means
● Promote the desirability of becoming a career and technical education professional
● Encourage CACTE members to submit articles for CACTE and/or ACTE publications

CONFERENCE PLANNING COMMITTEE
MISSION: Provide CACTE members and other CTE professionals access to high quality professional development in a (preferably) face-to-face setting
● Refer to Conference Planning section of the PPM for more details
● Oversee planning of annual conference by executive director
● Make decisions regarding broad scheduling changes
● Provide insight into possible conference locations
● Review call for proposals document
● Evaluate calls for proposals; select sessions to be presented; help slot into program
● Volunteer as needed during conference
● Ensure that conference evaluation is sent, compiled and reviewed
● Summit Assistant is a member of this committee
FINANCE COMMITTEE

MISSION: Safeguard the assets of the association
● Refer to Financial Management section of the PPM for more details
● Chaired by the CACTE treasurer
● Develop appropriate financial oversight process for the finances of the association
● Create and maintain a culture of honesty and high ethics
● Review association resources and determine a percentage of annual operating budget to set aside as a reserve/contingency fund
● Arrange for annual financial review of records
● Arrange for a professional audit at the end of an executive director’s tenure
● Prepare proposed CACTE budget and submit to the CACTE Executive Committee
● Monitor investments for appropriateness and return on investment
● Helpful if outgoing treasurer can serve on committee for one year after term ends
● An Investment Subcommittee may be desired, or the Executive Committee can act as such

LEGISLATIVE COMMITTEE

MISSION: Advise Board and members on legislative issues impacting career and technical education and develop an effective network for the dissemination of information regarding legislative issues
● With the assistance of the CACTE/CACTA Legislative Specialist and/or ACTE:
  o Keep members informed of legislation at the local, state and national levels which impacts CTE
  o Develop and distribute annual CACTE Legislative Priorities document
  o Establish and maintain good relationships with state and national legislators
  o Keep legislators informed of accomplishments and concerns of CTE throughout the year
  o Work closely with the Colorado Community Colleges System and ACTE on state/national legislation
  o Organize and maintain a communications network among committee members so that immediate action can be set into motion
  o Be prepared to contact legislators by most appropriate method
  o Ensure posting of legislative information/apdates as needed
● Coordinate statewide legislative activities, such as Day at the Capitol or advance preparation for National Policy Seminar activities
● Adhere to Legislative Committee Operating Norms
  o Participate in biweekly committee calls during Legislative Session and other calls as needed

MEMBERSHIP COMMITTEE

MISSION: To promote and position Colorado ACTE as a desired organization for teachers, administrators and professionals to join and become engaged, active members.
● Increase membership in the association through retention of existing members and recruitment of new members
● Identify new markets for membership growth
● Create, promote and enhance member benefits and services
● Prepare CACTE membership promotional materials for distribution
● Provide and maintain avenues for communication from members about concerns regarding both ACTE and CACTE
● Continuously update communications list
● Follow up with lapsed members, encouraging them to renew membership
• Recognize years of membership at CACTE CareerTech Summit
• Membership Assistant is a member of this committee
NOMINATION/ELECTION PROCEDURES (Article VI)

Board acts as Nominating Committee

ELIGIBILITY
- Candidates for CACTE offices:
  - must be professional or retired members of the Association
  - only one member of EC at a time can hold retired membership (if an officer retires from his/her current position midterm, that does not count as a retired member)
  - will be selected on basis of demonstrated leadership in career and technical education
  - must be able to give a sufficient amount of time to carry out duties of office
  - must maintain current ACTE/CACTE membership dues
- Candidates for president-elect must have served as voting members of the Board for at least one year prior to being elected

PROCESS OF NOMINATION/PUBLICITY
- President-elect nominations take place every year; secretary nominations take place in odd years; treasurer nominations take place in even years
- Opening of nomination process is publicized via website, e-newsletter, social media and/or other appropriate means
- Nominees may be self-nominated or nominated by the Board or a division; nominee completes application and submits resume to ED; nominations will close April 30
- Application should indicate support from supervisor of time commitment
- If there are no candidates for a given office by April 30, efforts will be intensified to find qualified candidates by June 30
- Executive Director determines that candidates for office meet eligibility requirements for office, including being a dues-paying member of ACTE/CACTE
- Board submits to the membership a slate of nominees for each office
- Candidates are publicized via website, e-newsletter, social media, a poster at conference, and/or other appropriate means
- Candidates and their supporters are prohibited from distributing any printed campaign materials, telephone campaigns, or mass emails. Candidates may individually contact members via any form of communication so long as each nominee has equal opportunity.

CANDIDATE MATERIALS
- Complete CACTE Officer Candidate Application form
- Resumé, photo of self (headshot preferred), short bio
- Speeches (3-4 minutes) from candidates during Opening General Session (suggested)

METHOD OF ELECTION - HYBRID VOTING
- Members may vote only once by providing their ACTE member ID by electronic means
- Open voting by July 1 via website and/or special e-newsletter
- May consider giving wristband to those voting on site at conference
- Close voting after lunch day before CACTE Annual Business Meeting
- ED and 2 Board members not on ballot verify official tabulation of results
- Newly elected officers shall begin their terms at the close of the CACTE CareerTech Summit
COMMUNICATIONS GUIDELINES
The mission of CACTE communications is to ensure that CACTE information (and Colorado CTE, when appropriate) is visible to members and to the public.

