

## ARTICLE VII

### COMMITTEES

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.

Sec. 1: Audit

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

Sec. 2: Budget

- A. 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.

Sec. 3: Legislation and Resolutions

- A. The Legislative and Resolutions Committee shall maintain the state and national level legislative networks in each career and technical division for:
  - (1) Informing legislators of needs and accomplishments of vocational, career and technical education.
  - (2) Establishing and maintaining a good relationship with legislators.
- B. Monitor state and national legislation and notify appropriate network members when action is required. Follow through to see that action is taken.
- C. Keep members informed of all legislation, state and national, which would affect vocational, career and technical education, via regular articles in the ACTEN Newsletter.
- D. Contact representatives of each ACTEN division and standing committees for resolutions vital to ACTEN.
- E. Solicit resolutions prior to the annual Assembly of Delegates.
- F. Upon recommendations of the Board of Directors, present resolutions to the Assembly of Delegates for action.

Sec. 4: Membership

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

Sec. 5: Nominating and Awards

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

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

Sec. 6: Program of Work

- A. 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.

Sec. 7: Public Relations

- A. 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.

Sec. 8: Bylaws

- A. 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.