

# DUTIES AND RESPONSIBILITIES OF THE OFFICERS

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## DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

The President shall preside at all meetings of the Association, the Executive Committee and the Board of Directors. The President shall call special meetings of the Executive Committee and/or the Board of Directors when necessary. The President shall perform all other duties pertaining to the office and shall represent the Association as the office requires. (Article III, part C, Section 1)

In addition, the President shall perform the following tasks:

1. Prepare written and oral reports for each meeting of the Board of Directors. Include in the report the status of all unresolved motions. Forward a copy of reports to the *Journal* editor.
2. With the assistance of the Executive Committee, appoint the chairperson of the committees. Provide written explanation as to the purpose and duties of the committee. Assist the chairperson in the planning of the committee's work when needed.
3. The President, with the assistance of the Executive Committee, shall develop and publish the ATTE Program of Work for the year.
4. Assist in keeping the membership informed on developments that directly affect the technology education profession.
5. Attend technology education professional meetings and/or other professional meetings whenever possible.
6. Encourage professional membership and involvement in regional, state, and national technology education associations.
7. Prepare an agenda for all scheduled meetings of the Association and distribute it to the membership of the assembly in advance of the meeting.
8. Make arrangements for all meetings of the Association after the meeting site has been approved by the Board of Directors.

9. Conduct all meetings using parliamentary procedures so that the work of the Association is disposed of properly and efficiently.
10. Closely monitor the operation of the Association during the tenure of office. Including budget and finance. Must approve all over budget items prior to incurring indebtedness.
11. Participate in the development of correspondence sent out in the name of the Association. Provide copies of all communications to the other members of the Executive Committee.
12. Represent the Association at speaking engagements when asked and budget permits.
13. Assist in compiling a list of names and addresses of newly elected officers and committee chairpersons for the Board of Directors and other designated individuals.
14. Assist the Executive Committee in the selection of a conference theme and conference chairperson.
15. Encourage and promote attendance in the Association's annual conference in February.
16. Participate in the annual awards banquet and presentation ceremonies.
17. Be familiar with the Association's policies, procedures, plans, and constitution.
18. Monitor the nomination and election of officers of the Association.
19. Write an article for each issue of the Association of Texas Technology Education Journal.
20. Assume special responsibilities as may be assigned by the Board of Directors.
21. Maintain accurate records and files of communications and activities of the Association. Transfer this information to the president-elect at the end of the

- term.
22. Provide leadership to carry out the provisions of approved resolutions.
  23. Provide input in the development of the annual budget.
  24. Annually submit to the Board of Directors for approval the name(s), selected by the Executive Committee, of the candidate(s) for Executive Secretary.
  25. Arrange for an individual to install the newly elected officers at the installation ceremony during the annual ATTE Business Meeting.

#### **DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT**

The President-elect shall in the absence of the President, preside and perform the duties of the office of the President. The President-elect shall at all times render assistance to the President and shall become President for the present term of office in the event the President leaves office. (Article III, part C, Section 2)

In addition, the President-elect will perform the following tasks:

1. Assist the ATTE Executive Committee in the selection of Association committee members. To provide continuity from one administration to another, it is suggested that the President-elect select a committee member who will serve at least two (2) years.
2. Arrange for a photographic record of the Association's officers annual conference and other activities when necessary.
3. Write an article for each issue of the *Association of Texas Technology Education Journal*.
4. Solicit Association membership by developing and distributing membership promotional materials.
5. Maintain close monthly communications with the Association's Treasurer

- and Executive Secretary to determine membership status.
6. Attend technology education meetings whenever and wherever possible to promote membership and to represent the Association.
  7. Encourage regional participation in the state and national association.
  8. Prepare written and oral reports for each Board of Director's meeting.
  9. Assist in the development of the Association's program of work.
  10. Be familiar with the Association's policies, procedures, plans and constitution.
  11. Maintain accurate records and files of communications and activities of the Association as they relate to this office. Make sure these communication files are transferred to your successor.
  12. Assume other responsibilities as may be assigned by the President and/or the Board of Directors.
  13. Represent the Association at the annual International Technology Education Association's Conference during your term of office.
  14. Forward copies of all correspondence and reports of activities of this office to other members of the Executive Committee.
  15. Serve as an ex-officio member of all ATTE committees.
  16. Provide leadership training at the summer board meeting for regional and affiliate officers.

