

# **ACTE of Nebraska**

## **Leadership Handbook**



**2017-2018**

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# About ACTE of Nebraska

## General Information

The Association for Career and Technical Education of Nebraska (ACTEN) is affiliated with the national organization Association for Career and Technical Education (ACTE). Nebraska is a unified state, which means that members who join one organization must also join the other. Unified dues are currently \$110.00 per year (\$80 for ACTE dues and \$30 for ACTEN dues). See pgs C31 & C32 (ACTE-ACTEN Affiliation Process Document)

ACTEN's office is located at 14330 Danvers St., Waverly, Nebraska, at the home of Executive Director, Murleen Bellinger. The office telephone number is 402-480-9577. Murleen is usually available to take your daytime, evening and/or weekend calls, so please don't hesitate to call her when you need assistance or information. If she is unavailable, please leave a message and she will return your call. She can also be contacted by e-mail at [actenebraska.org](mailto:actenebraska.org).

The mailing address is:

ACTE of Nebraska

P.O. Box 89

Waverly, Nebraska 68462

ACTEN's website address is [www.actenebraska.org](http://www.actenebraska.org). Our newsletter "*The Communique*", ACTEN award information, and other information of interest to our members is posted on the website. An e-blast message is sent to Nebraska members when the newsletter or something important has been posted.

LeAnn Wilson serves as the Executive Director for ACTE. The national office is located at 1410 King Street, Alexandria, Virginia, 22314. ACTE's toll free telephone number is 800-826-9972. The ACTE website address is [www.acteonline.org](http://www.acteonline.org).

ACTEN was included in the Group Exemption for 501(c)(3) tax exempt status that ACTE filed with the Internal Revenue Service in May or June of 2009. The application was approved by the IRS on October 15, 2010.

# ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION OF NEBRASKA

Board of Directors and Ex-Officio Members 2017-18

(Term begins October 1, 2017)

(Updated on October 24, 2017)

## OFFICERS

### PRESIDENT

Jeremy Cowley  
Omaha Public Schools  
3230 Burt Street  
Omaha, NE 68131  
Telephone: 531-299-0330  
Email: jeremy.cowley@ops.org

### PRESIDENT ELECT

Morgan Trausch  
Lawrence-Nelson Schools  
P.O. Box 368  
Nelson, NE 68961  
Telephone: 402-225-3371  
Email: mtrausch@southcentralunified.org

### SECRETARY

Emily Murphy  
Omaha Bryan High School  
4700 Giles Rd.  
Omaha, NE 68517  
Telephone: 402-557-3741  
Email: emily.murphy@ops.org

### TREASURER

DeLayne Havlovic  
Omaha Public Schools  
3215 Cuming Street  
Omaha, NE 68131-2024  
Telephone: 402-557-2610  
Email: delayne.havlovic@ops.org

### PAST PRESIDENT

Anne Schmall  
Bluffs Middle School  
27 East 23rd St.  
Scottsbluff, NE 68361  
Telephone: 308-635-6270  
Email: aschmall@sbps.net

## DIVISIONAL REPRESENTATIVES

### ADMINISTRATION

Steven Woodside  
Columbus High School  
2200 26<sup>th</sup> Street  
Columbus, NE 68601  
Telephone: 402-563-7050  
Email: woodsides@discoverers.org

### ADULT WORKFORCE DEVELOPMENT

Currently Vacant

### AGRICULTURE EDUCATION

Tyler Schindler  
Omaha Bryan High School  
4700 Giles Road  
Omaha, NE 68157  
Telephone: 402-557-3100  
Email: tyler.schindler@ops.org

Siera Meyer  
Burning-Davenport Schools  
106 N. Juniper Ave., PO Box 90  
Davenport, NE 68335  
Telephone: 402-364-2225  
Email: smeyer@bdstorm.org

### BUSINESS EDUCATION

Janelle Stansberry  
Cedar Bluffs High School  
110 E Main  
Cedar Bluffs, NE 68015  
Telephone: 402-628-2080  
Email: jstansbe@esu2.org

### FAMILY & CONSUMER SCIENCES EDUCATION

Camelle Kinney  
Lincoln North Star  
5801 N. 33<sup>rd</sup> Street  
Lincoln, NE 68502  
Telephone: 402-436-1305  
Email: ckinney@lps.org

Carmen Warner Hall  
Omaha Bryan High School  
4700 Giles Rd.  
Omaha, NE 68517  
Telephone: 402-557-3741  
Email: carmen.hall@ops.org

## GUIDANCE AND CAREER DEVELOPMENT

Melissa Hansen  
Gretna Public Schools  
11334 S. 204<sup>th</sup> Street  
Gretna, NE 68028  
Telephone: 402-332-3936  
Email: melissahansen@gpsne.org

## HEALTH SCIENCE TECHNOLOGY EDUCATION

Debra Ziegler  
Ralston High School  
8969 Park Drive  
Ralston, NE 68127  
Telephone: 402-898-3590  
Email: debral\_ziegler@ralstonschools.org

## ENGINEERING AND TECHNOLOGY EDUCATION

David Gee  
Nebraska Christian Schools  
1847 Inskip Avenue  
Central City, NE 68826  
Telephone: 308-946-3836  
Email: dgee@nebraskachristian.org

## MARKETING EDUCATION

Brittany McPhillips  
Central City High School  
1510 28th Street  
Central City, NE 68826  
Telephone: 308-946-3086  
Email: bmcphillips@centralcityps.org

## NEW & RELATED SERVICES

Cynthia Baum  
Lincoln Public Schools  
5905 O Street  
Lincoln, NE 68510  
Telephone: 402-436-1819  
Email: cbaum2@lps.org

