



ACTE

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Trade & Industrial Education Division

# POLICY HANDBOOK

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# Table of Contents

<b>Introduction</b>	<b>1</b>
<b>Organization of the Division</b>	<b>2</b>
<b>President of the Division</b>	<b>3</b>

## OPERATING POLICIES

<b>I. General Purposes</b>	<b>4</b>
<b>II. Membership</b>	<b>5</b>
<b>III. Process of Nomination and Election</b>	<b>5</b>
<b>IV. Budget</b>	<b>6</b>
<b>V. Bylaws</b>	<b>9</b>
<b>VI. Policy and Planning Committee</b>	<b>10</b>
<b>Membership</b>	<b>11</b>
<b>VII. Committees</b>	<b>16</b>
<b>Divisional</b>	<b>19</b>
<b>ACTE Standing</b>	<b>21</b>
<b>VIII. Affiliated / Section</b>	
<b>Associations</b>	<b>32</b>
<b>VIII. Amendments</b>	<b>34</b>
<b>IX. General Policy</b>	<b>34</b>

## Appendix

<b>A. Required Materials for T&amp;I President-elect</b>	<b>35</b>
<b>B. ACTE Regional Map</b>	<b>39</b>
<b>C. T&amp;I Awards Information and Forms</b>	<b>40</b>



## Introduction

The Trade and Industrial (T&I) Education division is one of the largest divisions of the Association for Career Technical Education (ACTE). With this size comes a certain amount of responsibility; that is, a responsibility to be accountable to its thousands of members. There is also the responsibility to allow for involvement of the membership in order that all may grow professionally.

The organizational structure contained in this handbook shows both the structure of the division within the ACTE and the structure of the division and its affiliated organizations. Each of these will be explained in detail.

The governance of the division is carried out through the Policy and Planning Committee. The structure of the Policy and Planning Committee represents the membership with representation of each ACTE region, ACTE standing committees, and the affiliate organizations. As stated in this handbook, the Policy and Planning Committee membership has the final authority on all matters concerning the division.

This handbook is particularly useful to the official members of the Policy and Planning committee and division committees in carrying out their duties. The information contained in this handbook will be reviewed at the annual meeting.

## Organization of the Division

**W**ithin the organizational structure of the Trade & Industrial division, there shall be a President, Policy Committee, and Standing Committees. Ad Hoc committees may be appointed as needed.

The governing body of the T&I division is the Policy and Planning Committee. This representative body is made up of the President of the division, two members at large, and one representative from each of ACTE's five regions, the T&I Division representatives of ACTE standing committees, and the Immediate Past Vice President for Trade and Industrial Education. Ex-Officio Membership is a representative of each of the affiliated / section organizations, U.S. Department of Education, and the executive director of ACTE

The official Policy and Planning Committee members shall meet once each year at the annual ACTE convention. The Policy and Planning Committee meeting, held one day prior to the start of the convention, plans the division's program of work for the next fiscal year. A President's report on the program of work will be given at the annual T&I Awards / Business meeting,

See Appendix B for ACTE regional map.

## President of the Division

**T**he President of the division shall be a division member in good standing, having been elected by the members of the division. Working to implement the purpose of the ACTE Strategic plan with the division, and to bring the concerns of the division to the Board of Directors

The President shall serve the ACTE Board of Directors as Vice-President of the Trade and Industrial division.

Serve as the Chairperson of the Policy Committee

Orient new Policy committee members as to their duties and responsibilities.

Serve on the SkillsUSA Board of Directors

Serve on the ASTS Board of Directors

Coordinate Trade & Industrial activities at the National ACTE Conference.

Term of Office shall be for three (3) years. One year as President-Elect is optional; this is a non-funded shadowing term.

In the event a vacancy occurs in the office of President, the Policy Committee shall select a person to fill the remainder of the term, submitting this person to the ACTE Board of Directors for final approval.

In the event the president can not make a board meeting for ACTE or the Affiliates a designee may be appointed.

# OPERATING POLICIES

## I. GENERAL PURPOSES

The general purposes of the Trade and Industrial Education Division of the Association for Career and Technical Education (ACTE) are:

- To develop high professional standards among the membership;
- To provide for better understanding and appreciation of the program of trade and industrial education among all educators;
- To identify the function of trade and industrial education in preparing people for the world of work;
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories;
- To foster the development of professional attitudes among teachers and to provide for the professional growth of all functional and interest groups within the division;
- To inform members of the trade and industrial education division about trends, plans, policies, and current activities of the ACTE and occurrences in the field which have implications for the promotion, development, and welfare of Career and Technical education;
- To promote professional relationships with other agencies, organizations, and institutions concerned with labor and management and trade and industrial services, and industrial technical education;
- To support the goals and purposes of the SkillsUSA as an integral part of the instructional program and professional activities in trade and industrial education.

## **II. MEMBERSHIP**

Members of the ACTE who are interested in or professionally engaged in Trade and Industrial Education shall be considered eligible for membership in the Trade and Industrial Division

## **III. PROCESS OF NOMINATION AND ELECTION**

When the division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, post to the ACTE web site, and notify each state T&I president. The position to be filled will be a President-Elect.

A Nominating Committee shall be established by the President. The Nominating Committee shall contain at least three members of whom no more than one third of the committee shall consist of officers or members of Division Policy and Planning Committee. In no case shall a person who is a candidate for office be a member of the Nominating Committee. The committee will review all nominations and interview each candidate. The committee shall recommend two nominees at the business meeting of the division. Additional nominations may be made from the floor during the business meeting of the division providing each nominee has been interviewed by the nominating committee. The interview process will be held the first day of the annual convention. Time and site will be announced and Posted at convention.

The President will inform the ACTE Board of the nominees for inclusion on the ballot for all members of the division.

Qualifications: All members of the Trade and Industrial division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Their primary field is in Trade and Industrial education.
- A willingness to promote the Trade & Industrial and ACTE Strategic Plan
- Authorization to make time available to effectively execute the responsibilities of the office.
- Sustained membership in ACTE

- Evidence of leadership in ACTE, a large percentage of those involved in Trade and Industrial Education in the nominee's state should be members of the ACTE.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional Vice President.
- Should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.

