

DIVISION ADVISOR GUIDELINES

Guidelines for Division Advisors

One of the reasons the Oklahoma CareerTech system is so strong, is because of the partnership between OkACTE and ODCTE.

Division advisors are ODCTE employees who are active OkACTE members that serve as a resource, providing guidance and advice. They provide long-term continuity of leadership to the professional association. The advisors are not asked to do the work of the division instead they are requested to provide counsel in ensuring division officers fulfill their responsibilities.

Below are the shared guidelines set by both OkACTE and ODCTE.

General Responsibilities

- a. Provide support. Give the group autonomy but offer feedback. Let the division work out its problems but be prepared to step in when called upon to assist and give clarity.
- b. Assist in the development of procedures and plans for action. While the division advisor does not set the policy of the group, they should be an active participant in conceptualization with members of the division.
- c. Providing support and guidance to members to remain focused on their goals while looking toward the future by developing long-term goals and communicating those plans to future members.
- d. Aid in orienting new officers and members to the history and purpose of the division and help them build upon it.

Meeting Management

OkACTE expects advisors to:

- a. Provide guidance to officers promoting organization and administrative practices.
- b. Possess efficient working knowledge of parliamentary procedure.

ODCTE permits advisors to:

- a. Assist in coordinating meetings and maintaining the records of the division's minutes.
- b. Promote, attend and participate in OkACTE events such as Leadership OkACTE and the Legislative & Appropriations Forum.
- c. Serve on the CareerTech Administrative Council, attending each quarterly meeting.

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Conferences & Events

OkACTE expects advisors to:

Assist in organizing divisional membership programming (e.g., identifying speakers, workshops, securing locations, etc.).

ODCTE permits advisors to:

- a. Assist with submitting proper documentation, adhering to deadlines, for Oklahoma Summit planning (function sheets, food and beverage, agendas, AV, etc.).
- b. Notify members and potential members of upcoming events utilizing the divisional email accounts.

Communication

OkACTE expects advisors to:

- a. Communicate regularly with the division president, providing advice and historical content when needed.
- b. Encourage division members to seek award recognition.

ODCTE permits advisors to:

- a. Provide division leadership with resources to identify potential members.
- b. Encourage participation through email communication utilizing divisional email address.

Finances

*Advisors must ensure there is a clear division of ODCTE and OkACTE in financial management. Advisors are expected to continue to serve in an advisory, support role in division financial matters. **Please be advised, Advisors are strictly prohibited from having single signature authority on division bank accounts.***

OkACTE expects advisors to:

- a. Advise, consult and provide guidance to the division and its officers in its financial affairs.
- b. Assist to see that proper budgets are formulated and that proper distribution of and accounting for funds of the organization are maintained.
- c. Aiding in ensuring documentation is updated whenever a new president/treasurer is elected or appointed.

ODCTE permits advisors to:

- a. Assist in providing appropriate forms for all financial institution accounts.
- b. Assist divisions with presenting required documents for annual financial review.
- c. Check monthly bank statements made available through divisional email accounts.

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Sponsorships

Sponsorship acquisition has served as an effective method of raising funds to cover costs for divisional business and events. Sponsors may contribute funds, goods, services, or expertise. In return, sponsors typically receive branding opportunities, such as logo placement, advertising space, mentions in promotional materials, and access to the divisional members. Management of this process will be maintained through the OkACTE office.

Advisors to requested to:

- a. Assist divisions in providing documentation to request sponsorships in accordance with guidelines provided by the OkACTE office.
- b. Assist in providing and submitting documentation to identify potential sponsor

