



North Dakota Association for Career and Technical Education

2023-2024 Program of Work

Mission: Promote and improve career and technical education. Provide service, leadership opportunities, and recognition to its members. Support career and technical education as an integral part of the educational system.

Based on the ACTE Strategic Themes, North Dakota ACTE will focus on these three priorities during Tana Erbes’ presidency. The program of work includes specific strategies to help ensure progress towards the priorities.

- 1) Member Value and Engagement – NDACTE’s success is reliant on the success of divisions and educators. Strengthen division communication on NDACTE membership to increase NDACTE Membership.
- 2) Advocacy and Awareness – Advocate for and be a catalyst in changing perceptions of CTE, as well as promote and bring awareness to IAED initiatives nationally.
- 3) Professional & Leadership Development – Promote leadership roles in NDACTE and ACTE, increase award submissions and increase use of CTE learn for professional development.

Date	Initiative	Responsible	Action Items	Status
July				
July 15	PDC <ul style="list-style-type: none"> • Professional & Leadership Development • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • President • PR / Marketing Committee • Membership Committee 	<ul style="list-style-type: none"> • Prepare interactive booth and giveaways for PDC Tradeshow complimentary booth • \$35 membership incentive forms • Finalize Plans • Coordinate activities, secure ribbons, prepare for new teachers’ session 	
July 15	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • President • Executive Director 	<ul style="list-style-type: none"> • Complete Annual Reports & Post on the NDACTE and ND CTE PCD website 	
July 15	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • President • President-Elect • Vice President 	<ul style="list-style-type: none"> • Post Budget and Program of Work • Plan and Prepare Agendas for Pre/Post-Conference Meetings • Plan and Prepare Agenda for Annual Business Meeting • Update Committee Assignments 	

Date	Initiative	Responsible	Action Items	Status
July 15	<ul style="list-style-type: none"> • NDACTE Board Training Professional & Leadership Development 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Update Orientation and Officer Training Manual outlining Board Member duties and responsibilities. 	
July 30	NDACTE Business	<ul style="list-style-type: none"> • Executive Director • Vice President • Audit Committee 	<p>NDACTE Annual Audit – Thoroughly review the financial activities and records of NDACTE during the preceding year.</p> <p>Review the following materials:</p> <ol style="list-style-type: none"> 1. NDACTE Financial account balances 2. NDACTE Budget to Actuals 3. Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date detail of transactions 4. Provide a list of current NDACTE members (2023 year end 263) 5. IRS Tax Exempt Status 6. NDACTE Investments 	
	NDACTE Business	<ul style="list-style-type: none"> • Audit Committee 	<ul style="list-style-type: none"> • Monitor, quarterly, the performance of NDACTE investments. 	
Before the 25 th of each month	<p>ND CTE Newsletter</p> <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Submit Monthly NDACTE Update to ND CTE 	Completed
July 30	<ul style="list-style-type: none"> • Website/Social Media • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Marketing Committee • Executive Director 	<p>NDACTE website maintenance/social media posting</p> <ul style="list-style-type: none"> • Annual meeting information • Annual Report • Promote PDC • Booth information 	
August				
August 6	NDACTE Business	<ul style="list-style-type: none"> • President • President-Elect 	<ul style="list-style-type: none"> • Conduct End of year meeting 	

Date	Initiative	Responsible	Action Items	Status
August 8-10, 2022	<ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Membership Committee Executive Director 	<ul style="list-style-type: none"> Promote New Member Incentives Promote New Professional Stipends Distribute NDACTE Membership Info to Divisions CTE Learn information to divisions 	
August 7	NDACTE Business <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> New teachers' session 	
August 8	NDACTE Business <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President President-Elect 	<ul style="list-style-type: none"> Conduct Annual Business meeting NDACTE Awards presentation 	
August 8	NDACTE Business <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director President 	<ul style="list-style-type: none"> Conduct New Year board meeting Conduct New Board Orientation 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting Update Board members on website Update Award Winners on website 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
September				
	NDACTE Business	<ul style="list-style-type: none"> Executive Director Executive Officer Team 	<ul style="list-style-type: none"> Review materials and update NDACTE Officer and Board Member Training Manual 	

