

### **Guidelines for ODCTE Divisional Representatives**

One reason that OkACTE is so very strong can be attributed to the ODCTE program administrators who are so actively involved in and supportive of our professional organization. These program administrators serve as OkACTE Division Advisors.

Advisors are very special people. They provide long-term continuity of leadership to our organization. They provide enthusiasm, encouragement and support. Advisors are not asked to do the work of the division, but are asked to provide the oversight and guidance to assure that division officers fulfill their responsibilities. There are a few functions that the OkACTE office asks of the ODCTE division or program staff, and for this assistance, OkACTE is extremely grateful.

Advisors and program staff assist with:

- a. Providing support of OkACTE's membership processing.
- b. Each ODCTE Divisional Representative shall work with the membership services committee chair in soliciting and conducting division activities to recruit non members.
- c. Providing support and reinforce fulfillment of responsibilities by division officers.
- d. Providing oversight and encouraging officers and division members to actively participate in the leadership of the division, of OkACTE and ACTE.
- e. Encouraging members to seek award recognition.
- f. Provide guidance to division officers and division operation, particularly regarding issues of conflict and difficulty.