

OKLAHOMA ASSOCIATION of CAREER & TECHNOLOGY EDUCATION
PRESIDENT-ELECT

Name: _____

School or Organization: _____

Division Affiliation: _____

Division Association Offices Held, Committee Participation and Honors:

OkACTE Offices held, Committee Participation and Honors:

ACTE Participation:

Do you have adequate time and support resources available to successfully perform the duties of OkACTE President-Elect?

_____ Yes _____ No

Number of years of service in: OkACTE _____ ACTE _____

On an attached page, state your philosophy for OkACTE and goals if you are elected as OkACTE President-Elect (150 words or less). Also include two high resolution photos (for publication) with this form. (JPEG format preferred)

Endorsed by:

School Administrator (Superintendent or Principal) or State Director

ODCTE Division Advisor/Program Administrator

Return to: dcarter@okacte.org

Deadline: Friday, March 22, 2019

OkACTE President-elect Policies

1. The President-elect shall serve for a period of one year prior to assuming the duties of President. The President-elect shall be a member of the *CareerTech* Administrative Council (CTAC) and CTAC Executive Committee and shall perform such duties as directed by the OkACTE Executive Committee.
2. The President-elect shall attend the annual ACTE Convention and serve as a delegate, the ACTE Region IV Conference, ACTE National Policy Seminar and retreats. OkACTE will pay registration, lodging, travel expenses according to per diem when accompanied by a signed travel form and receipts upon approval of the Executive Director.
3. The President-elect shall attend Summer Conference and is responsible for his/her conference registrations, ACTE dues and divisional expenses. OkACTE will pay travel, lodging and expenses according to per diem when accompanied by a signed travel form and receipts upon approval of the Executive Director. **EXCEPTION: OkACTE will pay only expenses incurred above the amount of reimbursement by ODCTE &/or the employer. Receipts shall be provided to the OkACTE office to verify expenses.**
4. Expenses incurred by the President-Elect shall not include that of a spouse or guest. (meals, lodging, travel & registrations).
5. The OkACTE will pay mileage according to current IRS rates when a personal vehicle is used. A signed OkACTE travel form must be presented to the OkACTE office for reimbursement with the Executive Director's approval.
6. Reimbursement checks will be issued monthly when signed travel and expense forms are received and approved by the 1st to ensure payment.