## TRADE AND INDUSTRIAL EDUCATION

Dan Phillips  
Career Pathways Institute  
1215 S. Adams St.  
Grand Island, NE 68801  
Telephone: 308-385-5601  
Email: dphillips@gips.org

SPECIAL POPULATIONS      Currently Vacant

## EX OFFICIO MEMBERS

### EXECUTIVE DIRECTOR

Murleen Bellinger  
ACTEN Office  
P.O. Box 89  
Waverly, NE 68462  
Telephone: 402-480-9577  
Email: actenebraska@gmail.com

### NE DEPARTMENT OF EDUCATION

Richard Katt  
PO Box 94987  
Lincoln, NE 68509-4987  
Telephone: 402-471-4808  
Email: rich.katt@nebraska.gov

### SPOTLIGHT SCHOOLS

Siera Meyer  
Burning-Davenport Schools  
106 N. Juniper Ave., PO Box 90  
Davenport, NE 68335  
Telephone: 402-364-2225  
Email: smeyer@bdstorm.org

### WEBMASTER

Currently Vacant

### NCEIF REPRESENTATIVE

Kathleen Kennedy  
Central Valley Schools  
304 N. Shannon, PO Box 160  
Greeley, NE 68842  
Telephone: 308-428-3145  
Email: kathleen.kennedy@centralvps.org



## STATE DISCIPLINE ASSOCIATION PRESIDENTS

### Nebraska Agriculture Educators Association

Brent Nollette  
Valentine High School  
P.O. Box 90  
Valentine, NE 69201  
Telephone: 402-376-1780  
Email: bnollette@vcsbadger.net

### Nebraska State Business Educators Association

Matt Maw  
Lincoln East High School  
1000 S. 70<sup>th</sup> Street  
Lincoln, NE 68510  
Telephone: 402-436-1302  
Email: imaw@lps.org

### Family and Consumer Sciences Teachers of Nebraska

Carol Kreutzer  
Kearney High School  
2702 W. 11<sup>th</sup> St.  
Kearney, NE 68845  
Telephone: 308-698-8060  
Email: kreutzercarol@gmail.com

### Nebraska Industrial & Technology Educators Association

Will Winchester  
North Platte High School  
1220 West 2<sup>nd</sup> Street  
North Platte, NE 69101  
Telephone: 402-535-7105  
Email: wwinchester@nppsd.org

# **Program of Work 2017-2018**

## **MISSION**

- The mission of ACTEN is to educate, advocate, and lead with a unified voice for Nebraska Career and Technical Education (CTE).
- Tagline: Passionate educators committed to excellence.

## **PURPOSES**

1. Establish and maintain active leadership in all types of career & technical education and guidance services.
2. Unify all career & technical education interests through representative membership.
3. Encourage further development and improvement of all programs of education related to career & technical education and guidance services.
4. Provide proactive leadership in state and national legislation affecting career & technical education.
5. Create opportunities for educators to exchange ideas and experiences through professional and social contacts.

## **GOALS**

### **1. Educate**

#### Strategy 1. Professional Development

- Action Plan:
1. Nebraska Career Education Conference (co-sponsor with Nebraska Department of Education)
  2. Webinars
  3. Opportunities for tours, externships, experiences

#### Strategy 2. Career Technical Education Month

- Action Plan:
1. Resources for promotion

#### Strategy 3. Teacher Recruitment

- Action Plan:
1. Mentoring and Support

#### Strategy 4. Public Awareness

- Action Plan:
1. Marketing Campaign (employers, industry, community, school board, peers)
  2. Capture stories and successes (collaborate specifically with Divisions)
  3. Presence at stakeholder meetings using available resources
  4. Newsletter spotlights that “tell the NOW story” (start with board members schools; schools who have participate in ReVISION)
  5. Utilize social media to “tell the NOW story”
  6. Monthly articles in local newspapers
  7. Use e-mail to keep members alert

#### Strategy 5. Membership

- Action Plan:
1. Survey
  2. Membership campaigns

## **2. Advocate**

### Strategy 1. Unified Voice

- Action Plan:
1. Marketing Campaign (NE legislature, State board, administrators, school board, policy makers, decision makers)
  2. Invitations to visit schools for legislators, partners (how-to guide)
  3. Utilization of social media

### Strategy 2. Career and Technical Education Month (CTE) (partner with Nebraska Department of Education)

- Action Plan: 1. Statewide Initiative for CTE Month

### Strategy 3. Foundations for Funding

- Action Plan:
1. Continue collaboration with Nebraska Career Education and Innovation Foundation (NCEIF)
  2. Funding needs providing for externships, mentorships, scholarships & loan forgiveness

### Strategy 4. Unified Voice for Career Technical Education with Policy Makers including Legislation

- Action Plan:
1. Resources, data, success stories at the ready
  2. Contact Legislators at state and at national level
  3. Present or provide a rotational session on Legislative Advocacy at NCE Conf.
  4. Encourage attendance at National Policy Seminar and CareerTech VISION

## **3. Lead**

### Strategy 1. Grow Career and Technical Education Leadership.

- Action Plan:
1. Hold Leadership Workshops and Trainings
  2. Fall/Winter Board meeting consistent agenda items

### Strategy 2. Presence with Stakeholders

- Action Plan: 1. Communication with stakeholders

### Strategy 3. Membership Recognition

- Action Plan: 1. Recognize ACTEN members with Awards at NCE

## 2015-2019 ACTEN Strategic Plan

**Mission:** The mission of the ACTEN is to educate, advocate, and lead with a unified voice for Nebraska Career and Technical Education (CTE).

