

OkACTE DIVISION COMMITTEE CHAIRS ROLES AND RESPONSIBILITIES

Responsibilities of Division Committee Members

- a. Possess a basic knowledge of the Robert's Rules of Order.
- b. Commit to attend all scheduled committee meetings. Scheduled Committee meetings can be found on the OkACTE website.
- c. Prepare a committee report for divisional meetings, to include Oklahoma Summit Business meeting.
- d. Present a report at the divisional meetings, to include Oklahoma Summit Business meeting.
- e. Attend Leadership OkACTE.
- f. Represent your division at the Legislative Appropriations Forum.
- g. Attend, if possible, the OkACTE Legislative Seminar.
- h. Fulfill duties as assigned by the Division President.