Date	Initiative	Responsible	Action Items	Status
Sept 1	<ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Membership Chair Executive Director 	<ul style="list-style-type: none"> Solicit Applications for New Professional for 2 \$500 travel stipend – Deadline is Oct 1. 	
	Membership Drive <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director Membership Chair Vice President Division Reps 	<ul style="list-style-type: none"> e-mail Renewals Contact and Recruit Sept 1 - 6 \$50 Gift Card drawings 	
	NDACTE Business <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President 	<ul style="list-style-type: none"> Instruct committee chairs about their assignments and Assist them in carrying out their tasks and Check with the committee during the year to assure progress is being made. 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
October				
October 1	NDACTE Business	<ul style="list-style-type: none"> Membership Chair 	<ul style="list-style-type: none"> New Professional Applications Due – select 2 	
October 1	NDACTE Business	<ul style="list-style-type: none"> President (President elect) Executive Director 	<ul style="list-style-type: none"> Coordinate ACTE Voting Delegates 	
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	
October 10 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> NDACTE Fall Board Meeting via Zoom 	
October 15 th	NDACTE Business	<ul style="list-style-type: none"> Executive Director Executive Officer Team 	<ul style="list-style-type: none"> Complete Annual Report and Quality Associations Standards information to ACTE 	
	Website/Social Media	<ul style="list-style-type: none"> Marketing Chair Executive Director 	<ul style="list-style-type: none"> Website updated 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 		<ul style="list-style-type: none"> Social media plan developed (with monthly themes?) 	
	ACTE Event <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President – Elect President 	<ul style="list-style-type: none"> ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget. 	
Before the 25 th	ND CTE Newsletter Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
November				
	NDACTE Business	<ul style="list-style-type: none"> Carla Hixson – from ACTE 	<ul style="list-style-type: none"> Coordinate ACTE Vision List - Name of Attendees 	
	CareerTech Vision 2023 <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director President – Elect 	<ul style="list-style-type: none"> Inform ND Delegates of Activities 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
25th of the month	ND CTE Newsletter Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
November 29- December 2, 2023	Vision 2023 ACTE Annual Conference <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President -Elect Executive Director 	<ul style="list-style-type: none"> Attend Vision 2023 VISION ACTE Leadership Training Register and pay \$25 to attend training 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 		<ul style="list-style-type: none"> Coordinate a ND social during the ACTE VISION Convention. No Budget. 	
December				
	NDACTE Business	<ul style="list-style-type: none"> President Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar Registration (March 17-20 2024) Leadership Training - Register and pay to attend Part 2 training Start Planning Congressional Visits – Arlington, VA 	
	NDACTE Business	<ul style="list-style-type: none"> President – Elect Past President 	<ul style="list-style-type: none"> Review and make recommendations regarding policy changes or updates. With the Executive Director, update the NDACTE Policy Handbook. 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
January 2024				
	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit 990-N Form for taxes Submit and pay filing fee for Nonprofit Corporation Annual Report to Secretary of State on behalf of NDACTE 	
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	
	NDACTE Awards Website/Social Media <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> Refine Awards Application and review process 	
	NDACTE Awards	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Remind NDACTE Award Winners that are moving forward to Region V of the 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 		\$200 stipend to attend Region V Conference	
Jan 9 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
February				
Entire Month	Career/Tech Ed Month <ul style="list-style-type: none"> Advocacy and Awareness 	<ul style="list-style-type: none"> All Members 	<ul style="list-style-type: none"> Promote your Program www.acteonline.org promotional ideas 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
25th of the month	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
March				
March 1	Region V Awards <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Awards Chair 	<ul style="list-style-type: none"> Advance NDACTE Award Candidates to Region V 	
March 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	

Date	Initiative	Responsible	Action Items	Status
March 17-20, 2024	ACTE <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar 2024 Crystal Gateway Marriott Arlington, VA Participate in Capitol Hill visits Attend Leadership Training Part 2 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
April				
April 9-12, 2024	ACTE Region V <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President 	<ul style="list-style-type: none"> Region V Conference, Oahu, HI Ala Moana Hotel 	
	VP Nominations <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> President-Elect Nominations Committee 	<ul style="list-style-type: none"> Begin VP Candidate Search Set guidelines, search for, and screen candidates for NDACTE Vice President nominations. 	
	<ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> PR and Membership Committees 	<ul style="list-style-type: none"> Recruitment during PDC Develop PR events Membership campaign ideas Submit budget items 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement 			
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	
Before May 1 deadline	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> NDACTE Member Award Nominations Impact Award Nominations Innovation Award Nominations 	
May 2023				
	NDACTE Awards <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Awards Committee Executive Director 	<ul style="list-style-type: none"> Select Award Winners Send names and short bio to PDC coordinator Supply names for plaques and Program Notify winners Prepare and send press release 	
Prior to May Board Meeting	NDACTE Business	<ul style="list-style-type: none"> Executive Director President President-Elect Vice President 	<ul style="list-style-type: none"> Prepare 2024-2025 Budget Prepare 2024-2025 Program of Work 	
May 14 4:00-5:30	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom Approve 2023-2024 Budget and Program of Work 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
	NDACTE Business	<ul style="list-style-type: none"> Executive Director Past President 	<ul style="list-style-type: none"> Update Guide for NDACTE Board Members in time for annual Executive Board Orientation. 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
June				

Date	Initiative	Responsible	Action Items	Status
Prior to June 15	NDACTE Business	<ul style="list-style-type: none"> Past President (chair) President President-elect Additional board member appointed by President Executive Director 	<ul style="list-style-type: none"> Performance Review/ Contract Renewal Conduct Executive Director Performance Evaluation 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
June 30	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> PDC e-mail reminder 	

2023-2024 NDACTE Executive Board

President: Tana Erbes President-Elect: Gabes Kieffer

Vice President: **NEW** Past President: William Fritz

Division Reps: **Joan Birdsell, Karlee Benth, Jill Quinlivan, Heath Sciences, Kelly Pierce, Desiree Severance, Laurie Salander,** Barbara Quintus, Pam Stroklund, Kellie Meyer, Bryan Stastny,

Ex Officio: Wayde Sick, Eric Ripley, Danielle Luebke, Shari Jerde

Executive Director: Carla Hixson • www.NDACTE.com