

# MONTANA ACTE OFFICER HANDBOOK

## TABLE OF CONTENTS

SECTION I.	POLICIES AND PROCEDURES .....	Page
A.	Montana ACTE Executive Board of Directors .....	2
B.	Duties of the Executive Board .....	2
C.	Meetings of the Executive Board.....	3
D.	Officers/Executive Committee.....	3
E.	Duties of the Executive Committee .....	3
F.	Montana ACTE Annual Institute .....	3-4
G.	ACTE Convention .....	4
H.	Region V Leadership Conference.....	4
SECTION II.	DUTIES OF OFFICERS	
A.	President.....	4-5
B.	Past President .....	5
C.	President Elect .....	5-6
D.	Vice President .....	6
E.	Secretary .....	6-7
F.	Treasurer .....	7
G.	Division Presidents/Affiliate Reps.....	8
H.	Executive Secretary (ex-officio).....	9-10
I.	Executive Director .....	11-12
SECTION III.	DUTIES OF COMMITTEES	
A.	Audit Committee.....	12
B.	Awards Committee .....	12-13
C.	Budget Committee .....	14
D.	Conference Planning Committee .....	14
E.	Constitution Committee .....	15
F.	Legislative Committee .....	15
G.	Membership Committee.....	15
H.	Newsletter Committee .....	15-16
I.	Nominations Committee .....	16-17
J.	Strategic Planning .....	17
K.	Publicity and Public Relations Committee .....	17
L.	Resolutions Committee.....	18

**SECTION I. POLICIES AND PROCEDURES**

**A. MONTANA ACTE EXECUTIVE BOARD OF DIRECTORS** (Refer to Article V of Constitution)

The Executive Board of Directors is the administrative body of the Montana Association for Career and Technical Education as stated in the Montana ACTE Constitution. This body includes:

Past President  
President  
President Elect  
Vice President  
Secretary  
Treasurer  
Division Presidents  
Division Officers – Two per division in addition to President  
Representatives-at-large (approved by the Executive Board)  
Two Representatives from the Office of Public Instruction (ex-officio)  
One Representative from the Office of the Commissioner of Higher Education (ex-officio)  
Montana ACTE Executive Secretary (ex-officio) or  
Montana ACTE Executive Director (ex-officio) - if board deems necessary

**B. DUTIES OF THE MONTANA ACTE EXECUTIVE BOARD OF DIRECTORS**

1. Provide direction and implementation of Montana ACTE professional development activities and publications.
2. Provide for the safekeeping and proper investment of the funds of the organization.
3. Develop and administer Montana ACTE policies.
4. Develop, implement and evaluate an annual Strategic Plan.
5. Set the agenda for Montana ACTE business meetings.
6. Direct and advise the President.
7. Approve the yearly budget prior to its presentation to the members of the annual Montana ACTE Big Sky Pathways Institute.
8. Appoint an Executive Secretary or Executive Director, if this position is being used; identify the duties and determine the compensation for the position.

**C. MEETINGS OF THE EXECUTIVE BOARD OF DIRECTORS**

1. The Executive Board of Directors will meet a minimum of three times annually. (Usually in September, January, and June.)
2. Special meetings of the Executive Board of Directors may be called by the President.

**D. OFFICERS (EXECUTIVE COMMITTEE) (Refer to Article VI of the Constitution)**

1. The officers of the organization include the Past President, President, President Elect, Vice President, Secretary, and Treasurer.

**E. DUTIES OF THE EXECUTIVE COMMITTEE**

1. Plan the agenda for meetings of the Executive Board of Directors to bring matters of concern to their attention.
2. Develop materials to be mailed or e-mailed to the Executive Board of Directors prior to meetings to give them time to consider issues, problems, solutions, and actions.
3. Serve as the Finance Committee.
4. Approve yearly the Montana ACTE Perkins Grant budget.

**F. MONTANA ACTE ANNUAL -PROFESSIONAL DEVELOPMENT (Refer to Article VII of the Constitution)**

Montana ACTE will hold an annual institute for the transaction of business, professional development and member recognition.

