

OKACTE DIVISION OFFICERS' ROLES AND RESPONSIBILITIES

Responsibilities of Division Secretary

- a. Serve as custodian of all records of the Division.
- b. Assist the Division President with determining business to be
- c. addressed and with developing the Division meeting agendas.
- d. Accurately record all actions and decisions of the Division officers committee and the membership body, including motions made and votes occurring.
- e. Provide minutes of preceding meetings for verification of action taken.
- f. Maintain an accurate and up-to-date Division membership list and verify with OkACTE and ACTE records.
- g. Maintain all historical documentation of the Division, including officers, award recipients and historic events.
- h. Attend the annual Leadership OkACTE.
- i. Attend the annual OkACTE Legislative and Appropriations
- j. Planning Forum, representing the interests of Division members.
- g. Attend if possible, the OkACTE Legislative Seminar.
- i. Fulfill duties as assigned by the Division President.