#### **DUTIES AND RESPONSIBILITIES OF THE PAST-PRESIDENT**

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The Past-President shall chair the Awards Committee and be assisted by the Assistant Coordinator of Awards for the Association. (Article III, Part C, Section 3)

In addition, the Past-President shall perform the following tasks:

1. Maintain accurate records and files of communications and activities related to this office. Transfer this information to your successor at the end of your term.
2. Serve in an advisory capacity to the President, the Board of Directors and the Executive Committee.
3. Coordinate the annual award nominee procedures as well as the award presentation procedures at the annual Conference, starting this activity at the beginning of the school year and mailing out packets to board members by Sep. 1.
4. Provide a written annual report to the Board of Directors including the addresses and names of the award recipients, and make sure a copy is sent to the *ATTE Journal* Editor, ATTE Secretary and ATTE Executive Secretary for their files. Include recipient's employer's address and superintendent's name when applicable.
5. Publish a record of all awards made at the February Conference for distribution at the June Board of Director's meeting. At least 35 copies of the list should be provided. A copy shall also be sent to the *Journal* editor at the conclusion of the awards banquet.
6. Maintain a cumulative record of all award winners to be placed in the Past-President's file, Executive Secretary's file and sent to the Assistant Coordinator of Awards.
7. *Draft, with support from the ATTE Executive Secretary, and send a letter of congratulations to all ATTE and ITEA Texas awards recipients and their superiors.*

*The above is contingent upon providing the following to the Executive Secretary.*

- a. *Names and titles of each person to be addressed. Care should be taken to provide accurate title information to avoid embarrassment and offense.*
- b. *Complete address*

## **DUTIES AND RESPONSIBILITIES OF THE SECRETARY**

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The Secretary shall keep a record of all business proceedings of the Association.

The Secretary shall notify all members of the time and place of all Association meetings. The Secretary shall preside at the meetings in the absence of the President and President-elect. At the close of his/her term of office, the Secretary shall give all records of the Association to the successor and take care of necessary correspondence to carry on the duties of this office. (Article III, Part C, Section 4)

In addition, the Secretary shall perform the following tasks:

1. Record the minutes of the semi-annual meetings and any other called meetings of the Association's Board of Directors, in summary form.
2. Seek approval for the minutes of the previous meeting.
3. Call the roll of delegates for the Board of Director's meeting and for the June Board meeting mail the Executive Secretary a list of absent regions by Aug. 1.
4. Inform other members of the Executive Committee of all correspondence and activities of this office.
5. Type and publish the minutes, in summary form, of the Association's annual business meeting and each Board meeting. At least thirty-five (35) copies should be prepared for distribution. The Board of Directors and the *Journal* editor are to receive a copy of the minutes within 30 days following each meeting.
6. Type and publish the minutes, in summary form, of the previous meeting for the Association's annual business meeting. There should be at least two-hundred-and-fifty (250) copies printed for the February meeting. These copies must be available to the membership the day before the annual business meeting. A copy of the minutes shall be forwarded to the *Journal* editor.
7. Transfer all records of the Association to the new Secretary at the end of your term.
8. Tapes and other materials resulting from any Association meeting are the property of the Association and for its use only. These materials may not be released for use by other individuals or parties without approval of the Executive Committee and the Board of Directors.

9. Send letters to regional affiliates that are in danger of losing affiliation due to excessive absences. Then, if necessary, write a letter to the regional representative to notify that person their regional association's membership in the Association has been revoked as indicated in Article VIII, Section 3 of the Association's Constitution.
10. Copy all motions and make them available to the Board of Directors and *Journal* editor within four hours following the meeting in which the motions were made. Forward motions to the *Journal* editor or any member of the board that does not pick up a copy.