1. An annual institute will be held in October or at a time approved by the Executive Board.
2. Institute site will align with Montana Education Association (MEA) unless the Board determines otherwise.
3. Awards may be presented for the following:
  - a. Montana ACTE Teacher of the Year from each division.
  - b. Montana ACTE Outstanding New Career and Technical Education Teacher from each division.
  - c. Montana ACTE Outstanding Career and Technical Education Educator.
  - d. Award of Merit
  - e. Carl Perkins Outstanding Service Award
  - f. Outstanding Service Award
  - g. Montana ACTE Outstanding Teacher in Community Service

- h. Retirees
  - i. Image Award
  - j. Policy Maker of the Year
4. Resolutions may be published and distributed prior to the business meeting at the institute.
5. An institute program outline and registration will be available on the Montana ACTE website ([www.montanaacte.org](http://www.montanaacte.org)) by September 1 of the institute year. The newsletter with the program outline and registration will be distributed to all career and technical educators in the state approximately six weeks prior to the institute date. The mailing will also include membership forms and membership recruitment literature.

#### **G. ACTE CONVENTION**

The Montana ACTE may send the following to the ACTE Convention:

1. President (paid in full).
2. Montana ACTE Officers of the Executive Board (Past President, President Elect, and Vice President) and Region V representatives (amount of financial support to be determined by the Executive Board of Directors).

#### **H. REGION V LEADERSHIP CONFERENCE**

The Montana ACTE may send the following to the Region V Leadership Conference:

1. Officers of the Executive Board members (amount of financial support to be determined by the Executive Board of Directors).
2. The Montana ACTE Teacher of the Year, Montana ACTE New Outstanding Career and Technical Education Teacher, Montana ACTE Outstanding Career and Technical Educator (amount to be determined by the Executive Board of Directors).

### **SECTION II DUTIES OF THE OFFICERS**

#### **A. DUTIES OF THE PRESIDENT**

1. Call and preside over all meetings of the Montana ACTE Executive Board of Directors.
2. Develop and submit an agenda to the Executive Board of Directors two weeks prior to the meetings.
3. Establish committees as required and/or authorized by the Constitution (Article VIII) and appoint Montana ACTE members to those committees.

4. Maintain communications with the Association for Career and Technical Education and support ACTE programs.
5. Serve as Chair of the Montana ACTE Delegation to the ACTE Assembly of Delegates.
6. Encourage participation by Montana ACTE in Region V activities.
7. Provide articles to the *Montana ACTE Newsletter*.
8. Write letters to school administration on behalf of newly-elected officers. The letter should outline the duties and responsibilities of the office and should encourage employers to support our officers in their efforts to improve career and technical education. In the event of an Executive Director, he/she will assume this duty.
9. Work cooperatively with government agencies and private industry organizations on matters affecting career and technical education.
10. Serve as ex-officio member on all committees.
11. Responsible for selection of the keynote speaker at Annual Leadership Institute.
14. Responsible for the selection of the Awards Banquet menu, Business Luncheon menu and institute breakout items.
15. Send thank you note to Keynote speaker after Annual Leadership Institute.
16. Prepares and presents "State of the States" report for Region V Conference.
17. Work with Executive Director on submitting yearly Montana ACTE Perkins Grant.

**B. DUTIES OF THE PAST PRESIDENT**

1. Act as a consultant to the President.
2. Serve as Chair of the Awards Committee.
3. Serve as Chair of the Constitution Committee.
4. Serve as ex-officio member of the Public Relations Committee.
5. Serve as a Montana ACTE representative to the ACTE Assembly of Delegates.