GOAL	ACTION STEPS	PERSON(S) RESPONSIBLE	TARGET DATE
<b><i>Goal 1: Educate</i></b>			
1.1 Professional Development	1.1.1 NCE Conference (co-sponsor with NDE)	Executive Director; President; NDE	
	1.1.1a Prominent presence for booth		
	1.1.1b Handout/Info graphic with Why?		
	1.1.1c Promotional banners or roll-ups (multiple to travel to other conferences or promotions)		
	1.1.1d New Professionals Breakfast		
	1.1.1e ACTEN at Opening Session		
	1.1.1f Presentation/Luncheon for Awards and Recognition		
	1.1.1g Communication with Divisions to establish award application process		
	1.1.1h Explore discount rate for conference based on membership status		
	1.1.1i ACTEN dedicated sessions		
	1.1.2 Webinar	Executive Director; Executive Board	
	1.1.3 Opportunities for tours, externships, experiences	Executive Director; President; NDE	

GOAL	ACTION STEPS	PERSON(S) RESPONSIBLE	TARGET DATE
1.2 CTE Month	1.2.1 Resources for promotion	Executive Director; Executive Board	
	1.2.1a Marketing timeline (school board presentation, handout, newspaper ad, radio PSA, school events, NE Career Model poster, sample invitations for “outsiders” to visit school, )		
	1.2.1b Partner with a marketing firm to develop promotional material		
	1.2.1c Proclamation signing; “CSO” Day Legislative Day focused on CSO students from all areas interacting with Senators		
	1.2.1d Legislation packet/day/exposure		
	1.2.1e Publication sent to Business/Industry		
	1.2.1f CTE posters for display in classrooms		
1.3 Teacher Recruitment	1.3.1 Mentoring and Support	Executive Director; Executive Board; Members	
	1.3.1a Marketing Campaign (new and second career)		
	1.3.1b Identifying potential teachers		
	1.3.1c Communication with tradition and non-traditional teacher preparation programs		
	1.3.1d Membership drive at NCE conference		

GOAL	ACTION STEPS	PERSON(S) RESPONSIBLE	TARGET DATE
1.4 Public Awareness	1.4.1 Marketing Campaign (employers, industry, community, school board, peers)	Executive Director; Executive Board	
	1.4.2 Capture stories and successes (collaborate specifically with Divisions)	Executive Director; Executive Board	
	1.4.3 Presence at stakeholder meetings using available resources	Executive Director; Executive Board	
	1.4.4 Newsletter spotlights that “tell the NOW story” (start with board members schools; schools who have participate in ReVISION)	Executive Director; Executive Board; NDE	
	1.4.5 Utilize social media to “tell the NOW story”	Executive Director; Executive Board	
	1.4.6 Monthly articles in local newspapers	Executive Director; Executive Board	
	1.4.7 Use e-mails to keep members alert	Executive Director; Executive Board	
1.5 Membership	1.5.1 Survey	Executive Director; Executive Board	
<b>Goal 2: Advocate</b>			
2.1 Unified Voice	2.1.1 Marketing Campaign (NE legislature, State board, administrators, school board, policy makers, decision makers)	Executive Director; Executive Board	
	2.1.1a Customizable resources available for use		
	2.1.2 Invitations to visit schools for legislators, partners (how-to guide)	Executive Director; Executive Board	
	2.1.3 Utilization of social media	Executive Director; Executive Board	

GOAL	ACTION STEPS	PERSON(S) RESPONSIBLE	TARGET DATE
2.2 CTE Month (partner with NDE)	2.2.1 Statewide Initiative for CTE Month	Executive Director; Executive Board; NDE	
	2.2.1a "CSO Day" Legislative Day focused on CSO students from all areas interacting with Senators: proclamation signing		
	2.2.1b Promote collaboration of all CTE CSOs in one philanthropic effort		
2.3 Foundations for Funding	2.3.1 Continue collaboration with NCEIF	Executive Director; NCEIF Board Representative; NCEIF Board	
	2.3.2 Funding Needs Providing:	Executive Director; NCEIF Board Representative; NCEIF Board	
	2.3.2a Externships		
	2.3.2b Mentorships		
	2.3.2c Scholarships (CTE candidates Junior/Senior college years; CTE professional development or conference attendance)		
	2.3.2d Loan Forgiveness		
2.4 For CTE with Policy Makers including Legislation	2.4.1 Resources, data, success stories at the ready	Executive Director; Executive Board; Members	
	2.4.2 Contact Legislators at state and at national level	Executive Director; Executive Board	
	2.4.3 Present or provide a rotational session on Legislative Advocacy at NCE Conf.	Executive Director; Executive Board; NDE	
	2.4.4 Encourage attendance at National Policy Seminar and CareerTech VISION	Executive Director; Executive Board	

GOAL	ACTION STEPS	PERSON(S) RESPONSIBLE	TARGET DATE
<b>Goal 3: Lead</b>			
3.1 Grow CTE Leadership	3.1.1 Hold Leadership Workshops and Trainings	Executive Director; Executive Board; NDE; Division Representatives	
	3.1.1a Collaboration with NDE to hold ACTEN NEXUS Leadership Conference		
	3.1.1b Collaborate with NDE in planning NCE Conference		
	3.1.1c Collaborate with NDE in establishing digital presentations/webinars		
	3.1.2 Fall Board Meeting Agenda Items	Executive Director; Executive Board	
	3.1.2a Review Leadership Handbook		
	3.1.2b Board Training		
	3.1.2c Review of Bylaws		
	3.1.2d Review/Progress of Strategic Plan		
	3.1.2e Survey Finalization/Distribution		
	3.1.3a Funding for attendance at National Conference for ACTEN members and board members (separate funding sources)		
	3.1.3b Committee participation for ACTEN members		
	3.1.3c Establish mentoring program		