All nominations must be submitted by November 1<sup>st</sup> or one month before the annual conference of the election year.

See Appendix A for required materials and forms.

## **IV. BUDGET**

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic Plan. The ACTE Board approves the budget in July of each year.

The Trade and Industrial division President has two budgets to maintain and work from, *Operating and Designated Fund*

### **ACTE Financial Board Policies**

Regional and divisional funds shall be available for allocation by the respective Vice Presidents upon the submission of a budget and its approval by the Board of Directors. The budget will include objectives, procedures, and timetables, personnel and funds involved. Adjustments among items may be made by the Vice Presidents to the limit of 20% in any major category, upon request to the Executive Director. Adjustments of more than 20% must be approved by the Board of Directors.

Region and division Vice Presidents are not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 90 days after the expense was incurred. From June 30 each year, no reimbursements for obligations will be made after 30 days after the close of the fiscal year.

Over-expenditures of budget funds by the regions and divisions must be paid back out of their designated accounts first and then out of the next fiscal year's budget.

### **Operating Budget**

#### Purpose

To provide financial support for the professional activities of the Trade and Industrial Education Division of Association for Career and Technical Education

#### Expenditures

Expenditures will be authorized by the Trade and Industrial Division President in accordance with the annual budget based on the following codes and must not exceed the fund balance.

Trade & Industrial Division: Budget codes  
5100-411 Professional Services  
5240-411 Travel Expense  
5580-411 Food & Beverage  
5800-411 Shipping/Mailing Expenses  
5900-411 Supplies  
6300-411 Awards & Grants  
6900-411 Miscellaneous

### **Designated Fund**

#### Purpose

To provide financial support for the professional activities of the Trade and Industrial Education Division of the Association for Career and Technical Education

#### Source of Revenue

Sources of revenue include: advertising sold in the Trade and Industrial Education Division newsletter; donations; contributions; registration fees and other donations received for the furtherance of Trade and Industrial Education.

#### Expenditures

Expenditures will be authorized by the Trade and Industrial Division President for the purpose of supporting the T&I Members and Policy's of the division and in accordance with any donor restrictions and must not exceed the fund balance.

Investments

Association for Career and Technical Education is authorized to make prudent investments of monies contributed to the fund, in accordance with ACTE's investment policy. Investment income shall be added to the fund on a monthly basis.

Changes

Any changes to this policy must be approved by the Trade and Industrial Education Division Policy Committee and the ACTE Board of Directors.

**Budget Timeline**

April 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP's

April 30-Preliminary budgets due from ACTE Senior Staff for submission to Executive Director

May 15-Meeting and discussion between Executive Director and Sr. Staff for necessary budget revisions

May 15-Preliminary budgets due from Region and Division VP's

May 30-2nd draft budgets with supporting rationale due

June 15-Final meetings for any budget changes

June 30-Final draft budget submitted to ACTE Board

July Board Meeting - Review and approval of FY07 Budget by ACTE Board

\*dates subject to change due to the calendar year.

## V. BYLAWS

Unless otherwise stated in this handbook the Trade & Industrial division will work using the ACTE Bylaws.

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- ✚ The purpose of the organization
- ✚ Qualifications of membership
- ✚ The election and the duties of its directors
- ✚ The role of the members (if any)
- ✚ Meetings of members and directors, including notice, quorum and voting
- ✚ The role of executive and other committees
- ✚ The role and relationship of the state associations and affiliated organizations
- ✚ The organization's fiscal year
- ✚ How the Bylaws are amended
- ✚ Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the Board Policy and Procedures Manual.

*NOTE: Only the members of the Association can change the Articles of Incorporation and the Bylaws, thru the Assembly of delegates.*

Please review the latest version of the ACTE Bylaws.

## VI. POLICY AND PLANNING COMMITTEE

The membership of the Policy and Planning Committee shall be determined by the operating policies of the trade and industrial education division with all appointments subject to approval by the ACTE board of directors.

### Official members:

The President of the division

The immediate past President of the division

One designated representative from each of the ACTE standing committees

One designated representative from each of the ACTE regions

Two representatives at large

The President-elect for the division when in office

### Ex officio members:

The executive director of the ACTE

One designated representative from each of the affiliated and section organizations of the division

The education program specialist for Trade and Industrial education from the United States Department of Education

A representative from United States Department of Labor

### Officers of the Policy and Planning Committee:

Chairperson - the President of the division shall serve as chairperson of the Policy and Planning Committee throughout tenure in that office. The chairperson shall preside and direct the affairs of the committee.

Vice Chairperson - the immediate past President will serve as vice chairperson the first two years of the President's term and the President-elect will serve as vice chairperson the last year of a President's term. The vice chairperson shall preside at meetings in the absence of the chairperson.

**Policy and Planning Committee**

**Membership**

**President**

Ed Melott -  
Metro Technology Centers  
4901 S. Bryant Ave.  
Oklahoma City, OK. 73129  
405-605-2227  
ed.melott@metrotech.org

**Past-President**

Graham Yarborough-  
PO Box 786  
310 Elizabeth Street  
Bladenboro, NC. 28320  
910-863-3331  
ggyarborough@bladen.k12.nc.us

**T&I Divisional Committees**

**T&I Awards:**

**Dr Mark L. Johnson**  
Pittsburg State University  
Kansas Technology Center S208  
Pittsburg, KS 66762-7561  
620-235-4628  
mjohnson@pittstate.edu

**T&I Convention Planning:**

**Jim Piper**  
Lorain County JVS  
15181 SR 58  
Oberlin, OH 44074  
440-774-1051  
jpiper@leeca.org

**Nominating:**

Esther Camacho  
Trade and Industrial Education  
Career and Technical Education  
1701 North Congress Ave  
Austin, TX 78701-1494  
[yolanda.camacho@tea.state.tx.us](mailto:yolanda.camacho@tea.state.tx.us)

**T&I - Region Representatives**

See Appendix B

***Region I***

Open

***Region IV***

**Darin Lackey**

Network Technology Instructor  
Francis Tuttle Technology Center  
3500 NW 150th Street  
OKC, OK 73134  
405-717-4358 (Office)  
dlackey@francistuttle.com  
Term: 7-1-05 to 6-30-07

***Region II***

**Lee Bain**

1407 McMillan Avenue  
Brewton, AL 36426  
(251) 867-5563,  
bainlb@yahoo.com  
Term: 7-1-06 to 6-30-08

***Region V***

**Doug Meyer**

Yelm High School  
P.O. Box 476  
Yelm, WA 98597  
360-458-6218  
Term: 7-1-06 to 6-30-08

***Region III***

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Elections of Regional Representatives are for two year terms and shall be staggered.

