Commitments and Responsibilities of NASDCTEc and NCTEF
Executive Committee
Approved on November 4, 2014

The NASDCTEc/NCTEF elected officers – *President, Vice President, Past President,* and *Secretary/Treasurer* – serve as the volunteer management team or Executive Committee of NASDCTEc/ NCTEF. It is to these positions that the utmost trust is given and to whom the Board, committees and staff look to for leadership and vision. Being an officer of NASDCTEc/NCTEF is a four-year responsibility beginning as Secretary/Treasurer, moving on to Vice President, President and finally Past President.

As individuals move through the four officer positions, the roles and duties change. What is consistent is that all officers are charged with being a leader and a visionary. Officers must look beyond the opportunities and challenges of today and instead guide and position these organizations to shape the future of Career Technical Education.

In addition to fulfilling all the responsibilities and expectations of NASDCTEc/NCTEF Board members, members of the Executive Committee are also expected to:

- Gain working knowledge of the organization's programs, services and delivery models.
- Guide the Board of Directors in setting and approving NASDCTEc/NCTEF's bi-annual strategic plan.
- Serve as a working member of at least one Board committee, taskforce, work group or project annually, as needed.
- Advocate for the organization, including serving as a spokesperson at federal, national and/or state conferences and meetings, as needed.
- Help address or mediate internal conflicts, including conflicts of interest.
- Actively participate in Executive Committee meetings, as well as Board meetings, Board planning retreat and annual meetings.
- Approve Executive Director's expense reports quarterly.
- Conduct the Executive Director's annual performance evaluation.
- Be a trusted partner and leader to the NASDCTEc/NCTEF staff, providing guidance when needed.
- Officers will be authorized signers to the investment and bank accounts.

President: According to the organizational bylaws, "The President shall be the chief executive officer of the Corporation and subject to the overall guidance and supervision of the Board of Directors, give active direction and control of the business and affairs of the Corporation."

The President has four primary roles:

1. Serve as an officer of NASDCTEc and NCTEF.
2. Provide vision and guidance to the NASDCTEc/NCTEF Board of Directors and membership.
3. Serve as a partner and sounding board and provide guidance to the NASDCTEc/NCTEF staff.
4. Be a visible and official spokesperson for NASDCTEc and NCTEF.

Specific responsibilities include:

- Assure the status of NASDCTEc/NCTEF's capacity is equal to the requirements of the strategic plan and goals.
- Advise on the agenda and topics of and actively participate in the Board and annual meeting agendas.
- Lead and facilitate NASDCTEc and NCTEF Board meetings to help ensure consensus is reached and staff have a clear direction forward for executing work.
- With the Executive Director, act as a spokesperson for NASDCTEc and NCTEF to the press, public, legislative bodies and related organizations.
- With the Executive Director, see that the Board of Directors is kept fully informed on the conditions and operations of NASDCTEc and NCTEF.
- Elect, monitor, appraise, advise, stimulate, support, reward and, if deemed necessary or desirable, change top management. Regularly discuss with the Executive Director matters that are of concern to the President or the Board.
- Manage and present Executive Director's employment contract to full Board of Directors for approval.

Immediate Past President: According to the organizational bylaws, "The Immediate Past President shall advise and consult with the President. The Immediate Past President shall perform such other duties as from time to time may be assigned by the President or the Board of Directors."

The Past President has four primary roles:

1. Serve as an officer of NASDCTEc and NCTEF.
2. Provide institutional knowledge to the officers and the Board and serve as a mentor to new Board members.
3. Cultivate leadership from within the NASDCTEc membership.
4. Guide the Executive Committee in negotiations of salary and conduct the Executive Director's performance evaluation annually.

Specific responsibilities include:

- Chair the Nominations Committee to identify and approve the slate of candidates for vacant officer positions and NCTEF Public Board member.
- Mentor new Board members as needed.
- Provide guidance and advice to President.

Vice President: According to the organizational bylaws, "In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or Board of Directors."

The Vice President has two primary roles:

1. Serve as an officer of NASDCTEc and NCTEF.
2. Learn and understand the intangible aspects of the position of President.

Specific Responsibilities include:

- Serve as a liaison to the SkillsUSA Board of Directors.

- Assist staff with the development and implementation of a fundraising strategy for NCTEF.

Secretary/Treasurer: According to the organizational bylaws, " In his or her capacity as *Treasurer*, the Secretary/Treasurer shall present reports on the finances of the Corporation at Board of Directors meetings; present the annual budget for approval by the Board of Directors; serve as Chair of the Finance Committee; ensure that the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; and in general perform all the duties incident to the office of Secretary/Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors."

The Secretary/Treasurer has three primary roles:

1. Serve as an officer of NASDCTEc and NCTEF.
2. Have charge and custody of and be responsible for all funds and securities of both NASDCTEc and NCTEF.
3. Provide ongoing oversight of all aspects of the finances of both NASDCTEc and NCTEF.

Specific Responsibilities include:

- Chair the NASDCTEc/NCTEF Finance/Audit Committee:
    - Review and recommend approval of an annual operating budget.
    - Regularly review financial reports.
    - Ensure the maintenance of an appropriate capital structure.
    - Oversee the management of organization-wide financial assets.
- Present all financial reports to the NASDCTEc and NCTEF Boards of Directors and membership.
- Present minutes to the NASDCTEc any NCTEF Boards of Directors and membership.
- Review and approve and disbursements over $10,000.
- Serve as a liaison to the ACTE Board of Directors.
- Review and recommend for approval all changes and updates to the finance policy.

I acknowledge and accept the commitments and responsibilities listed above:

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Signature Date