GOAL	ACTION STEPS	PERSON(S) RESPONSIBLE	TARGET DATE
3.2 Presence with Stakeholders	3.2.1 Communication with stakeholders	Executive Director; Executive Board	
	3.2.1a Provide opportunities for ACTEN board members to present at state level (legislative, public policy)		
	3.2.1b Provide opportunities for ACTEN members to communicate with pre-service teachers at local colleges, encouraging membership and NCE participation		
3.3 Member Recognition	3.3.1 Recognize ACTEN members with Awards Program at NCE	Executive Director; Executive Board; NDE;	

## Calendar of Events

ACTEN Board of Directors' Fall Meeting	October 28, 2017
CareerTech Vision 2017 Gaylord Opryland Hotel Nashville, Tennessee	December 6-9, 2017
ACTEN Board of Directors' Winter 2018 Meeting	January 2018
Career and Technical Education Month	February 2018
National Policy Seminar Crystal Gateway Marriott Arlington, VA	March 5-7, 2018
2018 ACTE Region V Conference, Cheyenne Mountain Resort Colorado Springs, Colorado	April 11-14, 2018
Nebraska Career Education Conference Younes Convention Center in Kearney, NE	June 4-7, 2018
ACTEN Annual Board of Directors' Meeting Younes Convention Center in Kearney, NE	June 4, 2018 - 4:15-5:15 p.m.
ACTEN Assembly of Delegates Convention Center in Kearney, NE	June 7, 2018 - 7:00-7:45 a.m.
Best Practices and Innovations Conference Hyatt Regency Louisville Louisville, Kentucky	September 26-28, 2018

**ACTEN OPERATING ACCOUNT  
BUDGET FOR FISCAL YEAR 2017=18**

Presented at Assembly of Delegates on June 7, 2017

	<b>Actual FY 2016-17 10/1/16 to 9/30/17</b>	<b>2016-17 FY Budget 10/1/16 to 9/30/17</b>	<b>Approved Budget 2017-18</b>
<b>Beginning Cash on Hand</b>	\$17,656.13	\$13,492.00	\$13,492.00
<b>Receipts:</b>			
ACTE Dues	\$6,480.00	\$8,500.00	\$8,500.00
ACTEN Dues	9,230.00	9,600.00	9,600.00
Conference Fee Portion	6,000.00	6,000.00	6,000.00
Fundraiser (Auction/Raffle)	441.00	750.00	750.00
Communcation/Newsletter	600.00	500.00	500.00
Miscellaneous/Other			
Interest	7.80	25.00	25.00
<b>Total Receipts</b>	<b>\$22,758.80</b>	<b>\$25,375.00</b>	<b>\$25,375.00</b>
<b>Total Beginning Cash and Receipts</b>	<b>\$40,414.93</b>	<b>\$38,867.00</b>	<b>\$38,867.00</b>
<b>Expenses:</b>			
Executive Secretary	\$6,000.00	\$6,000.00	\$6,000.00
Executive Director Travel	2,608.32	3,750.00	3,750.00
President	973.20	1,200.00	1,200.00
President-elect	226.80	1,200.00	1,200.00
Operating Expenses	605.50	850.00	850.00
Communication/Newsletter	134.04	125.00	125.00
Delegate to ACTE	226.80	450.00	450.00
*Region V Winner Stipend to ACTE	-	400.00	400.00
ACTE Dues Transfer	6,280.00	8,500.00	8,500.00
Awards	340.84	425.00	425.00
D & O & Liability Insurance	1,650.00	1,650.00	1,650.00
Committee Work (ACTEN)	491.30	500.00	500.00
Audit/Accounting	25.00	25.00	25.00
Miscellaneous	150.00	300.00	300.00
<b>Total Expenses:</b>	<b>\$19,711.80</b>	<b>\$25,375.00</b>	<b>\$25,375.00</b>
<b>Cash on Hand - End of Year</b>	<b>\$20,703.13</b>	<b>\$13,492.00</b>	<b>\$13,492.00</b>

## ACTEN Committee List for 2017-18

Committee chairs need to refer to the strategies listed under each assigned goal so their committee can make appropriate contributions. Committees are asked to reference the Strategic Plan and provide the board with updates to be documented within the plan. Note - President Anne Schmall serves as an ex officio member of all committees except the Nominating and Awards Committee.

### Public Relations:

**Membership:** (one representative from each discipline area – does not have to be a board member):

(ADM) Steve Woodside	(AGR)
(AWD) No Rep	(BUS) Janelle Stansberry
FAM)	(GUI) Melissa Hansen
(HEA) Deb Ziegler	(MKT) Brittany McPhillips
(N&R) Cindy Baum	(SPE) None
(TGY) Dave Gee	(TRA) Dan Phillips

\* This committee may contact division presidents to help with membership drive.