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## ACTE Standing Committees

### **Bylaws:**

**Kenneth D. Outhier** (Ken)  
Trade & Industrial Education Advisor  
Canadian Valley Technology Center  
6505 East Highway 66  
El Reno, OK 73036  
405-422-2298 (work)  
kouthier@cvtech.org  
Term: 7-1-05 to 6-30-07

### **Communications**

**Sandy McMahan**  
Cosmetology Instructor  
Metro Technology Centers  
4901 S. Bryant Ave  
Oklahoma City, OK. 73129  
405-605-2246  
sandy.mcmahan@metrotech.org  
Term: 7-1-07 to 6-30-10

### **Diversity**

**Action: Glenn Barefoot**  
NC-SkillsUSA Director  
6360 Mail Service Center  
Raleigh, NC 27699-6360  
919-807-3887  
gbarefoo@dpi.state.nc.us  
Term: 7-1-05 to 6-30-07

### **Legislative:**

**Lynda Colley Spittle**  
951 Vern Riffe Drive  
Lucasville, OH. 45648  
lcolley@sciotojvs.k12.oh.us  
Term 7-1-05 to 6-30-07

### **Membership:**

**Stewart Spittle**  
Mid-East CTC Buffalo Campus  
57090 Vocational Drive  
Senecaville, OH 43780  
[sspittle@mid-east.k12.oh.us](mailto:sspittle@mid-east.k12.oh.us)  
Term 7-1-05 to 6-30-07

### **New Ideas:**

**Brent Kindred**  
State of Wisconsin dept. of Public Instruction  
125 South Webster St.  
PO Box 7841  
Madison, WI 53707-7841  
608-266-2683  
[Brent.kindred@dpi.state.wi.us](mailto:Brent.kindred@dpi.state.wi.us)  
Term: 7-1-07 to 6-30-10

### **Resolutions:**

Term

**Public Information:**

**Tim Lawrence**  
SkillsUSA  
PO Box 3000  
Leesburg, VA 22075  
703-777-8810  
TLawrence@skillsusa.org

**Research:**

Open

Term

**Professional Development:**

**Cheryl Licklider**

Autry Technology Center  
1201 W. Willow Rd  
Enid, OK. 73703-2506  
580-242-2750  
clicklider@autrytech.com

Term: 7-1-05 to 6-30-07

**CTE Support Fund:**

**David Hughes**

National Park Community College  
101 College Drive  
Hot Springs National Park, AR. 71913  
501-760-4222  
[dhughes@npcc.edu](mailto:dhughes@npcc.edu)

**Representatives at Large**

**David B. Milliken,**

Specialist Trade and Technical Education  
Career and Technical Education  
Utah State Office of Education  
PO Box 144200  
250 East 500 South  
Salt Lake City, UT 84114-4200  
dmilliken@schools.utah.gov

## **Ex- Officio Members**

**Jan Bray, ACTE**  
Executive Director  
1410 King Street  
Alexandria, VA 22314  
703-683-3111  
jbray@acteonline.org

**SkillsUSA: Tim Lawrence**  
PO Box 3000  
Leesburg, VA 22075  
703-777-8810  
TLawrence@skillsusa.org

## **Affiliated Organization representatives**

**ASTS: Don Eshelby**  
1931 Mortimer Court  
Boise Idaho 83712  
208-384-9378  
rileydog1@mindspring.com

## **Section Organization representatives**

**ATTII:**

## VII. COMMITTEES

Committees may be established in accordance with the needs to carry out the purposes of the division.

Committees are divided into two categories; Divisional and ACTE Standing.

### Appointment and Terms

Appointments to ACTE committees shall be made By the President upon recommendation of, and/or subject to approval by, the divisional Policy and Planning Committee. All ACTE committee appointments are subject to approval by the ACTE Board of Directors. All appointments are based upon the rotational policy of the ACTE Board of Directors. The term of membership on any committee shall be for two (2) years and (where designed) shall be designated to give continuity.

All appointees for the division must be members of ACTE and the Trade & Industrial Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend the ACTE convention and called meetings while serving on committees.

If the Trade and Industrial committee member is selected by the standing committee to become Chairperson of that committee the President of the division may appoint a new person to fill the seat.

**Divisional**

## **AWARDS COMMITTEE**

### ***MISSION***

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the Trade and Industrial education field, to programs that exemplify the highest standards.

### ***COMPOSITION, SELECTION & TERM***

The Committee is composed of one representative from each ACTE Region and a Chairperson.

The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms.

The Committee elects their Chair with approval of the Board of Directors. The Chair serves for a one-year term.

Members of the Awards Committee are not eligible, during their service to this Committee, to receive an award.

### ***OBJECTIVES***

Develop and administer an awards program for the Outstanding Service, Outstanding Teacher, Outstanding New Teacher, Fred Curry Award, Ethel Smith Award, and other awards approved by the Policy committee.

See Appendix C for forms and requirements

## NOMINATING COMMITTEE

### *MISSION*

To nominate the best qualified Member of the Trade and Industrial division for elective position of leadership of the Division.

### *COMPOSITION, SELECTION & TERM*

The Committee is composed of membership representatives as appointed by the President.

This is an Ad Hoc committee operating every 2 years.

The Committee elects their Chair.

### *OBJECTIVES*

To search for and screen potential candidates for the office of President-Elect for the Trade & Industrial Division.

