



ATIEA Board Member DUTIES & RESPONSIBILITIES

All Board officers should be willing to exhibit the behavior and manner that will bring credit and respect to the ATIEA affiliation in a positive manner. Board Officers must be willing to work with the leaders and others to lead the Affiliation in activities throughout the year in accordance with the ATIEA Constitution and Bylaws.

Board offices may include but are not limited to the following:

- President Elect/Current/Past
- Secretary
- Treasurer
- Website Manager
- Program Vice Presidents
 - VP Automotive Technologies
 - VP Communications Technologies
 - VP Construction Technologies
 - VP Manufacturing
 - VP Human Services
 - VP Pre-Secondary
 - VP Post-Secondary

The ATIEA is an Affiliate Organization under ACTE-AZ. Members of the ATIEA affiliation are a part of "Industrial and Emerging Technologies Occupational Area"

Arizona Technology and Industrial
Education Association



"Education, Industry: Partnerships for Student Success"

Air Transportation
Architectural Drafting
Automation & Robotics
Automotive Collision Repair
Automotive Technologies
Aviation Technology
Cabinetmaking
Carpentry
Computer Maintenance
Construction Technologies
Cosmetology and Related Services
Cyber Security
Diesel Engine Repair
Digital Communication, Photography and Printing
Electrical Linesman
Electronics Drafting
Electronic Technologies
Energy & Industrial Technology
Engineering
Environmental Services
Film/TV Production
Fire Science
Graphic/Web Design
Heating, Ventilation and Air Conditioning
Industrial Electrician
JROTC
Law and Public Safety
Mechanical Drafting
Music and Audio Production
Network Technologies
Precision Machining
Residential Electrician
Software and App Design
Stagecraft
Web Page Development
Welding Technologies

PRESIDENT/Elect, Current, and Past

This office requires commitment and dedication to leading the ATIEA affiliation. The president should be prepared to speak to various civic groups, meet with Affiliations, Organizations and Industry Partners throughout the state and be a role model for the ATIEA. The Past President will assist in all duties.

- Be willing to spend the time and commitment necessary to lead the affiliation in planning strategic goals and achieving them.
- Work with members and industry partners and guide the affiliation positively.
- Preside over affiliation meetings in accordance with parliamentary procedure.
- Coordinate, develop and implement meeting agendas for all events and activities.
- Select and appoint members to committees.
- Represent the affiliation at local, community, industry and PD events.
- Represent affiliation at district, state and national conferences.
- Coordinate & guide the efforts of all affiliation officers.
- Assist in coordination and planning of professional development, awards and recognitions, and summer conference planning.
- Consult regularly with Board Officers on the progress of the affiliations program and progress.
- Promote professional development through display of his/her own passion and enthusiasm.
- Conduct himself/herself at all times in a manner that reflects credit upon the affiliation as a whole.

SECRETARY

This office requires keeping records of meetings and membership. It is vital that this officer take notes of meetings and have them ready to be submitted in a prompt manner so that the entire chapter is aware of decisions made and activities. Thank you notes are also a big part of this job.

- Be willing to spend the time and commitment necessary to lead the affiliation in planning and achieving goals.
- Take accurate notes of meetings and prepare accurate minutes.
- Answer all correspondence and write thank you notes after activities.
- Prepare and maintain all affiliation records.
- Promote affiliation professional development activities through display of his/her own enthusiasm.
- Conduct himself/herself at all times in a manner that reflects credit upon the affiliation as a whole.
- Assist in the preparation of award and sponsor recognitions.
- Conduct himself/herself at all times in a manner that reflects credit upon the affiliation as a whole.

TREASURER

This officer will track all Association finances including tracking incoming money, paying bills, issuing receipts for donations, tracking members dues, and completing Association taxes required by Corporation reports.

- Be willing to spend the time and commitment necessary to lead the chapter in planning goals and achieving them.
- Prepare and maintain all treasurers' report and affiliation tax records.
- Promote professional development activities through display of his/her own enthusiasm.
- Receive account for all incoming funds and donations.
- Prepare deposit slips and maintain accurate bank statements.
- Assist in the preparation of a statement of estimated income and expenses for the year.
- Prepare and maintain membership records
- Conduct himself/herself at all times in a manner that reflects credit upon the affiliation as a whole.
- Complete Annual Report for Arizona Corporation Commission
- File tax return with IRS

PROGRAM VICE PRESIDENTS

This officer/s will work closely with the president and others. This officer/s will be the coordinator for fund raising activities, membership and program professional development. Dedication, program experience and an understanding of CTE are key requirements for this position.

- Be willing to spend the time and commitment necessary to lead the program area in planning goals and achieving goals.
- Assist the president in the discharge of duties and responsibilities.
- Preside over meetings in the president's absence.
- Coordinate the efforts of the chapter's fund raising activities.
- Promote energetic PD's through display of his/her enthusiasm.
- Conduct himself/herself at all times in a manner that reflects credit upon the affiliation and CTE as a whole.
- Participate in strategic planning, PD planning and attend meetings.
- Assist in marketing and membership recruitment.
- Assist in the gathering of sponsored "swag."
- Identify and assist in selection of Instructor awards.
- Conduct himself/herself at all times in a manner that reflects credit upon the affiliation as a whole.

MARKETING/WEBSITE MANAGER

Maintains, organizes and assists in development of the ATIEA website. A foundation in web design is preferred. If this officer cannot be present at an event, he/she needs to be sure all other members will take pictures and collect information to be used in news articles, bulletin boards, newsletters, etc.

- Collect information from advisors, instructors, industry members and other officers to be used in creating and updating the site throughout the year.
- Take photos of affiliation projects, professional development and activities to be used in publicity and promotions.
- Write newsletters and news releases for chapter promotion and activities.
- Coordinate communication with industry partners and other affiliations for marketing purposes.
- Coordinate communication with industry partners and other affiliations through the use of social media.
- Assist in the creation and development of photo presentations, flyers, posters, banners and power points to assist in recruitment, industry sponsorship and in marketing.
- Conduct himself/herself at all in a manner that reflects credit upon the affiliation through social media.