



Executive Officer Election Guide





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ACTEAZ's Purpose

To CONNECT all CTE professionals with the network, resources, and abilities they need to make a meaningful difference.



ACTEAZ believes that all CTE professionals are driven by a shared commitment to make a meaningful difference in the lives of students and the broader community. At the heart of everything we do is the belief that CTE changes lives, equips students for success, and strengthens Arizona's economy by fostering career-ready individuals.



To ensure that CTE professionals truly make a difference, ACTEAZ authors an annual Program of Work with purposeful strategies:

- Engaging and Connecting CTE Professionals
- Driving Relevant Professional and Leadership Development
- Serving as a Unifying Voice for CTE
- Equipping Affiliates with Quality Support
- Providing Resources for Building Strategic Partnerships
- Empowering Local Advocacy



At its core, ACTEAZ is dedicated to supporting active membership of ALL CTE professionals. We ensure that members are connected by a common purpose and equipped with the instructional, leadership, and advocacy skills necessary to make a meaningful difference in the lives of students and Arizona's workforce.



ACTEAZ Officer Election Guidelines

All candidates for the Association for Career & Technical Education of Arizona (ACTEAZ) office must meet the eligibility requirements and adhere to the guidelines established in the ACTEAZ Constitution, Bylaws, and Board Policy.

Election Process

- Officers shall be elected via electronic ballot as determined by the Nominating Committee.
- **Campaign Restrictions:** Candidates and their supporters are prohibited from distributing printed campaign materials or organizing mass outreach efforts such as telephone or email banks. However, candidates may engage in personal one-on-one conversations to seek support.
- **Candidate Information:** Candidate profiles will be available online.
- **Election Violations:** Failure to comply with campaign restrictions may result in disqualification. Reports of violations will be reviewed by the Executive Committee of the ACTEAZ Board of Directors, which holds the authority to determine disqualification.
- **Tie-Breaking Procedure:** In the event of a tie, a runoff election will be conducted.
- **Election Results:** Final election results will be reported to the ACTEAZ Board of Directors by May 31.

ACTEAZ Executive Officers & Terms

- President – two-year term: President & Past President
- Past-President – One-year term
- President-Elect – three-year term: President Elect, President, & Past President
- The Vice-President – two-year term
- The Secretary – two-year term
- The Treasurer – two-year term
- Member at Large (rural) – two-year term
- Member at Large – two-year term

Eligibility and Term of Office

Executive Officers of ACTEAZ shall be elected from the ACTEAZ State Membership and selected based on demonstrated leadership in Career and Technical Education. Terms of office shall be defined in accordance with the ACTEAZ Bylaws.

Nomination Process

The Nominating Committee is responsible for reviewing all applications to ensure candidates meet eligibility criteria. Eligible candidates will be presented on the election ballot for consideration by the membership.

Application Materials

The following documents must be included in your application:

Nomination Application

- Platform Statement - Why you wish to be an ACTEAZ Officer (**Please limit to 300 words**)
- Support Letter from Employer
- Support Letter from Colleague
- Photograph/Headshot (**Hi-res .jpg 300dpi**)

Candidate Withdrawal or Disqualification

If a candidate withdraws or is disqualified at any point during the election process, the election will proceed if there is at least one remaining candidate for the position.

Application Deadline

All required materials will need to be completed and received electronically at elections@acteaz.org by the deadline on the ACTEAZ website.

If you have any questions, please send them to elections@acteaz.org.

ACTEAZ Executive Officers' Duties

The Executive Committee shall serve as the leadership body for ACTEAZ, ensuring alignment with its mission and effective governance. Its responsibilities include:

Meeting Preparation and Oversight

- Develop and contribute to the agenda for Board of Directors meetings.
- Approve and finalize the agenda for the Association's General Membership meeting, including the Annual Meeting.

Strategic and Fiscal Planning

- Prepare an annual budget for approval by the Board of Directors, ensuring alignment with the Association's goals.
- Develop an annual Program of Work in collaboration with relevant committees and the Board, outlining key initiatives and priorities.
- Recommend event sponsors and exhibitors.

Conference and Event Leadership

- Represent the Association on the planning committee for conferences.
- Oversee fiscal decisions related to the conferences to ensure financial health and operational success.
- Collaborate with the Executive Director and Associate Executive Director to finalize contracts for conferences and events.

Operational Oversight

- Approve and guide the annual program of work to ensure consistency with the brand and mission.
- Budget for and maintain a worksite addressing infrastructure and administrative needs as part of the annual budget adoption.

Organizational Leadership and Governance

- Provide leadership to achieve the Association's mission, fostering an efficient and impactful Board of Directors.
- Define the scope of duties and projects for the Executive Director, ensuring alignment with organizational needs.
- Review and recommend compensation for staff, consultants or management firms, subject to Board approval during the budget adoption process.