## ACTE Standing

The Trade and Industrial division will have one representative on each of the following:

-  BYLAWS
-  COMMUNICATIONS
-  DIVERSITY
-  LEGISLATIVE
-  MEMBERSHIP
-  NOMINATING
-  PUBLIC INFORMATION
-  RESOLUTION
-  PROFESSIONAL DEVELOPMENT
-  NEW IDEAS
-  FUTURE HORIZONS
-  RESEARCH

All members who serve on ACTE standing committees are recommended by the divisions or regions and appointed by the Board of Directors. A committee member must be a current affiliated, standard, direct or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division and Region Policy Committee members are eligible candidates for membership on standing or ad hoc committees. Normally, terms of office will be on a fiscal year basis beginning July 1 and ending June 30.

## BYLAWS COMMITTEE

### *MISSION*

To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of Members, and to ensure appropriate conformity of organizational and operational documents of the Association.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

### *OBJECTIVES*

- Process proposals for modifications to the Association's Bylaws including the processing of proposals through legal counsel and preparing the necessary reports to the Members.
- Ensure that Members remain informed on the processes for proposing and processing amendments.
- Propose amendments that the Committee deems appropriate.
- Ensure proposals to amend Association Bylaws are presented impartially and objectively to Members for their decision including a statement of pros and cons.

## COMMUNICATIONS COMMITTEE

### *MISSION*

Advise staff on the effectiveness and relevancy of ACTE publications; provide broad editorial focus for printed and electronic publications, and assist in such tasks as suggesting potential authors and topics.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair with approval of the Board of Directors. The Chair serves for a one-year term.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- Review and advise staff on its annual publications plans to ensure that they are in keeping with ACTE's strategic goals.
- Review all electronic and printed publications to ensure that the editorial content effectively meets the needs and expectations of members, subscribers and other reader audiences.
- Provide assistance to staff in identifying editorial topics and authors.

## DIVERSITY COMMITTEE

### *MISSION*

To embrace diversity by promoting a culturally inclusive environment within ACTE

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year terms.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- Identify diversity concerns that ACTE should address.
- Strengthen the participation of diverse populations in the divisions, regions, state associations and committees.
- Serve as an advocate in promoting ACTE to diverse groups in career and technical education.
- Have a presence at the Annual Convention to answer questions on diversity issues.

## LEGISLATIVE COMMITTEE

### *MISSION*

To advise ACTE and the Board of Directors on legislative issues impacting career and technical education and to develop an effective network for the dissemination of information on their issues.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year terms.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- Inform Association Members and key stakeholders of proposed and existing laws and regulations that affect the profession.
- Review and recommend Association positions on proposed laws which affect career and technical education.
- Review and recommend Association positions on existing or proposed regulations concerning their accomplishment of purpose, ease of interpretation, enforceability and burden on the profession.
- Represent the career and technical education field with government agencies.
- Coordinate Committee activities with other Association committees, specifically the Public Information and the Communications Committees as appropriate.
- Assist State Associations with their government relations efforts to assure conformity, where appropriate, to Association positions.

## MEMBERSHIP COMMITTEE

### *MISSION*

To achieve universal membership of all career and technical education professionals in the Association.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- Increase the membership of the Association through the retention of existing Members and Associates, and the recruitment of new Members and Associates.
- Identify new markets for membership growth.
- Create, promote and enhance Member and Associate benefits and services.
- Ensure appropriate benefits and services are being provided to all Members and Associates.
- Encourage and support state Associations' efforts to develop programs to attract and serve Members and Associates.
- Provide and maintain avenues for communication from Members about concerns regarding their National or State organizations.

## NOMINATING COMMITTEE

### *MISSION*

To nominate the best qualified Member for each elective position of leadership of the Association.

### *COMPOSITION, SELECTION & TERM*

- This Committee is composed of one representative from each Division and Region and one Chairperson.
- The term of office is three (3) years and each term shall commence on July 1.
- The Committee Chair is appointed by the President and approved by the Board of Directors and is the outgoing Past President.
- The Division and Region Vice Presidents appoint their committee representatives.
- There are no special eligibility requirements to serve on this Committee.
- No Member of the Committee shall be a candidate for election.

### *OBJECTIVES*

- To search for and screen potential candidates for the office of President-Elect for ACTE.
- To identify the leadership skills and characteristics necessary for the Board of Directors to meet the challenges of the future and to communicate these attributes to the Divisions, Regions and State Associations.
- To certify that each Division and Region holding an election has complied with the ACTE Bylaws, Board policies and with respective Division and Region policies.

### *PROCEDURES*

The Committee may, following a majority vote of a quorum of the members of the Committee, meet in executive session, to allow more candid consideration of potential nominees for office and to conduct interviews of potential candidates.

## PUBLIC INFORMATION COMMITTEE

### *MISSION*

To enhance the recognition and image of the career and technical education profession.

### *COMPOSITION, SELECTION & TERM*

- The Committee is composed of one representative from each Division and Region and a Chairperson.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice Chair serve for one term.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- Develop, implement and enhance national public awareness programs.
- Assist State Associations, as appropriate, in their public awareness programs.
- Promote the message, brand and activities of the association.
- Promote the desirability of becoming a career and technical education professional.
- Coordinate Committee activities with other Association committees, specifically the Government Relations and the Communications Committees as appropriate.

## RESOLUTION COMMITTEE

### *MISSION*

To present statements of concern, focus and position in the form of resolutions and recommendations for consideration and action by the Assembly of Delegates, Board of Directors, and Committees.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- To solicit, receive, review and edit resolutions submitted by members, state associations and affiliated organizations, ACTE Divisions, ACTE Regions, and ACTE Board-established committees.
- To communicate submitted resolutions to the Assembly of Delegates in accordance with Board policies.
- To communicate recommendations to the Board of Directors and other ACTE Committees as needed.