**C. DUTIES OF THE PRESIDENT ELECT**

1. Assume the duties of the President in his/her absence.
2. Serve as Chair of the Annual Fall Institute Planning Committee if a Institute Coordinator is not used.
3. Serve as a Montana ACTE representative to the ACTE Assembly of Delegates.
4. Serve as Chair of the Nominations Committee.
5. Serve as Chair for the Strategic Planning Committee.
6. Serve as Chair for Re-renewal Units at annual institute.
7. Attend the ACTE Region V Leadership Conference.
8. Provide articles for the Montana ACTE Newsletter.
9. Serve as Chair of the Membership Committee.
10. Serve as ex-officio member of other Montana ACTE Committees.
11. Arrange for Montana ACTE to be provider of Re-renewal Units at annual institute.

**D. DUTIES OF THE VICE PRESIDENT**

1. Assist in planning the Montana ACTE Annual Institute.
2. Take minutes of meetings in the Secretary's absence.
3. Serve as a Montana ACTE representative to the ACTE Assembly of Delegates.
4. Attend the ACTE Region V Leadership Conference.
5. Assume responsibilities delegated by the President and/or President Elect.
6. Serve as Chair of the Resolutions Committee.
7. Serve as Newsletter Editor if this position is not "hired out."
8. Serve as ex-officio member of other Montana ACTE Committees.

**E. DUTIES OF THE SECRETARY**

1. Take minutes of all meeting of the Executive Board of Directors and the Executive Committee.

2. Submit minutes of meetings to Board and Committee members within two weeks of meetings.
3. Record and file minutes of meetings.
4. Keep a systematic file of all correspondence, documents, records, committee rosters, reports, etc.
5. Handle correspondence of the organization. (May be partially delegated to the Executive Secretary, if this position is filled.)
6. In the event there is not an Executive Director or Executive Secretary, provide copies of the following to new officers:
  - a. Montana ACTE Constitution and Bylaws
  - b. Montana ACTE Officer Handbook
7. In the event there is not an Executive Director or Executive Secretary, provide committee Chairs and members with a copy of their duties.

**F. DUTIES OF THE TREASURER**

1. Maintain permanent financial records for the organization.
2. Keep accurate records of all receipts and disbursements.
3. Work with ACTE on membership fees; disburse dues properly to ACTE; if received or to Montana ACTE divisions if ACTE is not collecting membership dues directly from members.
4. Receive and deposit all income in the name of the association within ten (10) days of receipt, such as institute monies, exhibitor fees, sponsorships, etc.
5. Research savings option to obtain the highest available guaranteed interest rate for the organization; invest funds as authorized by the Executive Board.
6. Prepare a treasurer's report for each meeting of the Executive Board. Maintain a current balance for each budget item.
7. Prepare an annual financial report, subject to an audit, and other financial reports as needed.
8. Serve as Chair of the Finance Committee; present a proposed budget to the Executive Board of Directors at the first meeting of the fiscal year. Present the proposed budget to the general membership at the annual institute.
9. Prepare and file annual tax reports with the Secretary of State as required.

10. Responsible for the oversight of registration at the Montana ACTE Annual Institute, or assist Executive Secretary, if the position is used.
11. Audit the Executive Secretary's expense account, if this position is used.
12. Maintain a file of addresses of active Montana ACTE members.
13. Work with Executive Director on yearly Montana ACTE Perkins grant.

**G. DUTIES OF DIVISION PRESIDENTS/AFFILIATE REPRESENTATIVES**

1. Attend all meetings of the Executive Board of Directors. If unable to attend, insure that their division is represented.
2. Keep the Executive Committee informed as to issues and concerns of their division.
3. Submit articles, news clippings, and news on division activities, CTSO's, and other items for the *Montana ACTE Newsletter*.
4. Plan and organize division sectionals and business meetings for the Montana ACTE Annual Institute.
5. Assist in the overall planning of the Montana ACTE Annual Institute.
6. Solicit nominees for Montana ACTE officers.
7. Submit resolutions on behalf of their division to the Resolutions Committee.
8. Establish a procedure for selecting a Montana ACTE:
  - a. Outstanding Career and Technical Educator of the Year
  - b. Outstanding New Career and Technical Educator

Those individuals will be their division's nominees for the various awards. Nominations must include the required forms and information. These are due to the Montana ACTE Awards Chair by September 1.

