**Responsibilities of Division Committee Members**

1. Possess a basic knowledge of the Robert’s Rules of Order.
2. Commit to attend all scheduled committee meetings. Scheduled Committee meetings can be found on the OkACTE website.
3. Prepare a committee report for divisional meetings, to include Oklahoma Summit Business meeting.
4. Present a report at the divisional meetings, to include Oklahoma Summit Business meeting.
5. Attend Leadership OkACTE.
6. Represent your division at the Legislative Appropriations Forum.
7. Attend, if possible, the OkACTE Legislative Seminar.
8. Fulfill duties as assigned by the Division President.