### Bylaws:

### Legislation and Resolutions:

### Budget: (Executive Board)

DeLayne Havlovic – Chairperson

Jeremy Cowley Stephanie Miller, Emily Murphy, and Anne Schmall

### Program of Work/Professional Development:

Jeremy Cowley, Chairperson

Audit Committee Chairperson)

Budget Committee Chairperson

Legislation & Resolutions Committee Chairperson

Membership Committee Chairperson

Nomination & Awards Committee Chairperson—Anne Schmall

Public Relations Committee Chairperson

Bylaws Committee Chairperson)

### Audit:

### Nominating and Awards:

Anne Schmall, Chairperson

(one representative from each division – does not have to be a board member)

(ADM) Jeremy Cowley	(AGR)
(AWD) No Rep	(BUS) Janelle Stansberry
(FAM)	(GUI) Melissa Hansen
(HEA) Deb Ziegler	(MKT) Brittany McPhillips
(N&R) Cindy Baum	(SPE) None
(TGY) Dave Gee	(TRA) Dan Phillips

**Newsletter:** Siera Meyer, Editor

**Webmaster:** Deb Wolken

**NOTE:** The Budget Committee and Program of Work Committee should meet prior to or following the winter meeting in order to prepare their proposals for 2017-18.

### ACTEN Delegates to 2017 ACTE Assembly of Delegates:

Jeremy Cowley, ACTEN President, Jason Speck, and Carol Kreutzer

## Nebraska's Elected Officials -

Senator Deb Fischer  
383 Russell Senate Office Bldg.  
Washington, DC 20510  
Phone: 202-224-6551  
Email: [www.fischer.senate.gov](http://www.fischer.senate.gov)

Congressman Jeff Fortenberry – District 1  
383 Russell Senate Office Bldg.  
Washington, DC 20510  
Phone: 202-224-6551  
Email: [www.fortenberry.house.gov/contact-me](http://www.fortenberry.house.gov/contact-me)

Congressman Adrian Smith – District 3  
2241 Rayburn House Office Bldg.  
Washington, DC 20515  
Phone: 202-225-6435  
Fax: 202-225-0207  
Email: [www.adriansmith.house.gov](http://www.adriansmith.house.gov)

Nebraska Legislature:

Clerk of the Legislature - Patrick J. O'Donnell – 402-471-2271  
Legislature Website – [www.nebraskalegislature.gov](http://www.nebraskalegislature.gov)

Senator Ben Sasse  
840 E Dirksen Senate Office Bldg.  
Washington, DC 20510  
Phone: 202-224-4224  
Email: [www.sasse.senate.gov](http://www.sasse.senate.gov)

Congressman Don Bacon – District 2  
107 Cannon House Office Bldg.  
Washington, DC 20515  
Phone: 202-225-4155  
Email: [www.bacon.house.gov/contact/email](http://www.bacon.house.gov/contact/email)

Governor Pete Ricketts  
P.O. Box 94848  
Lincoln, NE 68509-4848  
Phone: 402-471-2244

## State Board of Education

### District 1

Patsy Koch Johns  
411 Cottonwood Dr.  
Lincoln, NE 68510  
402-416-3374  
[patsy.kochjohns@nebraska.gov](mailto:patsy.kochjohns@nebraska.gov)

### District 2

Lisa Fricke  
13584 Margo St.  
Omaha, NE 68138  
402-670-2474  
[fricke.lisa@gmail.com](mailto:fricke.lisa@gmail.com)

### District 3

Rachel Wise, President  
1480 County Rd J  
Oakland, NE 68045  
402-380-3031  
[rachel.wise@nebraska.gov](mailto:rachel.wise@nebraska.gov)

### District 4

John Witzel  
905 Edgewood Blvd.  
Papillion, NE 68046  
402-597-1175  
[john.witzel@nebraska.gov](mailto:john.witzel@nebraska.gov)

### District 5

Patricia Timm, President  
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# Section B – Job Description/Duties

## Your Role as an ACTEN Board Member

The ACTEN (Association for Career and Technical Education of Nebraska) Board determines and sets goals aimed at improving the well being of career and technical education. As the policy-forming branch of the association, the Board:

- Authorizes the organization’s program of work
- Approves the organization’s budget
- Hears and acts on committee recommendations
- Directs the organization’s general operations
- Promotes membership to non-members of our organization

As a member of the Board, you are responsible for considering the needs for the entire profession. You must work with other directors in developing a program of work that gives the association the greatest opportunity for growth and prosperity. You should not only recognize the democratic character of the organization but also believe strongly in voluntary, cooperative effort in solving occupational problems. You should respect the collective judgment of interested educators/practitioners and should recognize the unique decision-making and problem solving powers that are created when these people are mobilized.

The Board is not expected to “do all the thinking” for ACTEN. Its function is to see that:

- Members actively participate in association committees or action groups
- Committees and other groups are given clearly defined objectives
- Committees are given responsibility and challenges
- Groups are brought into the decision-making process
- ACTEN accomplishes its goals
- ACTEN is adequately financed

The association bylaws authorize the president to appoint committees and the president usually consults with the Board. All Board members should take an active interest in the organization and operation of the committees.

As a director, you may have to serve as your association’s official or unofficial spokesperson. This requires that you use careful judgment and express the views of the entire membership as opposed to your own.

During your term of office, you may also encounter criticism of ACTEN. You have an obligation to defend it against unjust criticism or to initiate appropriate action if the criticism is justified. You can make a distinct contribution by bringing both the critical and constructive suggestions to the attention of the Board.

As a director, you will want to maintain a close working relationship between ACTEN and the Association for Career and Technical Education (ACTE). You and your fellow directors should develop understanding and support of national career and technical education issues.

## Tips for Board Members – New or Experienced

Be an active listener – Try to restate in your own mind what the other members are saying. Listen without trying to formulate your own response at the same time. When in doubt, try restating in your own words, what you think the speaker said and see if you get agreement from the speaker. Then form your response after you have a clear understanding of the other members' positions on an issue.

Be specific in your communication – Avoid generalizations. Words like “always, never, everybody” just cloud clear communication.

Build on other members' ideas – It is easy to criticize. Be open and receptive. Try to use something out of other members' ideas in your proposal so that an agreement can be reached which incorporates the best ideas available and which the Board will support. A good board member is a team player, not a superstar.