## PROFESSIONAL DEVELOPMENT COMMITTEE

### *MISSION*

To provide recommendations on professional development activities that address issues common to all career and technical educators.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of one representative from each ACTE Division and Region.
- The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.
- The Committee elects their Chair and Vice-Chair with approval of the Board of Directors.
- The Division and Region Vice Presidents appoint their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- Review professional development activities of the association and make recommendations.
- Research and make recommendations on new delivery tools for professional development.
- Recommend new professional development initiatives.
- Gather information on current issues in career and technical education relative to professional development.

## NEW IDEAS COMMITTEE

### *MISSION*

To ensure the ongoing development of diverse programs and services offered by ACTE that are relevant, innovative, inclusive, and valuable to all members and the career and technical education profession.

### *COMPOSITION, SELECTION & TERM*

- The Committee is composed of one representative from each ACTE Region and Division, plus a Chairperson.
- The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms.
- The Committee elects their Chair with approval of the Board of Directors. The Chair serves for a one-year term.
- The Region and Division Vice President appoints their committee representative.
- There are no special eligibility requirements to serve on this Committee.

### *OBJECTIVES*

- To identify potential new programs and services to meet the evolving needs of the membership.
- To determine the feasibility of new programs through a variety of research avenues.
- To evaluate the effectiveness of ACTE programs and services.

## FUTURE HORIZONS COMMITTEE

### *MISSION*

To monitor the external and internal environment and identify emerging trends that will potentially impact the career and technical education and the Association.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall be composed of six to eight members representing a cross section of the ACTE membership, plus a Chair.
- The term of office is the association's operating year. Members serve for a two-year period and may serve up to two terms. The Chair serves for one year.
- The ACTE President appoints the Chair and members, with the approval of the Board of Directors.
- Members of this Committee should have an interest and experience in strategic thinking and environmental scanning.

### *OBJECTIVES*

- Monitor a wide variety of publications, web sites, cable, and radio stations for information on technology, regulations, demographics, social issues, and business events.
- Solicit input from members and external stakeholders on events and observations.
- Report to the Board of Directors emerging trends and recommendations for how the Association can address the key shifts and changes in the environment.
- Communicate to State Association leadership emerging trends and provide guidance on how they can utilize the information.
- Communicate to Members emerging trends.

## RESEARCH COMMITTEE

### *MISSION*

To identify priorities for the collection and dissemination of information and data to advance the career and technical education profession and the goals of the Association for Career and Technical Education.

### *COMPOSITION, SELECTION & TERM*

- The Committee shall consist of six (6) to eight (8) members, plus a Chair.
- The term of office year is based upon the Association's operating year, beginning July 1 and ending June 30. Members will serve a two-year term and may serve up to two terms.
- The Chair of the Committee shall be appointed by the Association President with the approval of the Board of Directors
- Members shall have experience and/or expertise in either research or grant activities.

### *OBJECTIVES*

- Identify and analyze existing research to determine information that will assist career and technical education professionals and the Association in carrying out its work.
- Identify gaps in research and determine the most effective avenues for filling these gaps.
- Propose vehicles for disseminating research results.

Work with association committees, divisions, regions and staff to provide information necessary for the fulfillment of their objectives.

## VIII. AFFILIATED ASSOCIATIONS



A representative of SkillsUSA will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the President of the Trade and Industrial Education division to unify and coordinate the activities and directions of the division with the needs of teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations.



A representative of the Association for Skilled and Technical Sciences (ASTS) will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the President of the Trade and Industrial Education division to unify and coordinate the activities and directions of the division with the instructors, administrators, teacher educators, industry representatives and others interested in the skilled trades.

### **AATII**

A representative of the American Association of Trade & Industrial Instructors will serve as a member of the Policy and Planning Committee and act as advisor and liaison officer to the President of the Trade and Industrial Education division to unify and coordinate the activities and directions of the division with the instructors and others interested in the skilled trades

### **United States Department of Education**

A representative from the U. S. Department of Education (if identified) may serve as an ex-officio member of the Policy and Planning Committee and act as advisor and liaison officer to the President for Trade and Industrial Education in the coordination of activities and directions of the division with national educational needs

### **United States Department of Labor**

A representative from the U. S. Department of Labor (if identified) may serve as an ex-officio member of the Policy and Planning Committee and act as advisor and liaison officer to the President for Trade and Industrial Education in the coordination of activities and directions of the division with national educational needs

## **IX. AMENDMENTS**

These policies become operative upon the approval by majority vote of those present and voting at an official business meeting of the division at the ACTE convention and by the board of directors of the ACTE. They may be amended by submitting the proposed revision in writing 60 days prior to the annual ACTE convention to the Vice President who in turn will notify within 15 days the members of the Policy and Planning Committee and the presidents of the divisional affiliated organizations. Any such proposed revision receiving the supporting majority vote of those attending and voting at the next business meeting of the division during the ACTE convention and approved by the board of directors of the ACTE shall be considered adopted and will become a part of the operating policies of the division.

## **X. GENERAL POLICY**

The name of the Division shall be set by the Policy committee with approval by the membership and according to ACTE Board Policy.

If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE board of directors, such items are null and void. .

Copies of these operating policies are available at the ACTE Headquarter and on the ACTE web page, [www.acteonline.org](http://www.acteonline.org)

**REQUIRED MATERIALS**  
**From**  
**CANDIDATES FOR ACTE TRADE& INDUSTRIAL**  
**PRESIDENT**

Candidates for T&I President are required to submit the following materials to the Nominating Committee:

1. Official Nomination Form
2. Biographical information (Use the form included in this packet. Candidates may reproduce the form on their computers.)
3. Platform statement (Maximum of 200 words)\*
4. Support letter from employer
5. Two 5x7 photographs

The materials should be assembled in the order listed above.

All materials must be submitted by November 1, to:

Trade & Industrial President  
Association for Career and Technical Education  
1410 King Street  
Alexandria, VA 22314

Electronic copy may be submitted to the president thru e-mail

All Candidates will go through an interview at conference before having their names submitted to the ACTE Nominating Committee.

\*Please send a hard copy of your platform statement as well as a saved copy on disk as a *Word* document file.