GENERAL INFO
- Communications are available electronically - if a member requests a snail mail copy, that request may be granted
- CACTE email list is open to all who ask to be placed on it, if their connection to CTE is known
- Try to keep communication methods as current and accurate as possible
- Use blue/green or black/white ACTE provided CACTE logos, CACTE Excellence Awards logo and CACTE Summit logos for consistency – available in Google Drive

E-NEWSLETTER – Connecting with CACTE
- Sent to email list almost monthly (10-12 times per year)
- Includes information under headings Educate, Advocate and Lead
- News important to members, reports/photos from ACTE meetings, deadlines, members featured in ACTE publications, etc.
- Remember to view on computer as well as mobile device before sending; try all links
- Do not have to be a member to be on CACTE email list

WEBSITE
- Keep as current as possible
- Fix broken links as quickly as possible when notice/notifyed
- Try to help members learn to go to website first for answers/information.....
- Feature members chosen for regional, national activities/awards; support announcements or links to documents; highlight CACTE Summit activities; feature CACTE award winners; etc

SOCIAL MEDIA
ACTE Principles for Using Social Media
- Be personal. Share your story of CTE through your own voice instead of “broadcasting” the message. Let your messages reflect your personality, use humor, and be transparent about who is posting messages. The goal should be to become a credible source of CTE information.
- Keep your eye on the goal. Refrain from posting personal attacks or negative comments about anyone. Straying away from your core message and facts will cause the community to lose trust in you and diminish the attention your social media presence receives from your followers, policymakers and media.
- Facts not fiction. Staying credible means sharing quality information and refraining from posting exaggerated or false information about your program, CTE in general or policymakers.
- Be social. Conversation is a two-way street, even online. Join topics and discussions with other people and organizations. The more you engage the CTE community and policymakers, the more the CTE message moves forward.
- Ask questions. If you have a question about engaging in social media advocacy, please feel free to reach out to the CACTE Executive Director with any questions you may have before engaging policy makers.

CACTE on Facebook = Colorado Association for Career and Technical Education, @ColoACTE
CACTE on Instagram = @ColoradoACTE
CACTE on Twitter = @ColoradoACTE
● Give as many EC members access to social media sites as want it – varying perspectives on posts
● Use social media for timely news – things that are happening “right now”
● Build up hype for events with teasers and photos
● Use hashtags #CACTEnews, #CACTE19 (for Summit), #CareerTechEd
● See other ideas on ACTE’s Social Media Advocacy page:
  
  https://www.acteonline.org/working-with-policymakers/social-media-advocacy/
FINANCIAL MANAGEMENT GUIDELINES

GENERAL INFO
● Those responsible for CACTE financial management shall act in the interest of the Association rather than of individuals, making decisions to protect the assets of the organization while moving the Association forward
● Provision is made for prudent internal fiscal controls such as competitive bidding, transparency and separation of fiscal responsibilities
● Provide appropriate accounting program for use of treasurer, ED and others as needed – currently QuickBooks Online
● The fiscal year of CACTE is July 1 to June 30
● All divisions except Agriculture currently use CACTE EIN number and therefore are part of CACTE corporate entity

FINANCIAL ACCOUNTS
● EC authorizes the ED to open/close necessary financial accounts as needed for the association
● All CACTE financial accounts must have at least 3 signatories:
  ○ President-elect or president or past president
  ○ Treasurer
  ○ Executive Director
● Executive Director should be signatory on all Division financial accounts, at least those using CACTE EIN

BUDGETING
● Finance Committee prepares proposed CACTE budget, with input from ED
  ○ Expenses for CACTE president and CACTE president-elect to attend ACTE National Policy Seminar and ACTE Vision will be paid as budget permits, minus what their work might pay/reimburse the officer.
  ● Expenses include registration, transportation, lodging, meals/incidentals
  ● IRS per diem amount for host city will be used for meals/incidentals
  ● Day of departure/day of return uses 75% of host city per diem
  ● Receipts must be submitted for reimbursement, along with “invoice to” CACTE form (person should keep copies for personal records)
  ● 2018-2019 allowed $1500 for each officer
  o ACTE Fellows from Colorado will be paid the value of the registration to ACTE Region V Conference, when possible
  o CACTE Award Winners will be paid the value of the registration to ACTE Region V Conference, when possible
  o CACTE dinner at NPS – food only
  o Executive Committee and Colorado CTE Director hotel rooms will be covered for CACTE CareerTech Summit
  o Recipient(s) of CACTE monetary support will submit an article on ACTE event(s) attended for CACTE publications
  o Develop a separate conference budget
● Finance Committee annually reviews association resources and determines a percentage of annual operating budget to set aside as a reserve/contingency fund
● Submit proposed budget to CACTE Executive Committee for review prior to consideration by CACTE Board; adoption is by majority vote
● Necessary expenditures in excess of budgeted amounts require approval of Executive Committee

FUNDRAISING
CACTE and its Divisions are welcome to raise funds to support various projects, activities, scholarships, etc. The following policies must be followed.

- Purpose of the fundraiser must be clearly stated
- Regardless of when payment is made (onsite or later), personal funds must be used to make payment
  - No CTSO, CTE or school funds can be used to make purchases
- If funds are not paid onsite and are invoiced later:
  - Invoice must clearly state the exact item purchased, its value and the amount being paid
  - References to CTSOs are not allowed on invoices

INVESTMENTS
- An Investment Subcommittee may be desired, or the Executive Committee can act as such
- Develop and implement sound short-term and long-term investment policies and procedures which are periodically reviewed, considering appropriate amount of risk
- Investments will have Federal Deposit Insurance Corporation (FDIC) protection and reasonable effort is made to keep total deposits in any one institution within limits of such protection
- Balances of current funds in excess of immediate needs will be deposited in interest bearing accounts such as CDs, money market funds, government bonds, treasury notes and other investments of similar type
- Reserve funds shall be invested as noted in above bullet
- Currently invested funds can be withdrawn on signature of either CACTE Treasurer or the Executive Director
- Executive Committee shall have authority to secure expert consultation periodically to improve the returns on CACTE investments

INSURANCE
- Association shall purchase insurance to protect CACTE, its staff/volunteers, property and finances – at a minimum: general liability, Directors & Officers (D&O) and Event Cancellation insurance
- ED keeps an accurate inventory of CACTE property, updating as needed