Evaluation and Accountability

- Conduct an annual evaluation of the Executive Director's performance, providing constructive feedback and identifying growth opportunities in alignment with organizational goals.

Authority and Accountability

- Act on behalf of the Board of Directors between meetings, ensuring actions are reported and ratified at the next Board meeting.

ACTEAZ Executive Officer Roles

The President shall:

- Preside at all meetings of the Association, its Board of Directors, and its Executive Committee.
- Chair the Association Delegation to the National Association for Career and Technical Education Assembly of Delegates. President may appoint chair if not attending.
- Submit names for appointments for the Board of Directors to the Executive Committee and then to the Board of Directors for the current year.
- Work with the Executive Director(s) to keep the Board of Directors, Executive Committee and others informed of the conditions and operations of the Association.
- Appoint committees and submit to the board at leadership board retreat or as need arises.
- Chair the Program of Work Committee with the Executive Committee.
- Prepare or review final agendas for meetings.
- Co-Chair Advocacy & Outreach Committee.
- Serve as Chair of the Connection Conference with the Executive Directors.
- Perform the duties usually associated with the office of the President.
- Work with the Executive Director, Associate Executive Director, or Designee and Treasurer on state and federal reports required.
- Designate which elected officers shall chair which committees based on the committees established for the year and the Program of Work.
- Advise on policy for ACTEAZ employee Human Resource Manual.
- Perform annual review of the Executive Director.
- Sign tax return for fiscal year. Collaborate with ACTEAZ staff to recruit and secure sponsors and exhibitors.

The President - Elect shall:

- Preside over meetings in the absence of the President.
- Succeed to the office of the President after serving the term as President-Elect.
- Succeed to the office of President in the event after July 1 that this office is declared vacant by the Board of Directors, fill the unexpired term, and remain in the office of President for the following term.
- If President-Elect resigns before July 1, there must be an election to serve the term with a vote by the members.
- Chair Nominating Committee and others as designated by the President.
- Perform duties assigned by the President or the Executive Committee.
- Collaborate with ACTEAZ staff to recruit and secure sponsors and exhibitors.

The Past President shall:

- Act as Parliamentarian.
- Co-Chair Advocacy & Outreach Committee.
- Oversee Committees as assigned by the President.
- Perform other duties assigned by the President or the Executive Board.

The Vice President shall:

- Chair task force with Executive Director and/or Associate Executive Director for By-Laws, Resolutions, Policies, and Procedures, as needed.
- Chair Awards Committee.
- Promote the awards program statewide to recruit and secure award nominations.
- Perform duties assigned by the President in conjunction with the Executive Committee.
- Coordinates Awards Ceremony at Connection Conference with Executive Director and President-Elect.

The Secretary shall:

- Keep an accurate record of all proceedings of meetings of the general membership, the Board of Directors, Executive Committee, and Summer Conference Steering Committee.
- Distribute sign-in sheets and determine the quorum at each Board of Directors Meeting.
- Within two weeks send draft of minutes to President and Executive Director for review and dissemination. After review, Secretary will load into current format to be approved at next Board Meeting.
- Reviews as part of team conference programs, published programs, brochures, and pamphlets.
- Perform duties assigned by the President or the Executive Committee.
- After minutes are approved at the Board Meeting, print a copy and sign and give it to Executive Directors.

The Treasurer shall:

- Maintain an accurate financial record of the Association with the Associate Executive Director.
- Be responsible for the preparation of an annual budget with President.
- Be responsible for becoming a signature on bank accounts and available to sign Association checks.
- Work with the Associate Executive Director to present an itemized electronic statement of disbursements, payables, receivables, and balances at each meeting of the Board of Directors. Receipts will be available for inspection upon request.
- Works with President, Executive Director, and Associate Executive Director on financial records and submit them for the annual financial review committee and tax accountant.
- Works with the Financial Review Committee for the reports they need.
- Works with President, Executive Director, and Associate Executive Director on state and federal reports required.
- Perform duties assigned by the President or the Executive Committee.

The Member at Large shall:

- Leadership Development & Association Insight – Gain firsthand experience in the operations and governance of a professional association, preparing for future leadership roles within ACTEAZ.
- Active Participation in Meetings – Attend all ACTEAZ Executive Committee and Board of Directors meetings, including the February meeting in Prescott and the Connection Conference in Tucson, to stay engaged in key discussions and decisions.
- Committee Involvement & Officer Support – Assist ACTEAZ Officers with their duties as requested, contributing to projects, strategic initiatives, and committee work to support the association's mission.
- Member Engagement & Advocacy – Serve as a liaison between the board, affiliates, and ACTEAZ members, promoting events, gathering feedback, and ensuring diverse perspectives are represented in association decision-making.
- Conference & Event Leadership – Support planning and execution of ACTEAZ conferences, workshops, and networking events, gaining hands-on experience in professional development coordination and association leadership.