# Responsibilities of Division Presidents

* 1. Set agendas, coordinate, and preside over division officer and membership meetings.
	2. Possess efficient working knowledge of parliamentary procedure.
	3. Represent division on OkACTE Executive Committee, attending meetings as called.
	4. Attend OkACTE President Retreats.
	5. Provide communication to members regarding division activities, OkACTE activities and critical issues, state and national.
	6. Lead the development and implementation of the Division Program of Work/Strategic Plan (Send copy to OkACTE office).
	7. Responsible for uploading membership lists and disseminating to officers and committee chairs as needed.
	8. Responsible for presenting required documents for annual financial review.
	9. Be knowledgeable of Division/ OkACTE /ACTE nonmembers and potential members and ascertain ongoing recruitment and retention membership efforts.
	10. Assist OkACTE division committee representatives in fulfilling their duties:
		+ Assist Awards representatives in soliciting quality award applicants and assuring quality of recommended candidates.
		+ Assist Membership Services representatives in communicating information about OkACTE services and benefits.
		+ Assist PAC Board and Legislative Committee representatives in soliciting PAC contributions.
		+ Assist Diversity Action Committee chair in encouraging divisional participation.
	11. Be familiar with responsibilities of other division officers and OkACTE committee representatives and assure the fulfillment of their responsibilities.
	12. Require regular reports from other division officers and OkACTE committee division representatives at division officer and membership meetings.
	13. Communicate division needs to OkACTE leadership and staff.
1. Represent division on CareerTech Administrative Council, attending each quarterly meeting.
2. Attend the annual OkACTE Leadership Seminar, the OkACTE Legislative and Appropriations Forum and if possible, the OkACTE Legislative Seminar.
3. Communicate regularly with ODCTE Division Representative, seeking advice and input.
4. Encourage divisional members to apply for OkACTE Fellowship Program.
5. Appoint division representatives to OkACTE, Region IV and ACTE Committees as needed.
6. Serve as first voting delegate to ACTE Assembly of Delegates, and ascertain that all division delegate positions are fulfilled, representing the interests of the respective division in all decisions considered by the ACTE Assembly of Delegates.
7. Solicit candidates for appropriate ACTE Board positions.