FEDERAL/STATE REQUIREMENTS
- Executive Committee authorizes Executive Director to complete a yearly tax form (Form 990) for CACTE by required federal deadline (November 15, based on current fiscal year) – tax consultant may be employed for completion
- Executive Director will ensure completion 1099-M forms for contractors of CACTE by required federal deadline (currently January 31)
- Executive Director will complete the Colorado Secretary of State Periodic Report every two years (even years), paying necessary fee
- Executive Director will complete the Colorado Secretary of State Annual Report, paying necessary fee
- Other forms completed as necessary when required by federal or state government

FINANCIAL REVIEW
- Financial records shall be reviewed annually
  - A financial review may be conducted by 3 CACTE members with knowledge of financial matters
  - A financial review may be conducted by a community college accounting class
- A financial audit should be conducted by an outside entity when there is a change in Executive Director
- Board periodically reviews amount of CACTE and CO Division dues (Article III)
  - CACTE Dues are currently:
    - Professional $50
    - Retired $25
    - Life $0
    - Student $20
• Corporate amount determined by the Board
  o Changes effective at beginning of next fiscal year

(See Appendix C for invoices to/from CACTE)
(See Appendix D for QuickBooks Chart of Accounts)
CACTE Annual Conference Planning Guidelines

GENERAL INFO

● This conference is known as the CACTE CareerTech Summit
● The conference will include topics in the area of professional development for career and technical educators under the headings of Educate, Advocate and Lead
● Planning should be done in cooperation with the CCCS Colorado CTE Team

DATE/LOCATION

● The Board will select the date and location of the annual CACTE CareerTech Summit upon recommendation of Executive Director/Summit Assistant
● Goal is to have five years of contracts in place at any given time, adding one new contract each year
  o odd years at Loveland Embassy Suites
  o even years at other locations around the state
● Multi-year contracts benefit the Association with lower rates
● Executive Director will negotiate and sign contracts with approved properties

FINANCES/REGISTRATION

● The conference will be financed by the registration fees, exhibitor fees, sponsorships and grants – any net revenue goes back into the CACTE operating budget
● A conference budget should be developed by the Finance Committee as part of CACTE budget process
● Registration fees for nonmembers will be higher than for members
● Postsecondary CTE Education students’ registration fee will cover meals/AV
● CTSO State Officers’ registration fee will cover meals/AV
● No refunds will be issued - another person can be substituted for the original registrant, if the name and required information is provided for new person
● Fees and expenses paid to speakers will be determined by Conference Planning Committee – current IRS allowable reimbursement for mileage and expenses may be used or a flat fee negotiated
● Invited guest speakers will be issued a distinctive speaker badge which authorizes them to attend only the session(s) where they are presenting without paying registration
● Name badges should include name, school, division (color-coded?), ACTE member ID #
● Program will be provided via mobile app and document for downloading on website
  o Recognize years of membership in app?
  o Exhibitor logos in app

EXHIBITS

● Arrange for exhibit space which assures maximum exposure
● Determine fees, set up exhibitor registration and collect fees; include lunches in fee
● Solicit new exhibitors
● Assign exhibitors to tables; consider longevity of exhibiting w CACTE in decisions
● Recognize exhibitors at general session/meal on early in conference
● Solicit feedback from and/or conduct exhibitor evaluation of experience

GENERAL SESSIONS

● Board is responsible for planning the general session programs
● President creates any visuals to be used during the general sessions
● Any general session speaker receiving a fee for speaking is not expected to register
● Drawings to support Legislative Specialist will be held
● Announce all award winners at Opening General Session; present 2-3 awards each time whole group is together (general sessions and lunches)

BREAKOUT SESSIONS

● Call for Presentation Proposals should open ~March 1 and close ~April 16
• Board will score proposals; EC will select proposals for available slots
• EC will put breakouts into time slots/rooms on schedule
• All breakout speakers who are CACTE members are expected to register for the conference

COMMITTEE MEETINGS
• Encourage CACTE committees to meet face-to-face during the conference

DIVISION RESPONSIBILITIES
• Division officers, in cooperation with their respective CCCS staff members, will plan and implement the program for Division Day
  o Division program will be submitted by established deadline for inclusion in conference program
  o Division presidents are responsible for planning division business meetings
• Divisions will provide at least one item for Drawings
• Division Presidents and Presidents-Elect will attend face-to-face CACTE Board meetings at beginning and end of conference

CACTE ANNUAL BUSINESS MEETING
• Executive Committee is responsible for planning the Annual Business Meeting to include:
  o Reports from officers, committees and divisions
  o CACTE annual report provided by executive director
  o Bylaws revision proposals
  o Other matters of business as determined by the Board
  o Announcement of officer election results
  o Installation of officers
  o New president’s goals for year
  o Recognition of outgoing officers (prepared by president-elect and Executive Director)
• Annual Business Meeting minutes will be reviewed and approved by a committee of three Board members appointed by the President - the approved minutes will be presented to the members at the Annual Business Meeting the following year

CONFERENCE FOLLOWUP
• Send conference evaluations, compile results and share with Board
• Make suggestions for improvements for next year’s conference
• Provide electronic certificates of attendance to participants
ACTE MEETINGS

ACTE VISION
- Priority order for selection of delegates to represent CACTE in Assembly of Delegates
  - Executive Committee members attending VISION
  - ACTE and/or Region V Fellows from CO attending VISION
  - Board members attending VISION
- Executive Director coordinate sitting together at Opening General Session
- CACTE branded shirts are encouraged on day of Opening General Session
- If Executive Director not in attendance, appoint a representative to attend the NED meeting

