Commitments and Responsibilities of NASDCTEc and NCTEF Board Members
Approved on November 4, 2014

DUTIES, RESPONSIBILITIES AND AUTHORITY:

Each Board member is an individual functioning part of the unit known as the Board of Directors. The position calls for leadership qualities of the highest degree. The Board member must have a good working relationship with NASDCTEc/NCTEF staff and the NASDCTEc members. In addition, the Board member must be aware of the importance of public opinion and have the ability to promote the process and value of Career Technical Education. The Board member must have the ability to delegate authority while retaining responsibility. The Board member must have the ability to represent all members of NASDCTEc and not just a region or state that he or she represents.

1. Planning & Organization
   - Support NASDCTEc/NCTEF's written mission and vision statements, and furthermore, satisfy itself that everyone connected with the organization understands its reasons for existence.
   - Ensure that NASDCTEc/NCTEF has an up-to-date statement of what it is, represents, and does, including a periodical review of the mission and vision statements' adequacy, viability and accuracy.
   - Be actively engaged in the development, implementation and monitoring of NASDCTEc/NCTEF strategic plan.
   - Determine how the organizations carry out its mission and vision though long-range and short-range planning and review.
   - Review and approve NASDCTEc/NCTEF's long-range financials goals (see operations).
   - Establish and approve policies that ensure best practices are followed internally and externally.
   - Approve major policies and procedures guiding NASDCTEc and NCTEF.
   - Establish, advance and promote the mission and vision of the organizations.
   - Help acquire education, business, and industry partnerships; financial and organizational resources; and new members.
   - Be assured management oversight and succession is properly being provided.

2. Operations
   - Review the results achieved by management as compared with NASDCTEc/NCTEF's strategic plan.
   - Be certain the financial structure of NASDCTEc /NCTEF is adequate for its current needs and its long-range strategy.
   - Acquire and maintain resources.
     - Annually review and approve budget.
     - Provide ongoing fiscal oversight, including:
       - Engage auditor or initiate an independent financial review.
       - Review IRS Form 990 prior to its submission.
       - Annually review and approve the investment policy and investment advisor's recommendations.
     - Annually review and approve the amount of annual dues of the NASDCTEc members.

- Approve major actions of NASDCTEc/NCTEF such as:
    - Capital expenditures on all projects over authorized limits.
    - Major changes in programs and services.
- Terminate the membership of a member, for cause, after an appropriate hearing; terminate the membership of any member who becomes ineligible for membership.

3. Fiduciary Oversight:
    - Be assured the Board and its Finance/Audit Committee are adequately and currently informed through reports and other methods on the fiscal condition of NASDCTEc/NCTEF and its operations by management.
    - Ascertain management has established appropriate policies to define and identify conflicts of interest throughout NASDCTEc/NCTEF and is diligently administering and enforcing those policies.
    - Review compliance with relevant material laws reflecting the organizations.

4. Board Expectations/Qualifications
    - The Regional Directors serving the eleven regions shall serve three-year terms. It shall be the responsibility of the Active Members in each of the eleven geographic regions to select, at the appropriate membership meeting or via electronic ballot, to elect their respective regional directors to serve on the Board of Directors.
    - The Director serving the representative of the Associate Members shall serve three-year terms. It shall be the responsibility of the Active Associate Members, at the appropriate membership meeting or via electronic ballot, to elect their respective representative to serve on the Board of Directors.
    - Attend all convened Board meetings. Minimal attendance is defined in the Board attendance policy.
    - Be responsive to communication and requests from NASDCTEc/NCTEF staff.
    - Review Board meeting materials before all meetings, being prepared to offer guidance and feedback.
    - Approve organizational policies, as well as carry out duties within the framework of the policies that are comprised in the Board Policy Manual.
    - Review the Board policy manual annually to ensure it is accurate and reflects the current Board priorities and preferences.
    - Annually sign Board policy acknowledgement, conflict of interest statement, whistleblower policy and Board commitment form.
    - Regional/Associate Representatives shall keep their regions or associate members informed as well as share regional concerns with the Board of Directors.
    - Serve as resources in areas of personal professional expertise.
    - Meet the requirements of the bylaws of NASDCTEc/NCTEF.

I acknowledge and accept the commitments and responsibilities listed above:

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Signature Date