**OkACTE DIVISON OFFICERS’ ROLES AND RESPONSIBILITIES**

# Responsibilities of Division Past Presidents

1. Serve on the OkACTE Nominating Committee, assisting in soliciting for potential OkACTE President Elect Candidates and, in the interview, and selection process.
2. Serve on the OkACTE Membership Committee to assist in promoting all the benefits associated with being a member of OkACTE.
3. Assist the Division President in assuring follow-through by Division representatives to OkACTE Committees.
4. Assist the Division President with membership communication efforts.
5. Assist the President Elect with recruitment of Division/ OkACTE /ACTE nonmembers.
6. Attend the annual Leadership OkACTE.
7. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
8. Attend if possible, the OkACTE Legislative Seminar.
9. Fulfill duties as assigned by the Division President.