ACTE NATIONAL POLICY SEMINAR (NPS)
- Encourage wearing CACTE branded shirts for Day on the Hill
- Executive Director coordinate Colorado dinner for attendees – CACTE pays for food
- If Executive Director not in attendance, appoint a representative to attend the NED meeting

ACTE REGION V CONFERENCE
- Encourage wearing of CACTE branded shirts on pre-determined day
- If Executive Director not in attendance, appoint a representative to give the Colorado State of the State report

ARCHIVES
- Responsibility of executive director with assistance of past presidents
- Consult with division past presidents to determine files of historical value which should be part of the CACTE Archives
- Periodically review contents of archives to assure safekeeping
- Provide access to archives for research purposes as deemed appropriate
- Files to be permanently retained via electronic and/or hard copy include items such as:
  - Articles of Incorporation
  - Bylaws
  - Policies & Procedures Manual
  - Annual Reports
  - Annual Financial Statements
  - Tax Status Documents
  - Tax Returns
  - Audit or Financial Review Reports
  - Annual Conference Program
  - Annual Award Winners
  - Annual Membership Rosters
  - Annual Roster of CACTE and Division Leadership
  - Minutes of Executive Committee and Board Meetings
  - Minutes of Annual Business Meetings
  - Newsletters (electronic or otherwise)
CONFLICT OF INTEREST POLICY

Purpose
The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the “Organization”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions
- Interested Person - any Board member, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- Financial Interest - a person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
  - A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
  - A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures
- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- The remaining board or committee members shall decide if a conflict of interest exists.
- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

REVISIONS
- PPM will be reviewed annually and revised as needed at the direction of the CACTE secretary and the Bylaws/PPM Committee
- A report and any proposed revisions will be submitted at a spring Board meeting
- Any proposed revisions will be voted on during the Board meeting before the Summit, approved by a majority vote and become effective immediately unless otherwise indicated
- PPM will be made available to all CACTE Board members as revised

POLICY STATEMENT
If any statements or policies included in this document are in conflict with the Articles of Incorporation or Bylaws of the Colorado Association for Career and Technical Education, such items are null and void.
APPENDICES

A. Activities Calendar for President
B. Suggested Division Officer Duties
C. Invoices to and from CACTE
D. QuickBooks Online Chart of Accounts
E. Management Technologies in Use
F. Sample Executive Director Contract
G. Activities Calendar for Executive Director
H. Assistants to Executive Director
APPENDIX A

ACTIVITIES CALENDAR FOR PRESIDENT

CACTE Board meetings – see schedule on website (Board)

JULY
- Assume office at end of CACTE CareerTech Summit
- Preside at CACTE Board Orientation/Training at end of Summit
- Rest!!!!! ;-) 

AUGUST
- Start working on list of people for ACTE Assembly of Delegates (VISION) for Oct 1 deadline
  o Executive Committee members attending
  o Any Fellows (ACTE or Region V) attending
- In conjunction with ED, prepare agenda for September Board meeting

SEPTEMBER
- Membership drive
- Speak at Back to School events as invited
- CBE/CMEA “BAM” Conference
- Confirm people serving as Delegates at VISION
- Work with EC to do ED evaluation for potential contract renewal
- Preside at September Board meeting
- In conjunction with ED, prepare agenda for October EC meeting
- ACTE State Leadership Call

OCTOBER
- In conjunction with ED, send in Assembly of Delegates list by Oct 1 deadline
- Preside at October EC meeting
- Review QAS application for completion by Oct 15 deadline
- In conjunction with ED, prepare agenda for November Board meeting
- ACTE State Leadership Call
- October 31 – renew ED contract (or not)

NOVEMBER
- EC Fall Planning Retreat – overnight at conference hotel?
- November 15 – be sure CACTE taxes are e-filed
- Preside at November Board meeting
- Express gratitude to Board members and Committee members for service to CACTE

DECEMBER
- Attend ACTE VISION
- Serve as lead of CO Delegates for ACTE Assembly of Delegates – pick up tickets and distribute
- In conjunction with ED, prepare agenda for January Board meeting

JANUARY
- CATFACS Conference
- CVATA Conference
- Preside at January Board meeting
- In conjunction with ED, prepare agenda for February EC meeting
- ACTE State Leadership Call
FEBRUARY
● Social media – CTE month
● CACTA Conference
● CTE Showcase at the Capitol
● Preside at February EC meeting
● In conjunction with ED, prepare agenda for March Board meeting
● ACTE State Leadership Call

MARCH
● Attend National Policy Seminar and NEDA meeting
● Preside at March Board meeting
● In conjunction with ED, prepare agenda for April EC meeting
● ACTE State Leadership Call

APRIL
● Work w Board to evaluate conference breakout proposals
● Work w EC to select and slot breakouts accepted
● Attend Region V Leadership Conference, if possible
● Encourage everyone to nominate deserving members/students for awards
● Preside at April EC meeting
● In conjunction with ED, prepare agenda for EC Spring Planning Retreat
● ACTE State Leadership Call

MAY
● Early – Executive Committee Spring Planning Retreat - one day
● Begin work with EC to renew Legislative Specialist’s contract
● In conjunction with ED, prepare agenda for June Board meeting
● ACTE State Leadership Call

JUNE
● Work on CACTE CareerTech Summit details – prepare “slide shows” for general sessions, think about “scripts” for general sessions
● Work with President-Elect to plan Board Orientation/Training meeting, held at end of Summit
● Preside at June Board meeting
● In conjunction with ED, prepare agenda for July face-to-face Board meeting
● Work with EC & ED to renew Legislative Specialist’s contract by June 30
● June 30 – end of fiscal year

JULY
● July 1 – beginning of fiscal year
● Prepare last minute details for conference!!!
● Preside at July face-to-face Board meeting
● Implement plans for CACTE CareerTech Summit
● Attend CACTE Board Orientation/Training as Past President! ☺
● Rest!!!!! ;-)
APPENDIX B