Nominee for President  
Trade and Industrial Education Division  
Biographical Information

Name \_\_\_\_\_

Title \_\_\_\_\_

School or Institution \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_  
FAX \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Prefer Mail Directed to \_\_\_\_\_ Home \_\_\_\_\_ Work

**Employment History** (Start with Present)

<u>Employer</u>	<u>Position</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ACTE Involvement**

Division Activities \_\_\_\_\_

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Region Activities \_\_\_\_\_

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State Activities \_\_\_\_\_

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Committee's \_\_\_\_\_

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Other \_\_\_\_\_

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**Education Background**

College or University \_\_\_\_\_

Degree Earned \_\_\_\_\_

College or University \_\_\_\_\_

Degree Earned \_\_\_\_\_

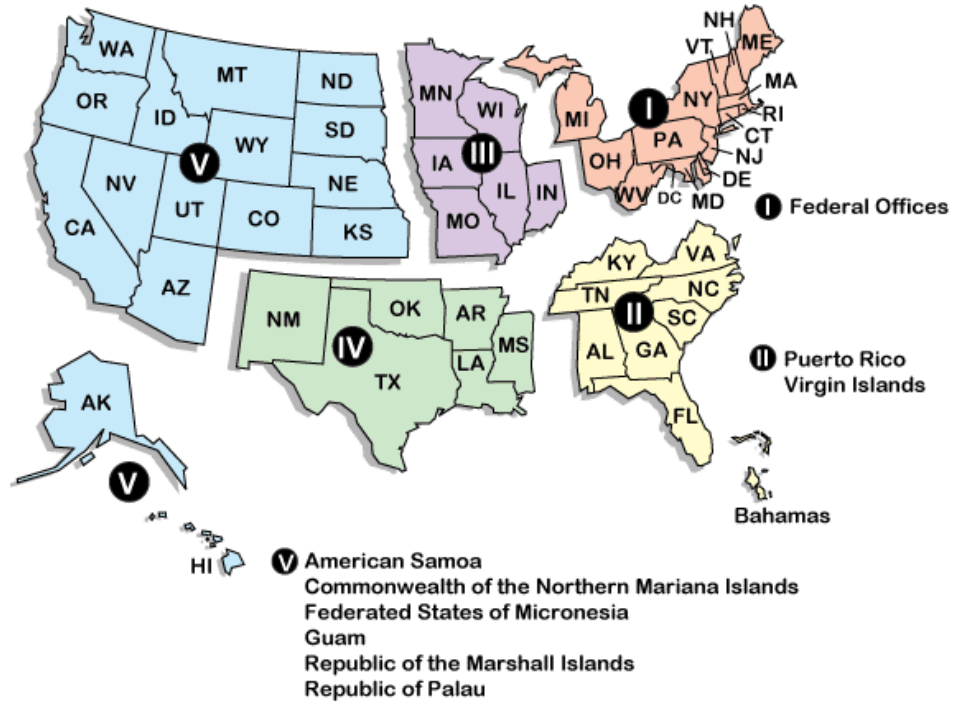
College or University \_\_\_\_\_

Degree Earned \_\_\_\_\_

Return by November 1, To:

Executive Director / T&I President  
Association for Career and Technical Education  
1410 King Street  
Alexandria, VA 22314

# ACTE Regions



## MEMORANDUM



**From:** Dr. Mark L. Johnson  
Awards Chair, Trade and Industrial Education

**To:** Trade and Industrial Educators and Administrators

**Subject:** Nominations for National Trade and Industrial Education Awards

This is to solicit your assistance in nominating qualified persons for the National Trade and Industrial Awards Program. Awards will be presented at the next national Association for Career and Technical Education (ACTE) Convention. Nominations will be accepted for the FIVE following categories of awards:

- (1) National Trade and Industrial Education “Outstanding Service” Award
- (2) National Trade and Industrial Education “Outstanding Teacher” Award
- (3) The Fred Curry Award – *SPONSORED BY STANLEY TOOLS*
- (4) National Trade and Industrial Education “Outstanding New Teacher” Award
- (5) Ethel Smith Award

1. NATIONAL TRADE AND INDUSTRIAL EDUCATION “OUTSTANDING SERVICE” AWARD  
This is based upon outstanding service to the field of trade and industrial education. Such service may be of any type or at any level. Nominees may represent education, government, industry and/ or any other field where contributions to trade and industrial education are evident. Classroom teachers are not eligible for this award. Nominees should show evidence of significant involvement at local, state and or national levels.
2. NATIONAL TRADE AND INDUSTRIAL EDUCATION “OUTSTANDING TEACHER” AWARD  
This award is based upon outstanding contributions as a classroom / lab trade and industrial education teacher. Nominees must be actively teaching in a trade and industrial education area. Nominees should show evidence of excellence in teaching as well as contributions to the field at all levels. Local and state involvements are primary considerations with less emphasis on national contributions than is required for the service award.
3. THE FRED CURRY AWARD – *SPONSORED BY STANLEY TOOLS*  
This award is based upon outstanding contributions as a classroom / lab trade and industrial education teacher in one of the following areas:
  - a) Automotive Service Technology
  - b) Automotive Collision Repair
  - c) Truck or Heavy Equipment Repair
  - d) Industrial Maintenance
 Nominees must have taught for three (3) consecutive years prior to nomination date

4. NATIONAL TRADE AND INDUSTRIAL EDUCATION "OUTSTANDING NEW TEACHER" AWARD

This award is based upon outstanding contributions as a **new** T & I classroom teacher.

Nominees must be full time active teachers in a trade and industrial education area.

Nominees must have taught for a minimum of three, but not more than five years.

(Applicants may be in their sixth year of teaching at the time of the application.) Age is not a determining factor.

5. ETHEL SMITH AWARD

This award is based upon involvement in activities reflected in the purposes of the ASTS which are to promote the philosophy and objectives of trade and industrial education by influencing national policy, cooperating with organizations such as SkillsUSA as an integral part of trade and industrial programs and services. Nominees must be active, direct, industrial associate or honorary members of ASTS and be involved in providing national meetings of trade and industrial educators and consultants for an exchange of ideas.