### **DUTIES AND RESPONSIBILITIES OF THE TREASURER**

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The Treasurer shall have charge of all funds of the Association. The Treasurer shall pay all bills and keep an accurate account of receipts and expenditures and shall make an annual report to the Association. (Article III, Part C, Section 5)

In addition, the Treasurer will perform the following tasks:

1. Receive membership applications and dues for the Association.
2. Develop and maintain an official membership list and coordinate the Association Credentials Committee.
3. Generate all official ATTE mailing lists.
4. Provide a hard copy (or disk; preferred) of the membership list to the Executive Secretary every ninety days.
5. Promptly file IRS tax returns for the Association as needed.
6. Purchase official jewelry of the Association and assume responsibility of jewelry sales.
7. Prepare an annual budget for the Association with input from the Executive Committee and committee chairpersons.
8. Prepare a report of income and expenditures and a financial report for the Association's annual business meeting and the semi-annual Board of

- Director's meetings. At least thirty-five (35) copies of these reports should be prepared for the Board members. An additional two-hundred-and-fifty (250) copies should be available to the membership the day before the annual business meeting.
9. Pay all liability insurance premiums to the designated insurance company and keep accurate records on each member paying premium.
  10. Write checks to pay for authorized expenditures of the Association. No payment will be made on items turned in later than 90 days from the billing receipt date.
  11. Secure a personal bond at the Association's expense.
  12. Maintain close monthly communication with the Executive Secretary regarding membership and insurance premiums.
  13. Budget \$500.00 to support mandated *Journal* insertions and special mailings of the *Journal*.
  14. Provide quarterly statements to each executive committee member showing budget balance of the member. Copy each statement to the President and Executive Secretary.

#### **DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE SECRETARY**

The Executive Secretary shall take care of all correspondence not duly attributed to stated duties of other officers of the Association and any additional duties as directed by the Executive Committee and/or Board of Directors. (Article III, Part C, Section 6.)

The Executive Secretary serves as a liaison officer between the profession at large and the Association, its Executive Committee and the Board of Directors. As such, this person is accountable to the Board of Directors in discharging those responsibilities assigned by the Board. It is expected that the Executive Secretary possess the knowledge, philosophical base and leadership qualities necessary to effectively represent the Association and the profession in all matters addressed on behalf of technology education. The position of Executive Secretary is an appointed one. Therefore, the person serving in this office is to serve as an advisor to the Executive Committee, the Board of Directors, and the membership. The Executive

Secretary is not empowered to vote on the decisions made by the Executive Committee and/or Board of Directors. In addition, this person will not be charged with decision-making responsibilities without the Executive Committee's and/or Board of Director's authorization.

In addition, the Executive Secretary shall perform the following tasks:

1. Coordinate the affairs of the Association between the Board of Directors, Executive Committee and regional associations to insure continuity of effort from year to year.
2. Serve as an official representative and spokesperson of the Association to appropriate local, state and national agencies as well as other professional associations and the lay public.
3. Serve as the liaison officer between the Association and associations with which the Association is affiliated.
4. Serve as the Affiliate Representative to the International Technology Education Association.
5. Provide a written annual report to the Board of Directors.
6. Inform the Executive Committee either written or verbally, of communications and activities in which you are involved as a representative of the Association. Copies of correspondence and other materials should be forwarded to all members of the Executive Committee.
7. Maintain current alphabetical membership list.
8. Keep the members of the Executive Committee informed of questions and problems concerning membership.
9. Encourage the regional membership representatives to submit correct membership forms and prompt delivery of Association dues and insurance premiums.
10. Represent the Association at technology education meetings whenever possible to promote membership in the Association and the International Technology Education Association.

11. Maintain close monthly communications with the Treasurer regarding membership and insurance premiums.
12. Chairs the Association's Long-Range Planning Committee.
13. Provide information and offer advice regarding issues during business meetings.
14. Serve as coordinator of the annual membership campaign.
15. Develop a membership plan for membership recruitment and present the plan to the Board of Directors at the summer board meeting.
16. Review previous membership plans as well as the present plan being used and make recommendations to the next President-elect for improving membership the following year.
17. Communicate with regional membership chairpersons.
18. Assist regional associations in locating, appointing and replacing regional membership chairpersons as needed.
19. Initiate and follow-up contacts regarding memberships and possible membership related problems.
20. Schedule and disseminate displays and other technology education promotional information.
21. Assist the President-Elect in developing promotional material for use in the membership campaign.
22. Maintain an inventory and current files of the on-going business of the Association.
23. Coordinate and review the release of information to the news media.
24. Coordinate the sending of all historical records to the Association's archives at the University of North Texas.