SUGGESTED DIVISION OFFICER DUTIES

Duties of Division President

- Fulfill division duties
- Plan and implement Division activities at CACTE CareerTech Summit
- Attend CACTE CareerTech Summit
- Plan and implement division conference, if applicable
- Serve as a member of the CACTE Board
- Attend CACTE Board meetings; provide division update electronically to CACTE secretary prior to meetings; and give division update
- Attend face to face CACTE Board meeting and Orientation/Training at CACTE CareerTech Summit
- Ensure appropriate and accurate financial records are submitted to CACTE Executive Director in a timely manner
- Appoint division members to CACTE committees
- Seek nominations for CACTE offices from respective division
- Prepare agendas and preside at division meetings
- Provide leadership in carrying out the yearly Program of Work
- Oversee division finances
- Provide for a smooth transition to the person assuming this role next
- Maintain current ACTE/CACTE membership dues
- Ensure that Division Board Members maintain current ACTE/CACTE membership dues
- Perform all other duties, as assigned

Duties of Division President-Elect

- Fulfill division duties
- Assist Division President in planning and implementing Division activities at CACTE CareerTech Summit
- Attend CACTE CareerTech Summit
- Assist Division President in planning and implementing division conference, if applicable
- Serve as a member of the CACTE Board
- Attend CACTE Board meetings
- Participate in development of CACTE Program of Work, in conjunction with CACTE President-Elect
- Assume duties of division president in his/her absence
- Provide for a smooth transition to the person assuming this role next
- Maintain current ACTE/CACTE membership dues
- Perform all other duties, as assigned

Duties of Division Secretary

- Fulfill division duties
- Take minutes at division meetings and keep in permanent record form
- Provide access to division minutes to division Board and CACTE Executive Committee
  - Use CACTE Google Drive for storage?
- Handle division correspondence as needed
- Provide for a smooth transition to the person assuming this role next
- Maintain current ACTE/CACTE membership dues
- Encouraged to attend CACTE CareerTech Summit
- Perform all other duties, as assigned

Duties of Division Treasurer

- Fulfill division duties
- Deposit checks from CACTE within 90 days
● Ensure appropriate and accurate financial records are submitted to CACTE Executive Director in a timely manner
● Make sure that CACTE Executive Director is a signatory on Division financial accounts, if division uses CACTE EIN number (5/20 – all but Agriculture)
● Review financial statements in timely manner
● Provide for a smooth transition to the person assuming this role next
● Maintain current ACTE/CACTE membership dues
● Encouraged to attend CACTE CareerTech Summit
● Perform all other duties, as assigned

**Duties of Division Past President**

● Fulfill division duties
● Offer continuity, insight and wisdom
● Mentor division officers, specifically president and president-elect
● Ensure that division bylaws are current and CACTE Executive Director has access to a copy
● Ensure division archives are maintained, in conjunction with CACTE Executive Director
  o Use CACTE Google Drive?
● Provide for a smooth transition to the person assuming this role next
● Maintain current ACTE/CACTE membership dues
● Encouraged to attend CACTE CareerTech Summit
● Perform all other duties, as assigned
# APPENDIX C

## INVOICES TO AND FROM CACTE

### INVOICE FROM CACTE

**DATE:**

**TO:**

**FROM:** Colorado ACTE

**FOR:**

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<th>DESCRIPTION</th>
<th>AMOUNT</th>
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**TOTAL OWED**

Make check payable to “CACTE” and mail to CACTE, c/o Debbie Nelson, 2042 S Balsam St, Lakewood, CO 80227-2475.

---

Debbie Nelson, CFCS, IPHE  
CACTE Executive Director
INVOICE TO CACTE  
(use for travel reimbursement)

DATE :

TO : Colorado Association for Career & Technical Education

Robert Van Dyke, President  
Robert.vandyke@cccs.edu

Janny Jarvis, Treasurer  
janny@jarvi.net

FROM:  

FOR:

<table>
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<tr>
<th>BUDGET CATEGORY</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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</thead>
<tbody>
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TOTAL OWED

Please authorize this amount from the CACTE checking account to be paid to ____________________.

Authorized signature
## APPENDIX D

### QUICKBOOKS ONLINE CHART OF ACCOUNTS (6/2020)

### CACTE ACCOUNT LIST

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Refunds - miscellaneous

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APPENDIX E

MANAGEMENT TECHNOLOGIES IN USE (6/2020)

- Google Suite – Gmail, Google Drive (document storage)
- Constant Contact – email list, e-newsletters, exhibitor registration
  - WePay – collects exhibitor reg monies
- Word Press – CACTE website; also CACTA and CCD websites
- InMotion – website host, auto backup of website
- Intuit – QuickBooks Online – financial management
- DLG Enterprises – thinkregistration.com – Shannon – Summit registration
- HelloCrowd – Summit mobile app
- rsvpBOOK.com – previous registration website – CACTA still uses
- PayPal – collect conference registration monies
- Square – send invoices, collect monies
- ACTE Member Database – iweb.acteonline.org
- MS Office – administrative functions
- Adobe – administrative functions
- Flickr – photo storage
- Facebook Page – social media – Colorado ACTE
- Twitter – social media - @coloradoacte
- Instagram – social media - @coloradoacte
- YouTube Channel – Colorado ACTE, education
APPENDIX F
SAMPLE EXECUTIVE DIRECTOR CONTRACT

CACTE Executive Director Agreement
November 1, 20xx

This agreement entered into by and between the Colorado Association for Career and Technical Education (hereinafter called CACTE) and ______________ (hereinafter called ____) under the laws of the State of Colorado, wherein it is agreed as follows:

1. CACTE agrees to retain ____ as its Executive Director and ____ agrees to perform management services, maintain a home office and provide other services as detailed in this agreement commencing November 1, 20xx and continuing through October 31, 20xx.