You are encouraged to nominate candidates as soon as possible. Also, please send copies of this announcement to you state awards committee chairperson and/or to any one qualified to nominated Trade and Industrial Educators.

Persons with the preceding qualifications may be nominated by individuals, group or by the nominees themselves. Nominees will be contacted by the awards committee chairperson regarding information required and the format to be followed.

PLEASE FAX OR EMAIL YOUR NOMINATION BEFORE OCTOBER 1.

FAX: (620)235-4006

E-MAIL [mjhonson@pittstate.edu](mailto:mjhonson@pittstate.edu)

Dr. Mark Johnson  
Pittsburg State University  
Kansas Technology Center, S208  
Pittsburg, KS 66762-7561

Questions? Mark Johnson (620)235-4628

**NOMINATION FORM  
FOR THE TRADE AND INDUSTRIAL EDUCATION  
AWARDS PROGRAM**

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I wish to nominate the following person for:

- National Trade and Industrial Education "Outstanding Service" Award
- National Trade and Industrial Education "Outstanding Teacher" Award
- The Fred Curry Award
- National Trade and Industrial Education "Outstanding New Teacher" Award
- Ethel Smith Award

*PLEASE TYPE OR PRINT ALL INFORMATION!*

Name of nominee: \_\_\_\_\_ Title/position \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Your Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION**

Please inform the person you are nominating and encourage them to be working on the materials that will be requested of them

## GUIDELINES FOR SUBMITTING MATERIALS FOR THE TRADE AND INDUSTRIAL EDUCATION AWARDS PROGRAM

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1. Must be a member for Career and Technical Education (ACTE) for three consecutive years.
2. List materials in concise vita style.
3. Send five letters of recommendation. These letters are to be included in your materials sealed in separate envelopes. Teacher award nominees may submit letters from any of the following: local administrators, students, state association officers, state department of education officials or business/industry. Service award nominees may submit letters from other individuals, agencies that represent contributions made in education, government or business/industry.
4. Materials must be submitted in folders or notebook covers that will not easily come apart.
5. Follow the order of the enclosed evaluation format used by the Awards Committee when judging the entries. Candidates should not be discouraged if not able to provide information in all categories.
6. Avoid the use of abbreviations, except for SkillsUSA and T&I Association.
7. Attach a statement of personal philosophy. Limit to 250 words or less.
8. Indicate verification of items where specified.
9. Any items of supporting evidence may be included, not to exceed fifteen pages in length. These items should be captioned or otherwise identified and placed in the appendix. These materials may include, but are not limited to: (a) news articles; (b) certificates; (c) photocopies and (d) other supporting items of interest.
10. Teacher award candidates will indicate education/professional development activity: (1) which meet state certification requirements; and (2) which are beyond certification required. (See item II of Evaluation Form.)
11. Upon notification it will be necessary for winners to submit two black and white photos for publicity use.
12. Candidates must mail seven copies of evaluation format materials. We will not make copies. You keep the originals. Copies may be stapled. We only evaluate the contents, not the cover.
13. Please submit **three** color photographs or slide to be shown at the awards program. Suggestions: (1) one head and shoulder shot of you; (2) one of you working with students, teachers or industry; and (3) one of you with your school or business sign in the background. (These photos or slides can be submitted after the October 12 deadline, but no later than November 1.)

**EVALUATION  
FRED CURRY TEACHER AWARD**

Sponsored By Stanley Tools

Criteria

1. ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE) TRADE AND INDUSTRIAL EDUCATION DIVISION MEMBERSHIP, THREE CONSECUTIVE YEARS (Required)		
2. EDUCATION/PROFESSIONAL DEVELOPMENT	5	_____
a. Meets state certification requirements		
b. Beyond state certification requirements		
3. WORK EXPERIENCE	10	_____
a. Occupational experience		
b. Teaching experience		
c. Update of occupational experience		
4. PROFESSIONAL ASSOCIATION MEMBERSHIPS AND OFFICES HELD	20	_____
a. Member, state association		
b. Officer in state association		
c. Participation in state conference		
d. Other		
5. INVOLVEMENT IN INDUSTRIAL STUDENT ORGANIZATIONS	15	_____
a. Skills USA involvement and achievement		
b. Involvement in student organizations other than SkillsUSA		
6. EVIDENCE OF TEACHING EFFECTIVENESS	10	_____
a. Student achievement		
b. Student placement		
c. Innovations in program		
d. Other		
7. OUTSTANDING CONTRIBUTIONS TO CAREER and TECHNICAL EDUCATION	10	_____
a. Development and updating of curriculum		
b. Legislative involvement		
c. Publications		
d. Other		
8. CONTRIBUTIONS TO COMMUNITY/INDUSTRY	15	_____
a. Youth involvement in the community		
b. Civic organizations		
c. Media		
d. Industry		
e. Other		
9. RECOGNITION BY FELLOW PROFESSIONALS	5	_____
a. Awards from local, district, state, regional and national groups		
b. Honors from local, district, state, regional and national groups		
10. REFERENCE LETTER/COMMENDATIONS (limit of 5)	5	_____
11. PERSONAL PHILOSOPHY (Limit to 250 words)	5	_____
TOTAL	100	_____
APPENDIX (Optional- limited to 15 pages)		