9. Submit a list of recent retirees from their division to the Awards Chair by October.
10. Serve on committees as appointed.
11. Promote membership and involvement in Montana ACTE and ACTE.
12. Serve on the Membership Committee.



13. Assist the Treasurer with registration at the Montana ACTE Annual Institute.
14. Responsible for selecting the division's Business Luncheon menu.
15. Responsible for special travel arrangements, off-site arrangements for Division sectionals.

**H. DUTIES OF THE MONTANA ACTE EXECUTIVE SECRETARY**

(If position is used, the duties listed below will be performed by the Executive Secretary and not by another officer where the duty may be listed.)

1. Serve as Chair of the Membership Committee in the annual membership drive; develop materials to promote membership.
2. Mail out membership forms and materials to the affiliated divisions.
3. Plan, coordinate and direct membership recruitment in conjunction with the Montana ACTE Membership Committee and Montana ACTE policy.
4. Report to the Montana ACTE President, Montana ACTE Executive Board of Directors and the Montana ACTE general membership at the request of the Montana ACTE President.
5. Report yearly at the Montana ACTE Business Meeting on membership status.
6. Maintain a permanent Montana ACTE address and a location for Montana ACTE papers and possessions.
7. Hire assistants as approved by the Montana ACTE Executive Board for the completion of assigned duties.
8. Maintain a file of active Montana ACTE members.
9. Accept and forward on a cycle basis membership applications and dues to ACTE.
10. Maintain an Executive Secretary checking account for membership dues and forward all monies immediately as they accrue to the appropriate recipient.
11. Maintain monthly and yearly membership charts that show membership for the past ten (10) years as January fifth (5) of each year and the monthly membership as on the tenth (10) day of each month during the current year.
12. Maintain monthly and yearly membership reports by division.
13. Obtain a bulk mailing permit for Montana ACTE at the Executive Board of Directors request.

14. Assist with the Montana ACTE Annual Conference planning. Specifically assist with:
  - a. Pre-registration
  - b. Conference mailing
  - c. Conference printing
  - d. Recruitment of conference exhibitors (may be done by an exhibitor coordinator)
  
15. Process all membership forms and applications from ACTE.
  - a. Endorse and deposit ACTE checks
  - b. Check accuracy of dues received
  - c. Check to see that each member has paid the correct amount; if not, notify the member
  - d. Send Montana ACTE dues to the Treasurer
  - e. Send division dues to division treasurers.
  - f. Input membership information to update
  - g. File membership forms/copy's or a computer printout in a membership notebook by division
  
16. Process all membership forms and applications received directly from Montana ACTE members by following the correct procedures for ACTE and division information.
  
17. Set up a computer program to correctly enter member names and dues paid to keep an accurate and balanced record.

### **MONTANA ACTE EXECUTIVE SECRETARY JOB DESCRIPTION**

The Montana ACTE Executive Secretary position is part-time. The Executive Secretary's primary responsibility is to the Montana ACTE President and Executive Board of Directors members for increasing membership.

#### Qualifications:

The Executive Secretary must be computer literate, have keyboarding skills, and be familiar with record keeping procedures for Montana ACTE finances as are associated with membership records. No specific educational background is required. The Executive Secretary is expected to become familiar with current goals and objectives of Career and Technical Education.

Conditions of Employment:

No specific hours or days of employment are required. The Montana ACTE President and/or Board of Directors will indicate when and where the Executive Secretary will attend meetings in official capacity. The position of the Executive Secretary and its occupant will be reviewed yearly by a committee consisting of the Montana ACTE Treasurer and two past Montana ACTE Presidents and/or former members of the Montana ACTE Executive Board of Directors, one of who will serve as Chair of the Review Committee. The Montana ACTE President will appoint this committee and notify them in writing before the September Montana ACTE Board of Directors meeting. A report and recommendation will be given at the annual Montana ACTE Business Meeting. Compensation of the Montana ACTE Executive Secretary will be as determined by the Montana ACTE Executive Board of Directors, but will be in addition to 20% of Montana ACTE Conference exhibitors fees set by the Montana ACTE Executive Board of Directors and 10% of Montana ACTE membership that results in a larger total Montana ACTE membership number than has been achieved by the Montana ACTE in the preceding year. The compensation for increased membership will be determined and paid to the Executive Secretary at the January Board meeting.