2. ____ agrees to perform the usual and necessary duties in the operation of the business of CACTE, as per the job description attached to this Agreement, during the period of the Agreement. Use of Assistants to the ED may be approved by the CACTE Board to accomplish all desired tasks.

3. Fee payable, inclusions and exclusions:
   a. The fee shall be payable as follows: For the Agreement term, commencing November 1, 20xx, and continuing through October 31, 20xx, the fee shall be payable $xxxxx per annum or $xxxx per month.
   b. Fees for office supplies, supplies, and other office related needs, plus conference travel are included in the Association’s annual budget.
   c. Additional work outside of regular Executive Director duties will be billed separately from regular ED contracted work.

4. Furthermore, this Agreement shall continue in full force with annual approval of CACTE Board and remain in effect for successive one-year terms commencing November 1, unless sooner terminated by either Party hereto by the Executive Director giving sixty days (60) written notice to the CACTE Board, or the CACTE Board giving 30 days (30) written notice to the Executive Director, provided that the annual fee under paragraph three (3) above shall be subject to renegotiation by the Parties.

5. All actions at law or equity brought against CACTE shall be defended by CACTE and said CACTE agrees to hold harmless and defend ____ in any such actions; provided, however that ____ may be held liable for any action brought by any Third Party or CACTE as a result of ____’s willful or wanton misconduct or negligence in the performance of duties. Nothing herein shall be construed to create an employer-employee relationship between the Parties, but rather one of an independent contractor.

6. In the event that any extraordinary services, outside the scope of this Agreement are required by CACTE, such services may be negotiated between Parties heretofore at an additional fee.

This Agreement shall be binding upon the parties, their successors and assignees.

In Witness Thereof, the parties have hereto affixed their signatures this _______day of October 20xx.

By: ____________________________________________, CACTE Executive Director

______________________________________________, CACTE President
Executive Director Duties 20xx-20xx

The duties of the Executive Director shall include:

1. Perform general bookkeeping tasks
   - Keep financial and membership records
   - Make deposits, write checks, and invest funds as needed
   - Develop an annual budget in cooperation with the Treasurer and Executive Committee
   - Reconcile and maintain membership lists in coordination with ACTE
   - Work with accountant to prepare income taxes, sales tax reports, reports as required by the IRS and the State of Colorado
   - Assist CACTE Treasurer in acquiring required financial documents from CACTE Divisions for legal records and taxes
   - Assist CACTE Divisions with maintaining their respective bank accounts and tax exempt/non-profit status

2. Facilitate communications with the Executive Committee, Board, members, CACTE divisions, CCCS, ACTE, the public, and others as needed through:
   - Email
   - Phone
   - Newsletters
   - Website
   - Social Media
   - Other Appropriate Means

3. Attend all Executive Committee and Board meetings. Executive Director remains an ex officio, non-voting member of the Executive Committee and Board.

4. Maintain CACTE records and archives

5. Attend national conferences (travel expenses, lodging and conference fees will be covered)
   - ACTE VISION
   - ACTE National Policy Seminar (or appoint designee)
   - ACTE Region V Conference (or appoint designee)
   - National Executive Directors Association (NEDA) meetings (or appoint designee)

6. Coordinate annual CACTE conference and exhibits/vendors, including supervising hired staff

7. Lodging and conference fees for the annual CATE conference will be covered.

8. Secure annual hotel/conference facilities contracts for CACTE conference per direction of CACTE Board

Other responsibilities:

9. Assist Divisions with conferences as needed using CACTE accounts (CACTA, CATFACS, ACE)

10. Help to secure outside funding when possible (grants, business & industry/vendors, donations)

11. Assist CACTE/CACTA and Lobbyist with legislative needs

12. Participate in CACTA Board meetings as CACTE representative

13. Represent CACTE, Divisions and CTE at legislative meetings and as committee member when needed

14. Assist CACTE Legislative committee with communications to both national and state legislators and committees

15. Assist in coordinating and securing needed contracts for facilities for the annual “Day at the Capitol”

16. Assist in coordinating Colorado Delegation for ACTE National Policy Seminar (legislative meetings, packets, hotels/condos, etc.)

17. Attend Colorado Division Conferences when requested

18. Assist in promoting CTE Month during February

19. Maintain the CACTE website, emailing services and social media

20. Assist and work with Colorado Community College System CTE office on CTE issues

21. Perform other duties as assigned by agreement of the Executive Committee or the Board.

Hours:
Flexible hours, approximately 15 to 20 hours per week; varies during the year.

Compensation:
$xxxxx per month, for an annual contract of $xxxxxx
It is the responsibility of the Executive Director to pay self-employment taxes.
APPENDIX G

ACTIVITIES CALENDAR FOR EXECUTIVE DIRECTOR

Continually – update website; social media posts; update email list
Monthly – send e-newsletter “Connecting with CACTE”
Monthly – pay ED and Legislative Specialist compensation; reconcile QuickBooks
CACTE EC and Board meetings – see schedule on website (Board)

JANUARY

- Prepare for CTE Showcase at the Capitol
- Ready for CTE Month in February
- Legislature opens – participate in biweekly Legislative Committee conference calls; post updates on website
- CATFACS Conference
- CVATA Conference
- CACTE CareerTech Summit planning – start to update registration site and website FAQs, draft schedule, keynote speakers, professional development day speakers
- Make lodging reservations for EC members attending NPS
  - Suite Solutions condos?
- Check in with ED assistants – ready to help with Summit?
- Do invoices for CATFACS and CACTA to use name badge ribbons ($50)
- Prep for February Executive Committee meeting
- ACTE State Leadership Call