Try to develop a broad perspective on the issues facing the profession and being addressed by the Board – Know the goals of the organization and work toward their achievement. Keep these goals in mind when addressing issues facing the Board and make decisions that will further the attainment of the organization's goals. Think in terms of the organization's welfare rather than your own narrow interests. Your constituency, as a member of the Board, is the full membership of the organization. Your personal interests and needs must take a back seat to the needs of the profession as a whole.

Give the time it takes to be a knowledgeable board member – Come to the meetings prepared. Read the support materials provided to you for use in the meeting. Make the maximum effort to attend all meetings of the Board and any committees that you are asked to serve on. Accept and follow through on assignments that you are given.

Become a futurist – The single greatest responsibility of a Board is to set the direction for the organization's future. Look at the successes and failures of the past and use this information to plot the future course. Try to gain an understanding of how national and global issues may affect the ability of the organization to achieve its goals. Know the aspirations of the membership and incorporate this in the planning. Avoid becoming bogged down in minutiae. Keep the big picture in mind as you plan for the future.

Gain an understanding of the politics of the Board and the organization – No board member can be effective without this insight. This will help you gain support for your ideas and learn when and how to give support so that it is most effective.

Sell the association, its programs and its positions – As a board member, you have a responsibility to actively support the policies and positions even though they may not reflect your personal preferences. Your opportunity to influence decisions is when they are being made. Once the votes have been counted, your obligation is to support the Board's decisions.

Get to know your fellow board members – Learn what gives them pleasure and what makes them angry. Strive to find positive ways to relate to each member for the sake of the organization.

Help develop new talent and leadership within the organization – Encourage the best people to get involved and make a commitment. Serve as a mentor to young members. Share your experience and knowledge with these people so that they can develop into the future leaders within the organization and the profession.

## Duties of the President (As set forth in the ACTEN Bylaws)

The President shall be the chief executive officer of the ACTEN and shall exercise general supervision over the interest and welfare of the organization. The President shall be chairperson of the Assembly of Delegates and Board of Directors. The President shall:

- Be responsible for implementing and directing the Program of Work Committee.
- Appoint chairpersons to committees from the Board of Directors.
- Instruct committee chairpersons about their assignments, assist them in carrying out their tasks, and check with the committee during the year to make certain that progress is being made.
- Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- Participate or appoint a representative to participate in Region V activities.
- Meet with newly elected members of the Board of Directors to acquaint them with their responsibilities.
- Provide articles for each ACTEN Newsletter.
- Act as an ex-officio member of all committees except nominating.
- Collect committee reports and keep on file.
- Attend one yearly function of each division or send a representative. The representative may be the Past-President, President-Elect, Secretary or Treasurer

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## Other Responsibilities of the President

- Coordinate with Rich Katt on ACTEN's role at NCE Conference and ACTEN's conference fee and any other opportunities for joint ventures that occur.
- Participate in the NCE Leadership Cadre to represent ACTEN.
- Sign legal documents (i.e. the Form 990 tax return and Form 1096) and correspondence or forms (i.e. the insurance renewal form and the Quality Association Standards award application) that require the signature of an officer.
- Serve as a signer on the ACTEN bank accounts, certificate of deposit and the rental agreement for the safety deposit box.
- Serve on the Budget Committee.
- Prepare a State of the States report for inclusion in book at the Region V Conference.
- Provide direction and guidance to the executive secretary.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.



## Duties of the President Elect (As set forth in the ACTEN Bylaws)

The President-Elect shall:

- Be chairperson of Program of Work Committee.
- Assume the duties of the President when the President is absent.
- Serve as a member of the Bylaws Committee.
- Serve as ACTEN delegate to the ACTE Assembly of Delegates.
- Assist the President in carrying out the Program of Work.
- Provide articles for each of the ACTEN Newsletters.

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Other Responsibilities of the President Elect Include:

- Serve as editor of The Communique. (see page B 6)
- Participate in the NCE Leadership Cadre to represent ACTEN.
- Serve on the Budget Committee.
- Serve as a signer on the ACTEN bank accounts, certificate of deposit and the rental agreement for the safety deposit box.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Past President (As set forth in the ACTEN Bylaws)

The Past-President shall:

- Assist and guide the President and President-Elect in carrying out their duties.
- Act as consultant to the Program of Work Committee.
- Select and obtain appropriate plaque for the outgoing ACTEN President.
- Serve as chairperson for the Nominating and Awards Committee.
- Serve as consultant to the Legislative Committee.
- Serve as Co-chair of the Annual Career and Technical Conference Planning Committee.

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Other Responsibilities of the Past President include:

- Serve on the Budget Committee.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Secretary (As set forth in the ACTEN Bylaws)

The Secretary shall:

- Be responsible for the minutes of all business meetings.
- Keep all minutes and committee reports on file.
- Send out minutes of every meeting within fifteen (15) days following the meeting and notice of upcoming meeting to the Board of Directors and state affiliate organization presidents at least ten (10) days in advance of the upcoming meeting.
- Keep records and handle correspondence of all ACTEN business.
- Serve as an ACTEN representative to an ACTE function.

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Other Responsibilities of the Secretary include:

- Serve on the Budget Committee.
- Sign Corporate Resolution bank forms.
- Take roll call at Assembly of Delegates.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Treasurer (As set forth in the ACTEN Bylaws)

The Treasurer shall:

- Arrange for the collection of dues.
- Provide a list of members to the Board of Directors.
- Serve as financial custodian of all ACTEN funds and prepare an annual financial report.
- Serve as an ACTEN representative to an ACTE function.

