# Responsibilities of Division Vice-Presidents

1. Assist the Division President with membership communication efforts, particularly when the office represents a segment of the Division.
2. Assist the President Elect in identifying Division/ OkACTE /ACTE non-members and potential members among the segment of educators associated with this particular office.
3. Carry out ongoing recruitment and retention membership efforts within your segment.
4. Assist leadership in identifying upcoming divisional leaders.
5. Serve as a contact for segment achievements to be acknowledged. (i.e., award winners, community champions, leadership acknowledgements, etc.)
6. Attend the annual Leadership OkACTE.
7. Attend the annual OkACTE Legislative and Appropriations

Forum, representing the interests of Division members.

1. Attend, if possible, the OkACTE Legislative Seminar.
2. Fulfill other duties assigned by the President.