FEBRUARY

- Social media – CTE month
- Participate in biweekly Legislative Committee conference calls; post updates on website
- Encourage CACTE award winners to edit/update/improve nomination application on awards portal
- Move CACTE award winners on to Region V competition after editing complete – by March 1
- CACTA Conference
- CTE Showcase at the Capitol – if prepare legislator packets, work on NPS packets as well
- CACTE CareerTech Summit planning – prepare Call for Presentation Proposals, get registration site ready, work on exhibitor registration site
- Send emails to Colorado peeps attending NPS – remind that President-Elect makes legislator appts
- Prep for March Board meeting
- ACTE State Leadership Call

MARCH

- March 1 – be sure award winners moved on to Region V
- March 1 – open Call for Presentation Proposals
- Prepare State of the State report for Region V
- Participate in biweekly Legislative Committee conference calls; post updates on website
- Arrange for CACTE dinner at NPS
- Attend National Policy Seminar and NEDA meeting
- March 15 – open CACTE CareerTech Summit registration and hotel link
- March 15 – open CACTE Awards Portal for nominations
- March 22 – open CACTE CareerTech Summit exhibitor registration
- Continue working on CareerTech Summit plans – schedule, speaker arrangements
- Prep for April Executive Committee meeting
- ACTE State Leadership Call
APRIL

- April 16 – Call for Presentation Proposals closes
- Participate in biweekly Legislative Committee conference calls; post updates on website
- Work w Board to evaluate proposals
- Work w EC to select and slot proposals
- Attend Region V Leadership Conference (or appoint designee)
- Encourage Divisions who gave awards to submit nominations on portal
- Encourage everyone to nominate deserving members/students for awards
- CACTA Board/Task Force – prepare report and attend
- Prep for May Executive Committee Spring Planning Retreat
- ACTE State Leadership Call

MAY

- Early – Executive Committee Fall Planning Retreat - one day
- By May 10, notify proposal submitters of acceptance/rejection
- Finalize CACTE CareerTech Summit schedule, work on mobile app and pdf program for website
- Order supplies for conference – be sure badge ribbons supply is restocked
- Connect with conference hotel on logistics
- Send in Conference Materials Request form to ACTE
- Begin work with Executive Committee to renew legislative specialist’s contract – June 30
- After May 15 Early Bird registration deadline, submit member dues paid with reg to ACTE/divisions
- Update trifold board about CACTE to use at Summit and fall speaking engagements
- Pay ED assistants stipend; remind them to register but not pay for Summit
- Prep for June Board meeting
- ACTE State Leadership Call

JUNE

- Work on CACTE CareerTech Summit details – attendee certificates, exhibitor table tents, reserved table tents, plans for name badges, etc.
- By June 10, notify presenters of breakout session details (date, time, room)
- Work with President-Elect to plan Board Orientation/Training meeting for end of Summit
- Work with President-Elect to plan outgoing officer recognition/gifts (past president & sec/treas)
- Work with Executive Committee to renew legislative specialist’s contract – June 30
- After June 8 Awards nomination deadline, facilitate Awards Committee scoring nominations and selecting winners
- Arrange for physical awards, print certificates, prepare “blurbs” for website and presentation at conference
- Notify award winners and determine which award will be presented at which general session/lunch – invite appropriate guests
- Prep for July Board meeting
- June 30 – end of fiscal year

JULY

- July 1 – beginning of fiscal year
- Prepare last minute details for conference!!!
- Implement plans for CACTE CareerTech Summit ☺
- Rest!!!!! ;-)
- Review conference bills carefully and pay them when accurate

AUGUST

- Submit member dues paid with reg after May 15 to ACTE/divisions
● Rest!
● Update website with Summit results – Awards, photos, presentations, etc
● Start working on list of people for Assembly of Delegates for Oct 1 deadline
● Contact Division Treasurers with spreadsheet to complete for taxes
● Prep for Sept Board meeting

SEPTEMBER
● Be sure website is updated
● Membership drive
● Speak at Back to School events as invited
● CBE/CMEA “BAM” Conference
● CACTA Board/Task Force – prepare report and attend
● Confirm people serving as Delegates at VISION
● Begin work on QAS documents for Oct 15 deadline
● Work with Divisions on tax information needed
● Remind EC to do ED evaluation for potential contract renewal
● Prep for October Executive Committee meeting
● ACTE State Leadership Call

OCTOBER
● Send in Assembly of Delegates list by Oct 1 deadline
● Complete QAS application by Oct 15 deadline
● Contact Colorado peeps attending VISION – sit together for Opening Session, wear CACTE shirt
● Submit all tax information to accountant
● ACTE State Leadership Call
● Prep for late Oct/early Nov Executive Committee Fall Planning Retreat
● Prep for November Board meeting
● October 31 – renew ED contract (or not)

NOVEMBER
● November 1 – State Leaders Breakfast (VISION) rsvp due
● EC Fall Planning Retreat – overnight at conference hotel?
● November 15 – be sure CACTE taxes are e-filed
● Express gratitude to Board members and Committee members for service to CACTE
● Pay ED assistants stipend

DECEMBER
● December 1 – send in ACTE Conference Rep Request (to attend July Summit)
● Attend ACTE VISION and NEDA meeting
● Coordinate any Colorado activity during VISION
● Prep for January Board meeting
**APPENDIX H**

**ASSISTANTS TO EXECUTIVE DIRECTOR**

**Fall 2018 HIRING PROCESS, as an example**

**TIMELINE**

Post/distribute info and application: 11/4-9/18
(using “formstack” – secure way to send info – Rob set it up)
Deadline to apply: M 11/26/18
Interviews: M 12/3, T 12/4, R 12/6
Notification: week of Dec 10-14
Official start date: 1/1/19
Training w Debbie: ASAP – during winter break, whenever works as soon as possible – review programs, what need help with, resources, etc

**ADVERTISING THE POSITIONS**

Do you have a passion for CTE? Want to earn a little extra money? Are you comfortable with a variety of computer programs, especially Excel and Word? Are you good with details? CACTE is looking for assistants to the executive director in the areas of membership, CareerTech Summit and finance/administration. Apply by Monday, 11/26/18 to be considered for one of the positions! For more information, contact Debbie Nelson, CACTE Executive Director, cacte@cacte.org or Kimberly Baldwin, CACTE President, Kimberly.baldwin@dcSDK12.org.