**I. DUTIES OF THE MONTANA EXECUTIVE DIRECTOR**

1. Assist Membership Chairperson (President Elect), Treasurer, and Membership Committee in the annual membership drive.
  - a. Plan, coordinate and direct membership recruitment.
  - b. Report yearly at the Montana ACTE meeting on membership status.
  - c. Develop literature for recruitment.
  - d. Process membership forms and applications.
2. Assist with president and past president in writing the Perkins Grant.
  - a. Have fiscal oversight responsibilities.
  - b. Assist Treasurer with providing detailed reports of expenditures.
3. Serve as a liaison between OPI, Montana ACTE, OCHE, business and industry, and Montana citizens.
4. Assist the current President with the Quality Association Award Application.
5. Serve as a liaison on federal and state issues and to coordinate a state legislative network with the MACTE legislative chairperson(s) to develop legislation, action and the organization of such action that will promote career and technical education in the state of Montana.
6. Assist the treasurer with filing federal tax forms.
7. Assist with the annual institute planning.
8. Assemble and arrange for the printing of the institute program.

9. Maintain a permanent Montana ACTE address and location for Montana ACTE papers and possessions.
10. Serve as a member of the Montana Career and Technical Education State Advisory Board.
11. Remain current on state and federal legislation issues relating to career and technical Education. Provide copies of the following to new officers at the January Board meeting:
  - a. Montana ACTE Constitution and Bylaws
  - b. Montana ACTE Officer Handbook
12. Provide committee Chair and committee members with a copy of their duties.
13. Maintain a permanent address for the organization. (Maybe delegated to an Executive Secretary).
14. Maintain Montana ACTE web page ([www.montanaacte.org](http://www.montanaacte.org)).

### **MONTANA ACTE EXECUTIVE DIRECTOR JOB DESCRIPTION:**

The position of Executive Director is to work on Montana ACTE projects throughout the year. The stipend (including benefits) is to extend his/her contract by 40 working days. However, the duties performed will not take place in a 40-day consecutive time period. Duties will include organization of professional development activities such as the annual Montana ACTE Leadership Institute, and partnership building with business & industry, and Montanan citizens. Additionally, the Montana ACTE Executive Director will be called upon to collaborate with the Division of Career & Technical Education of the Office of Public Instruction, to help develop a strategic plan for career and technical education in Montana. This position will also have fiscal oversight responsibilities for the Montana ACTE Perkins Grant. The Montana ACTE Executive Board will annually review performance, effectiveness, and efficiency in carrying out duties and responsibilities.

### **SECTION III. DUTIES OF COMMITTEES**

#### **A. AUDIT COMMITTEE**

1. Chair will be appointed by the President.
2. Prior to the Montana ACTE Business meeting at the Annual Institute, the Audit Committee will conduct a comprehensive audit of the financial records of the organization.
3. An audit report will be given at the Business Meeting at the Montana ACTE Annual Institute.
4. In conducting the audit, the committee will:

- a. check to see if funds were handled properly.
- b. check to see if deposits were timely.
- c. check to see if there are valid receipts for all disbursements.
- d. check to see that no duplicate payments were made.
- e. check to see if there were conflicts of interest which unduly influenced decisions made on behalf of the organization.
- f. check to see if bank statements were reconciled on a regular basis.
- g. check to see if unauthorized expenditures were made.
- h. check to see if excess funds were wisely invested.

