

<b>CACTA COMMITTEE</b>	<b>Roles, Responsibilities, Expectations</b>
<b>Audit/Budget:</b>	<ul style="list-style-type: none"> <li>• This is an extension of the Treasurer role as it provides checks and balances to allot for the monies coming in and out and reasonable spending practices.</li> </ul>
<b>Awards/Archives:</b>	<ul style="list-style-type: none"> <li>• Communicate to CACTA for nominees for awards and retirees</li> <li>• Determine award winners w/ help of committee</li> <li>• Write-up brief bios for award winners</li> <li>• Select and purchase awards for presentation at CACTA conference</li> </ul>
<b>Constitution/Bylaws/Resolutions:</b>	<ul style="list-style-type: none"> <li>• Update/modify constitution/bylaws as needed.</li> <li>• Answer questions of procedure based on constitution/bylaws.</li> </ul>
<b>Legislative:</b>	<ul style="list-style-type: none"> <li>• Serve on CACTE Legislative Committee</li> <li>• Stay current on both state and national legislation</li> <li>• Provide legislative reports for CACTA based on both state and national legislative information</li> </ul>
<b>Membership/Nominations:</b>	<ul style="list-style-type: none"> <li>• Attend CACTA Board Meetings</li> <li>• Work with the Board to develop and implement strategies to recruit and retain CACTA members.</li> <li>• Work with CACTE to maintain current membership list</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Attend CACTA Board Meetings</li> <li>• Coordinate with Membership Liaison to maintain an accurate and up-to-date Listserv.</li> <li>• Serve as point person for any requests to be added to the Listserv and/or for changes in e-mail addresses.</li> <li>• Coordinate with current CACTA President to send out all</li> </ul>

	communications that need to go to entire membership
<b>Social and Exhibits:</b>	<ul style="list-style-type: none"> <li>● Attend CACTA Board Meetings</li> <li>● Coordinate vendors/exhibitors <ul style="list-style-type: none"> <li>○ Send Save the Date</li> <li>○ Send out Vendor Registration in early November</li> <li>○ Communicate with Web Liaison on RSVP book for vendor registration <ul style="list-style-type: none"> <li>■ Vendor Tables</li> <li>■ Coffee/Dessert Bar Sponsors</li> </ul> </li> <li>○ Ensure Vendors pay registration fee</li> <li>○ Vendor contact information in CACTA program, including logo</li> </ul> </li> <li>● Communicate with Hotel Logistics on vendor tables and placement <ul style="list-style-type: none"> <li>○ Create deadlines</li> </ul> </li> </ul>
<b>Area Technical Colleges (ATC) Liaison:</b>	<ul style="list-style-type: none"> <li>● Provide information and updates regarding school changes, activities, outreach, and initiatives.</li> </ul>
<b>CACTE Board Liaison:</b>	<ul style="list-style-type: none"> <li>● Attend CACTA Board Meetings and Task Force Meetings</li> <li>● Provide written &amp; oral reports for all CACTA meetings</li> <li>● Typically, conduct CACTA Officer Installation at CACTE summer conference</li> <li>● Assist treasurer with completion of taxes spreadsheet</li> <li>● Serve as a signer on CACTA financial accounts</li> </ul>
<b>CCCS Liaison:</b>	<ul style="list-style-type: none"> <li>● Provide information and updates regarding statewide compliance changes, activities, outreach, and initiatives.</li> </ul>
<b>Community College Liaison:</b>	<ul style="list-style-type: none"> <li>● Serve as a point of contact for postsecondary CTE representatives to share information with the CACTA Board</li> <li>● Assist in communicating information</li> </ul>

	<p>with postsecondary CTE representatives across the state for CACTA as needed</p>
<p><b>Secondary Liaison (rural):</b></p>	<ul style="list-style-type: none"> <li>● Provide information and updates regarding school changes, activities, outreach, and initiatives.</li> </ul>
<p><b>Secondary Liaison (metro):</b></p>	<ul style="list-style-type: none"> <li>● Provide information and updates regarding school changes, activities, outreach, and initiatives.</li> </ul>
<p><b>Web Liaison:</b></p>	<ul style="list-style-type: none"> <li>● Upload meeting minutes following CACTA Board meeting</li> <li>● Update contact information as needed for the CACTA website</li> <li>● Work with the Board members to add digital content</li> <li>● Respond to inquiries from individuals that submit a question/comment</li> </ul>
<p><b>Hotel Logistics Liaison:</b></p>	<ul style="list-style-type: none"> <li>● Communicator and coordinator: <ul style="list-style-type: none"> <li>○ Hotel contract w Senior sales manager and event service manager: <ul style="list-style-type: none"> <li>● Space needs and set up</li> <li>● Banquet needs</li> <li>● Meals/menus</li> <li>● Snacks breaks</li> <li>● Food/cash bar for President's reception</li> <li>● IT needs</li> <li>● Vendor needs</li> <li>● Presenter needs</li> <li>● Plan Board Dinner/arrange shuttle</li> <li>● Arrange for Board space needs/food</li> <li>● Liaison with Hotel for all real time needs during the conference</li> <li>● Review all invoices for conf prior to conference and after to ensure accuracy</li> <li>● Receive bill and forward appropriately following the conference.</li> </ul> </li> </ul> </li> </ul>