**CHAIN OF COMMAND**

Assistants report to executive director
- If issues arise, ED talks with Executive Committee for group problem-solving

**COMPENSATION**

One year commitment with potential to continue
Write up a simple “agreement” for ED and assistants to sign
Paid up to $500 annually in 2 $250 checks; potential free registration for CACTE CareerTech Summit
Timing of payments – end of May and end of November

**EMAILS TO USE FOR CACTE BUSINESS**

Four gmas; ED has access to these as well
finance-admin@cacte.org
membership@cacte.org
projectassistant@cacte.org
summit@cacte.org

**SAMPLE INTERVIEW PROCESS/QUESTIONS**

Kim, Jay, Jen, Debbie - via Skype
Dec 3, 4, and 6, 2018
Start at 4:15 – first interview at 4:30 pm
-about 15 minutes per interview
-scheduled at 30 minute intervals

**SAMPLE QUESTIONS**

1. What about this position appeals to you and how do your strengths put you at the top of the applicant pool?
2. Tell us about your familiarity with technologies this position might require. (if mentioned in answer #1, this might be verbiage: for consistency, we have to ask this question, but we realize that you’ve answered it already – do you have any more to add?)
3. When we ask your references about you, what would you expect us to hear from them?
4. **MEMBERSHIP ASST**: Tell us about your skills working with people and “playing detective”, like finding the right person in a school district to help the CACTE e-blasts get through district firewalls.

**SUMMIT ASST**: Tell us about a time you’ve dealt with a situation where things didn’t go exactly as planned and you had to problem-solve on the spot. This position requires attendance at the CACTE CareerTech Summit mid July – does that work for you?

**FINANCE/ADMIN ASST**: Tell us about your organizational skills and your knowledge of QuickBooks, budgeting and other administrative skills.

5. Is there anything else you want us to know and what questions do you have for us?

**ED ASSISTANTS AGREEMENT – 2019**

1. CACTE agrees to retain ______________________ as an assistant to the executive director, performing duties as detailed in this agreement, based on position, commencing January 1, 2019 and continuing through December 31, 2019.
   a. Membership Assistant ________
   b. Summit Assistant ________
   c. Finance/Administration Assistant ________
   d. Special Projects Assistant ________
   e. See next pages for duties

2. This agreement may continue into the future, based on mutual agreement between CACTE and the assistant. If either party wishes to end the agreement, 30 days written notice should be given.

3. The assistant will be paid up to $500 annually, in two $250 payments, paid the end of May and the end of November. Free registration to the CACTE CareerTech Summit may also be included.

4. This is NOT an employer/employee relationship, but rather one of an independent contractor.

5. A W-9 form will be completed by each assistant and kept on file with CACTE.

6. Assistants will use the email address provided when conducting CACTE business. Contact with members and external entities will be handled in a professional manner. The executive director will have access to all emails.

7. In the event that any extraordinary services, outside the scope of this Agreement are requested by CACTE, such services may be negotiated between the parties at an additional fee.

Assistant to CACTE Executive Director __________

Debbie Nelson, CACTE Executive Director __________
ED ASSISTANTS DUTIES

FINANCE/ADMINISTRATIVE ASSISTANT

- Help with QuickBooks
  - Review Chart of Accounts and keep current
  - Prepare 20xx conference budget (CACTE CareerTech Summit)
    - So we can figure out what registration prices need to be…..
    - Refer to most recent conference budget
  - Start preparing 20xx-20xx CACTE budget
    - Fiscal year is July 1 – June 30
- Reconcile bank statements monthly
- Save electronic statement to Google Drive; print bank statements
- Clean up CACTE storage files, label, organize, etc.
  - Google Drive – transfer older files to hard drive
  - Hard drive – back up for G Drive, plus older files
  - Paper files
- Serve on Finance Committee
- Other duties that arise

MEMBERSHIP ASSISTANT

- When monthly dues roster comes in, upload emails to Constant Contact
- Make spreadsheet of dues owed to each division; update monthly
- Work with Constant Contact and school districts to allow CACTE’s eblasts through district firewalls (d49.org, svvsd.org, etc)
- Follow up with lapsed members
- Monthly roster from ACTE – send out by divisions to prez/prez-elect
- Make poster for officer candidates to display at Summit
- At Summit, verify membership for voting purposes
- Work registration desk at the CACTE CareerTech Summit
- Serve on Membership Committee
- Other duties that arise

CareerTech SUMMIT ASSISTANT

- When registration is open, check each registrant for proper category (member, nonmember, etc)
- Nurture exhibitors throughout the year
- Add more exhibitors!
- Get more sponsorships for Summit
- Participate in Board meetings during conference planning sessions (via WebEx)
- Research potential sites throughout the state for even year conferences
- Help with construction of Summit registration website
- Prepare Call for Presentation Proposals; help w Google forms to tally when Board evaluates
- Help with management of Summit registrations
- Populate conference mobile app
- Prepare conference evaluation
- Work registration desk at the CACTE CareerTech Summit
- Serve on Conference Planning Committee
- Other duties that arise
NOTES FOR NEXT UPDATE

- Somewhere, include information regarding legislative specialist
  - Purpose
  - Who hires and how
  - Compensation determination (currently CACTE pays 64% and CACTA pays 33%)
  - Include sample contract in appendix?
- Who is official spokesperson(s) for Association? President? ED? Need to clarify
- Methods to provide more member benefits
  - Stipends to attend ACTE or other conferences?
  - Support of ???