## **B. AWARDS COMMITTEE**

1. The Awards Committee will be chaired by the immediate Past-President.
2. The Awards Committee may recognize the following at the Montana ACTE Annual Conference:
  - a. Outstanding Teacher/Administrator from each division.
  - b. Montana ACTE Outstanding Teacher or Teacher of the Year may be selected.
  - c. Montana ACTE Outstanding Career and Technical Educator of the Year may be selected.
  - d. Montana ACTE Outstanding New Career and Technical Teacher may be selected.
  - e. Distinguished Service Awards.
  - f. Honorary Life Memberships.
  - g. Retirees.
3. Prior to the June meeting, nomination forms for “Teacher of the Year,” “Educator of the Year,” and “Outstanding New Career and Technical Teacher” will be given to division presidents. These are to be returned to the Awards Chair by May 31. **Nomination materials will follow the ACTE Awards requirements.**
4. Awards nominees may be alerted to begin taking slides or digital images for the awards presentation.
5. In June, request materials (slides, digital images, scripts, etc.) from each division’s candidates. These are to be sent to the Awards Chair by August 31 so they can be organized and used at the Awards Banquet in October.
6. In January:
  - a. Submit the Montana ACTE nominee for Teacher of the Year, Montana ACTE Outstanding Career and Technical Educator of the Year, and Outstanding New Career and Technical Teacher to Region V Awards Committee Chair.
  - b. Remind Division Presidents that information for the current year’s nominees is due September 1.
7. Prior to the annual institute, organize a selection committee for the interviews and

selection process of Montana award recipients.

8. Prior to the annual institute, prepare plaques for the Montana ACTE Award recipients, arrange for certificates for division nominees and arrange for certificates for other awards.
9. Organize a presentation for the awards banquet. (Prepare program, gather equipment, write and prepare presentation.)
10. Prepare an Awards Committee budget to be included in the Montana ACTE annual proposed budget.
11. Encourage Montana ACTE to nominate individuals for ACTE recognition awards.

#### **C. FINANCE COMMITTEE**

1. The Executive Committee will act as the Finance Committee.
2. Shall be chaired by the Treasurer (Chaired or co-chaired by Executive Secretary).
3. Prepare reports for regularly scheduled meetings.
4. Prepare a proposed budget at the Montana ACTE Annual Institute.

#### **D. INSTITUTE PLANNING COMMITTEE**

1. Shall be chaired by the President if a Institute Coordinator is not selected.
2. Work within the grant budget submitted by the President and Executive Director for the Annual Institute.
3. Arrange for the printing and mailing of the pre-institute mailing.

#### **INSTITUTE COORDINATOR:**

4. Contact the institute site; confirm the site and dates; obtain the name, address, and phone number of the contact person, obtain a schematic of the institute area, menus and prices, etc.
5. Set the schedule for the institute general sessions. Set aside blocks of time for division sectionals. Provide divisions and affiliates with information on schedules, meals, prices. Obtain information from each division and affiliate on sectionals and special interest sessions.
6. Arrange for the printing of the institute program if an Executive Director is not

employed.

7. Set and organize the convention including taking care of:

- Transportation and lodging for speakers
- Gifts for speakers
- Plaques and awards (Awards Chairperson)
- Recognition of OPI, Legislators, Guests, etc.
- Banquet: head table, entertainment
- Evaluation forms
- Forms for registration and membership (Treasurer/Executive Secretary)
- On-site word processing assistance
- Appoint a institute publicity person to contact local media before, during and after the Fall Leadership Institute

#### **E. CONSTITUTION COMMITTEE**

1. Shall be chaired by the immediate Past President.
2. Shall review all proposed constitution changes.
3. Shall update Montana ACTE Constitution as constitutional changes are adopted by the general membership.

#### **F. LEGISLATIVE COMMITTEE**

1. The Chair shall be appointed in the event there is not an Executive Director employed.
2. Organize a Legislative Contact Network.
3. Establish legislative contact people in Helena.
4. Propose a Montana ACTE legislative budget.

#### **G. MEMBERSHIP COMMITTEE**

1. The Membership Committee shall be chaired by the President Elect and shall include representatives from each division. (Chaired by Executive Secretary if the position is used.)
2. Work with ACTE in recruiting members and mailing recruitment materials.
3. Mail out membership material and work with the membership chairs of affiliated groups.