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Other Responsibilities of the Treasurer include:

- Maintain custody of the checkbook and write needed checks.
- Review and approve the financial reports.
- Sign letters to the bank to make changes regarding the checking accounts or the certificate of deposit.
- Serve on the Budget Committee.
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Division Representatives (As set forth in the ACTEN Bylaws)

The Division Representative shall:

- Attend Board of Directors meetings and Assembly of Delegates as voting delegates for the Board of Directors. Division Representatives will be required to resign their position after two unexcused board meeting absences per year. The ACTEN President can grant an excused absence prior to the meeting.
- Provide leadership and promote membership in their respective divisions.
- Serve as chairpersons and assist in carrying out the responsibilities of the various committees.
- Have a responsibility to provide articles for ACTEN newsletter.
- Communicate information to their divisions concerning ACTEN matters.
- Appoint and notify members of their respective divisions to serve as delegates to the annual Assembly of Delegates.
- Appoint a voting representative in the event the elected Division Representative cannot attend a Board of Directors meeting.
- Have a responsibility to secure applicants, from their division, for ACTEN/ACTE awards.

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Other Responsibilities of Division Representatives:

- Represent ACTEN at NCE Conference
- Participate in the ACTEN fundraiser at NCE Conference by soliciting, purchasing or going together with other members to provide a prize, selling tickets and promoting the fundraiser.

## Duties of the Newsletter Editor

The Newsletter Editor shall:

- Collect and organize articles for the newsletter and submit to the executive director to be posted on the ACTEN web site.
- Attend ACTEN Board meetings as an ex officio member, when possible.

Note: The executive director will assist by sending an ad mailing to vendors, notifying board members and CSO State Advisers of deadline to submit articles and photos, with proofreading and sending an email of the articles to the members.

## Duties of the Webmaster

The Webmaster shall:

- Maintain the ACTEN website by posting new information, remove outdated information and suggest changes that will keep the site fresh and interesting for our members.
- Provide basic training to other board members so they will be able to update the website when their assistance is needed.
- Attend ACTEN Board meetings as an ex officio member, when possible.

## Affiliate Organization Presidents (As set forth in the ACTEN Bylaws)

Affiliate Organization Presidents shall:

- Receive notice of the time and location of all scheduled ACTEN Board of Directors meetings and is encouraged to attend as ex-officio board members.
- Inform the ACTEN Board of Directors of their respective affiliate organization functions.

## Committees

(As set forth in the ACTEN Bylaws)

The committees shall consist of active ACTEN members. The chair of each committee shall be a Board of Directors member who will prepare a summary report for each meeting and a yearly report on activities of each committee for the ACTEN Assembly of Delegates, to be given to the new Chairperson, the President-Elect, and the Secretary.

### *Audit Committee*

The Audit Committee shall annually audit the financial records of the Association and submit a written report to the Assembly of Delegates.

Per the Whistleblower Policy: The chairperson of the audit committee also serves as the Compliance Officer. “The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.”

### *Budget Committee*

The Budget Committee shall assess the operational needs of the Association and submit a proposed budget for the ensuing year to the Assembly of Delegates.

### *Legislation and Resolutions Committee*

The Legislative and Resolutions Committee shall maintain the state and national level legislative networks in each career and technical division for:

- Informing legislators of needs and accomplishments of vocational, career and technical education.
- Establishing and maintaining a good relationship with legislators.
- Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.
- Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.
- Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.
- Solicit resolutions prior to the annual Assembly of Delegates.
- Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.

### *Membership Committee*

The Membership Committee shall consist of a representative from each career and technical education division, and they shall solicit membership from their respective division.

### *Nominating and Awards Committee*

This committee shall be chaired by the Past-President. It shall consist of one representative from the members of each division. It shall:

- Serve in an advisory capacity to the President.
- Select candidates for elected offices and report to the Board of Directors.
- Be responsible for selecting suitable recipients for each ACTEN award to be presented at a time decided by the Board of Directors.

### *Program of Work Committee*

The Program of Work Committee shall consist of the chairpersons from each standing committee. It shall develop specific goals, activities on how to reach them, and provisions for evaluation. The Program of Work shall be based on a strategic plan developed by the ACTEN Board of Directors. The Program of Work shall be submitted to the Board of Directors at least sixty (60) days before being submitted to the Assembly of Delegates for final approval.

### *Public Relations Committee*

The Public Relations Committee shall arrange ways and means of interpreting vocational, career and technical education to the public and to leaders in general education.

### *Bylaws Committee*

The Bylaws Committee shall receive proposed Bylaws changes from ACTEN members sixty (60) days prior to the Assembly of Delegates and shall evaluate the Bylaws for any proposed changes.

## **ACTEN EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**Responsible to:** Association for Career and Technical Education of Nebraska Board of Directors

### **BASIC RESPONSIBILITIES:**

The Executive Director shall perform those duties required by the Association for Career and Technical Education of Nebraska (ACTEN) to plan, coordinate, develop, conduct, and evaluate activities in the following general areas: membership services, governmental and legislative services, public relations, professional development, fundraising and administrative services. The Executive Director will serve as the registered agent for the Association for Career and Technical Education of Nebraska. The Executive Director will be the main contact with the Association for Career and Technical Education (ACTE).

### **SPECIFIC RESPONSIBILITIES FOR ACTEN:**

These responsibilities are carried out with guidance and support from ACTEN Officers, or ACTEN Committees:

#### **Membership Services:**

- A. Maintain membership records and database.
- B. Process membership applications and renewals and submit information electronically to ACTE via State Import Module reports.
- C. Deposit all membership dues collected in the ACTEN Operating account.
- D. Update ACTEN membership database per ACTE monthly reports.
- E. Send welcome letters or messages to new members.
- F. Send renewal messages to non-renewing members.
- G. Prepare membership lists for ACTEN Board of Directors upon request.