25. Encourage regional participation in the Association.

26. Draft and send a letter to the appropriate superior of each board member or substitute board member, board officer, committee chair, or specially appointed advisor (e. g. Parliamentarian) attending each board meeting. The said letter is to include:

- a. A brief description of ATTE goals.
- b. The Associations gratitude for each members dedication to promoting technology education.

The above is contingent upon the meeting attendee providing the following to the Executive Secretary.

- c. Names and titles of each person to be addressed. Care should be taken to provide accurate title information to avoid embarrassment and offense.
- d. Complete address.

***27. Draft, with support from the ATTE Past-President, and send a letter of congratulations to all ATTE and ITEA Texas awards recipients and their superiors.***

***The above is contingent upon providing the following to the Executive Secretary.***

- e. Names and titles of each person to be addressed. Care should be taken to provide accurate title information to avoid embarrassment and offense.***
- f. Complete address***

## **DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall attend to the general affairs of the Association between regular meetings of the Association. The Board shall hold regular meetings immediately before each annual meeting of the Association for consultative purposes or for other business, which may arise. The Board shall assist the Treasurer in the preparation of the annual budget and recommend to the Association its adoption. The Board shall perform such other duties as are, or may be specified by the Association. (Article III, Part C, Section 7)

In accordance with Article VII, the Board of Directors shall consist of the Executive Committee and one member from each of the regional technology education associations now existing. Each regional association shall elect a director as its representative on the Board. New or additional regional technology education

associations may elect and send a director to represent them on the Board of Directors after the regional association has been approved by a  $\frac{2}{3}$  vote of the Board of Directors. The following affiliates shall send a director to represent them on the Board of Directors: CTTE, the ATTE Council of Supervisors, and the Texas Suppliers Group.

The chairperson for the Technology Industrial Advisory Council (TIAC) shall sit on the ATTE Board of Directors with a major task of advising the members regarding technology trends, technology changes, industrial resources and curriculum needs. The Industrial Advisory Council will assist in team and partnership concepts.

The following tasks are to be performed by the Board of Directors:

1. Attend all called meetings of the Association's Board of Directors or secure an alternate that is a member of that region/area and a member of the Association. A proxy may occupy a Director's chair only if authorized in writing by the region/area association's president.
2. Carefully consider and properly dispose of items of business presented to the Board as an official representative of their regional/area associations.
3. Prepare written reports of the Association's Board of Directors meeting for presentation at their respective region/area association's meeting.
4. Prepare written reports to the Association's Board of Directors expressing concerns and/or wishes of their respective region/area associations.
5. Article VIII, Section 3 of the Constitution states if a region/area fails to have representation at three successive Board of Director's meetings, affiliation shall be revoked. The Board shall take action in this event in accordance with the Constitution.
6. Act as an official liaison between the Association and the region/area association in the following special interests:
  - a. Membership
  - b. Communication
  - c. Nominations for office and for awards
  - d. Curriculum
  - e. Public relation activities

- f. *ATTE Journal* information
  - g. Others
7. Annually approve the appointment of the Executive Secretary.
  8. Approve Association resolutions for submission to the annual business meeting.
  9. Verify that each region has identified a contact person to receive Texas Technology Student Association Competition information.
  10. The tenure of a Director is three (3) years. In the event a Director is replaced before the term expires, the replacement serves the remainder of the unexpired time.
  - 11.A Director shall not serve more than two consecutive three-year terms (Article III B, Section 7a.)
  - 12.Dismissal and replacement of a Director shall be the responsibility of his/her association.
  13. Each Board member is responsible for being a current member of ATTE.  
(Except the Texas TSA board member who must be a member of Texas TSA)
  14. Each Board member will see that one article is submitted form their region for each Journal edition