4. Develop brochures and promotional materials for the purpose of recruiting new members and informing present members.
5. Attend affiliate division meetings to promote ACTE/Montana ACTE membership when asked.
6. Prepare an annual membership report to be presented to the Executive Board of Directors at the January meeting.
7. Attend ACTE, Region V, and /or other conferences and workshops to obtain new methods and materials to help build ACTE/Montana ACTE membership.

#### **H. PUBLICITY COMMITTEE**

1. The Newsletter Editor, chosen by the Executive Board of Directors, shall Chair this committee. (Vice President, if no editor is found who is not an executive board member.)
2. Maintain contact with Montana ACTE Officers, Division Presidents, and state Career and Technical Officials, seeking their input for the *Montana ACTE Newsletter*.
3. Gather, edit, organize, and format information for inclusion in the *Montana ACTE Newsletter*.
4. Assume responsibility for printing and distribution of the *Montana ACTE Newsletter* in accordance with the Montana ACTE Constitution.
5. Keep a reference file of past Montana ACTE Newsletters.

#### **I. NOMINATIONS COMMITTEE**

1. Shall be chaired by the President Elect.
2. Shall consist of a member of each division which shall be appointed at least 90 days prior to an election.
3. Shall submit a slate of candidates to the Executive Board of Directors prior to the annual business meeting.
4. Candidates for the offices of President; Vice President, and Secretary shall be nominated annually; candidates for the office of Treasurer shall be submitted biannually.
5. The Nominations Committee shall make an attempt to recruit at least two qualified nominees for each office and shall communicate with each division to recruit qualified candidates.



6. The Nominations Committee shall obtain a biographical sketch from each nominee which may be printed in the pre-conference mailing or be available to members attending the annual convention.
7. The Chair of the Nominations Committee will present a slate of candidates to the membership during the business meeting at the annual convention. Nominations shall be called for from the floor. Any such nominee may join the slate of nominees in giving oral biographies/campaign speeches before balloting takes place.
8. Shall provide printed ballots for all paid ACTE members in attendance.
9. Shall oversee the counting of the ballots. The Chair may appoint additional persons to assist. Election results are to be reported to the President in writing as soon as they are known.
10. Shall allow each division to have an officer observe the counting of ballots, if they so desire.

**J. STRATEGIC PLANNING COMMITTEE**

1. Shall be chaired by the President Elect.
2. Strategic Action Plan shall be presented at the Annual Montana ACTE Institute.

**K. PUBLIC RELATIONS COMMITTEE**

1. The Chair of the Public Relations Committee shall be appointed by the President. An ideal PR person would reside in the city where the Annual Montana ACTE Institute is to be held.
2. Develop membership brochures and recruitment literature to be sent to all career and technical education instructors. All materials (brochures, publications, newsletters, etc.) shall be entered in the Region V publications competition.
3. Have pictures taken at the Governor's proclamation signing for Career and Technical Education Week (signing is usually in January).
4. Publicize Career and Technical Education week through mass media.
5. Invite legislators to visit local programs (in November before January legislative session).
6. Encourage area Career and Technical Education teachers to host a breakfast for local legislators, host a Career and Technical Education tour, discuss Career and Technical Education issues, etc.
7. Seek assistance of appropriate agencies in promoting Career and Technical

Education.

8. Notify local newspapers, radio, TV stations of the Montana ACTE Institute at least one week prior to the Institute.
9. Mail press releases to appropriate media regarding the Montana ACTE Teacher and Educator of the Year. Also, Notify OPI/Montana Schools Editor. Submit photo if available. (Awards Chair to cover if there is no Publicity Chair)

**L. RESOLUTIONS COMMITTEE**

1. Shall be Chaired by the Vice President.
2. The balance of the Committee shall be composed of past Montana ACTE Presidents.
3. Resolutions should be submitted by divisions and/or members in writing prior to conference registration so that printed copies of the resolutions can be disseminated at the registration table.
4. Resolutions submitted after registration shall be presented at the Business meeting. Written copies of such resolutions shall be provided for those in attendance.

# Appendix