**EVALUATION  
OUTSTANDING SERVICE AWARD**

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Criteria

1.	OCCUPATIONAL EXPERIENCE	5	_____
2.	PROFESSIONAL ASSOCIATION MEMBERSHIPS AND ORGANIZATION INVOLVEMENT	10	_____
	a. Membership in ACTE and other associations		
	b. Leadership in state and/or national associations		
	c. Other		
3.	ADVANCEMENT OF TRADE AND INDUSTRIAL EDUCATION	25	_____
	a. Service to state, national and/or international trade and industrial education		
	b. Work in professional education groups		
	c. Publications		
	d. Research and development		
	e. Involvement with new programs		
	f. Involvement in existing programs		
	g. Achievement of students		
	h. Innovation in programs		
	i. Legislative involvement		
	j. Provides opportunities for trade and industrial instructors to update		
	k. Technical and industrial skills		
4.	INVOLVEMENT IN STUDENT ORGANIZATIONS	15	_____
	a. Support of district, local, state T&I student organizations		
	b. Involvement in national and/or national SkillsUSA leadership events		
	c. Other		
5.	CONTRIBUTIONS TO COMMUNITY/EDUCATION/INDUSTRY	25	_____
	a. Youth involvement		
	b. Civic organizations		
	c. Media		
	d. Industry		
	e. Other		
6.	RECOGNITION BY FELLOW PROFESSIONALS	10	_____
	a. Awards from local, district, state, regional, national or International organizations		
	b. Honors from local, district, state, regional, national or International organizations		
	c. Other		
7.	PERSONAL PHILOSOPHY	5	_____
8.	LETTERS OF COMMENDATION (limit of 5)	5	_____
	TOTAL	100	_____

APPENDIX (Optional- limited to 15 pages)

\*NOTE: Such service may be of any type or any level with regard to those nominees with considerable contributions and recognition in the community and industry as well as education.



**EVALUATION  
OUTSTANDING TEACHER AWARD**

Criteria

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE)  
TRADE AND INDUSTRIAL EDUCATION DIVISION MEMBERSHIP, THREE CONSECUTIVE  
YEARS (Required)

1. EDUCATION/PROFESSIONAL DEVELOPMENT	5	_____
a. Meets state certification requirements		
b. Beyond state certification requirements		
2. WORK EXPERIENCE	10	_____
a. Occupational experience		
b. Teaching experience		
c. Update of occupational experience		
3. PROFESSIONAL ASSOCIATION MEMBERSHIPS AND OFFICES HELD	20	_____
a. Member, state association		
b. Officer in state association		
c. Participation in state conference		
d. Other		
4. INVOLVEMENT IN INDUSTRIAL STUDENT ORGANIZATIONS	15	_____
a. Skills USA involvement and achievement		
b. Involvement in student organizations other than Skills USA		
5. EVIDENCE OF TEACHING EFFECTIVENESS	10	_____
a. Student achievement		
b. Student placement		
c. Innovations in program		
d. Other		
6. OUTSTANDING CONTRIBUTIONS TO CAREER and TECHNICAL EDUCATION	10	_____
a. Development and updating of curriculum		
b. Legislative involvement		
c. Publications		
d. Other		
7. CONTRIBUTIONS TO COMMUNITY/INDUSTRY	15	_____
a. Youth involvement in the community		
b. Civic organizations		
c. Media		
d. Industry		
e. Other		
8. RECOGNITION BY FELLOW PROFESSIONALS	5	_____
a. Awards from local, district, state, regional and national groups		
b. Honors from local, district, state, regional and national groups		
9. REFERENCE LETTER/COMMENDATIONS (limit of 5)	5	_____
10. PERSONAL PHILOSOPHY (Limit to 250 words)	5	_____
TOTAL	100	_____
APPENDIX (Optional- limited to 15 pages)		



**EVALUATION  
OUTSTANDING NEW TEACHER AWARD**

Criteria

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE)  
TRADE AND INDUSTRIAL EDUCATION DIVISION MEMBERSHIP,  
1 YEAR (Required)

	A.) Minimum three years active teaching experience, maximum five Years teaching experience (verified)		
1.	EDUCATION/PROFESSIONAL DEVELOPMENT	5	_____
	a. Meets state certification requirements		
	b. Beyond state certification requirements		
2.	WORK EXPERIENCE	10	_____
	a. Occupational experience		
	b. Teaching experience		
	c. Update of occupational experience		
3.	PROFESSIONAL ASSOCIATION MEMBERSHIPS AND OFFICES HELD	20	_____
	a. Member, state association		
	b. Officer in state association		
	c. Participation in state conference		
	d. Other		
4.	INVOLVEMENT IN INDUSTRIAL STUDENT ORGANIZATIONS	15	_____
	a. Skills USA involvement and achievement		
	b. Involvement in student organizations other than Skills USA		
5.	EVIDENCE OF TEACHING EFFECTIVENESS	10	_____
	a. Student achievement		
	b. Student placement		
	c. Innovations in program		
	d. Documentation of progress in teaching methods		
	e. Other		
6.	OUTSTANDING CONTRIBUTIONS TO CAREER and L TECHNICAL EDUCATION	10	_____
	a. Development and updating of curriculum		
	b. Legislative involvement		
	c. Publications		
	d. Other		
7.	CONTRIBUTIONS TO COMMUNITY/INDUSTRY	15	_____
	a. Youth involvement in the community		
	b. Civic organizations		
	c. Media		
	d. Industry		
	e. Other		
8.	RECOGNITION BY FELLOW PROFESSIONALS	5	_____
	a. Awards from local, district, state, regional and national groups		
	b. Honors from local, district, state, regional and national groups		
9.	REFERENCE LETTER/COMMENDATIONS (limit of 5)	5	_____
10.	PERSONAL PHILOSOPHY (Limit to 250 words)	5	_____
	TOTAL	100	_____
	APPENDIX (Optional- limited to 15 pages)		_____





## Past Presidents of the Trade & Industrial division

Robert Resse	1954 – 1956
Samual Fick	1956 – 1958
F.J. Konecny	1959 – 1961
Byrl R. Shoemake	1962 – 1964
Lee Ralston	1965 – 1966
Melvin Barlow	1967 – 1969
Gordon G. McMahon	1970 – 1972
Joe D. Mills	1973
John P. Walsh	1974 – 1975
Roy Ayers	1976 – 1977
Robert Patterson	1977 – 1979
Thomas O'Harris	1980 – 1983
Robert A. Robinson	1984 – 1985
W. Charles Henderson	1986 – 1988
Jess L. Hudson	1989 – 1991
Kenneth L. Thigpen	1992 – 1994
Mark L. Johnson	1995 – 1997
Lynda Colley-Spittle	1998 - 2002
Graham Yarborough	2003 – 2005
Edwin (Ed) Melott	2006 – 2008