#### **Governmental and Legislative Services:**

- A. Maintain records for the ACTEN Operating account.
- B. Prepare financial reports for the approval of the ACTEN Treasurer.
- C. Copy all financial records (financial reports, bank statements, checking ledgers) for the accountant. Provide any additional information needed in order for him/her to prepare Form 990.
- D. Coordinate with the ACTEN President to obtain signatures and file required governmental documents, i.e. Form 990 (ACTEN), tax documents, and Biennial Reports for the State of Nebraska.

#### **Public Relations:**

- A. Assist in collecting material for the ACTEN newsletter. Prepare and send electronic mailings to vendors re advertising in the newsletter. Forward articles and ad artwork to the newsletter editor. Deposit ad fees in the ACTEN operating account.
- B. Forward newsletter to ACTE's webmaster to post on the Nebraska State Association page of

ACTE's website or to a separate ACTEN website. Submit request to ACTE for e-blast notification to Nebraska members when newsletter is available for viewing.

- C. Keep a copy of past newsletters and old photos for historical purposes.
- D. Update award information and submit to Nominating & Awards Committee Chairperson for review/approval. Submit award information to ACTE Webmaster to post on Nebraska State Page or on separate ACTEN website.
- E. Collect award nominations and forward to ACTEN Nominating/Awards Chairperson and then distribute to selection committee (one representative from each discipline).
- F. If necessary, write bios and send photos to NCE Conference Coordinator. Order award plaques.
- G. Prepare and distribute press releases relative to ACTEN Award winners.
- H. Assist ACTEN award winners in applying for Region V awards.
- I. Research to find names and addresses of principals and/or superintendents of ACTEN Board members. Assist Public Relations Committee in sending letters to the principals and/or superintendents of ACTEN Board members to recognize the member for their service.
- J. Take photographs at ACTEN meetings and NCE Conference.

#### Professional Development: (Conference, Workshops, Annual Meetings)

- A. Assist NCE Conference Coordinator as necessary, i.e. scheduling facilitators, submitting information for program, proofreading program.
- B. Make arrangements for ACTEN Annual Board of Directors Meeting and Assembly of Delegates.
- C. Prepare and distribute memo from ACTEN President, delegate count document, delegate certification forms, and discipline membership lists to discipline representatives. Collect delegate certification forms, certify eligibility, prepare check-in list for Assembly of Delegates.
- D. Order materials for ACTEN Membership tables from ACTE and/or other vendors.
- E. Oversee ACTEN Raffle/Fundraising at NCE Conference.
- F. Prepare and/or copy meeting handouts (agendas, memos, minutes, financial reports, and committee reports (as provided).
- G. Attend annual national ACTE conference and one additional conference as representative of ACTEN.

#### Administrative Services:

- A. Maintain "office" for ACTEN, including (but not limited to):
  - a. Provide computer, software programs, and printer.
  - b. Provide telephone, fax and e-mail capabilities. Set up conference calls.
  - c. Forward correspondence, messages, or questions to appropriate ACTEN Board member.
  - d. Provide ordinary office supplies (i.e. paper, file folders, staples, clips, etc). Executive Director will be reimbursed for expensive items such as toner for the laser printer/copier, large envelopes and mailing labels upon itemized listing of use of such items on monthly statement. ACTEN is responsible for providing payment for ACTEN letterhead, envelopes and other printed materials.
  - e. Executive Director will pay copier rental bill and submit copy of invoice for reimbursement on next monthly statement to ACTEN as needed.
  - f. Provide ordinary postage and long distance service for ACTEN related calls or faxes, to be reimbursed by ACTEN on a monthly basis.
  - g. Collect, review, process and distribute mail from the post office box.
  - h. Provide storage for ACTEN records, files and other materials.
- B. Maintain ACTEN financial records and prepare financial reports for all accounts. Coordinate with bank and ACTEN Officers to update Corporate Authority signature forms. Provide documents and materials needed for tax filings and audits. Provide information needed to prepare proposed

annual budget. Provide copies of Holcombe and NSBEA scholarship reports to FCSTN and NSBEA treasurers as needed.

- C. Maintain and keep up-to-date records for the Corporate Book, i.e. Articles of Incorporation, Bylaws and Amended Bylaws, Program of Work, board lists, committee lists, minutes, financial reports and audit reports, etc.
- D. Prepare draft election ballot and provide to Nominating/Awards Committee Chair in Nov/Dec prior to the election. Prepare and distribute ACTEN election ballots. Notify Nominating/Awards Committee Chairperson of the number of ballots sent, the number of voted ballots returned, and any information on write in candidates. Provide ACTEN notebook materials for new board members.
- E. Provide periodic reports to ACTEN President and/or Executive Board regarding current activities, problems, correspondence or any relevant information.
- F. Maintain ACTEN checking account. Facilitate payment of ACTEN outstanding bills. Record and deposit all monies received. Reconcile bank statements for all bank accounts.
- G. Prepare and submit reports, correspondence or documents as needed by ACTEN, ACTE or other appropriate agencies, i.e. ACTEN Award brochure.
- H. Provide ACTEN with detailed monthly statement for services and reimbursement for expenses incurred during previous month.
- I. Coordinate with the ACTEN President for to set agenda for meetings and make arrangements for meeting facilities for ACTEN meeting.
- J. Other responsibilities as assigned and agreed upon by Board of Directors and Executive Director.