

HEALTH SCIENCE CAREER AND TECHNICAL EDUCATORS (HSCTE)

POLICIES & PROCEDURES

GENERAL EXECUTIVE BOARD PROCEDURES

The HSCTE Executive Board provides leadership and services to our members, promotes advocacy, professional membership, and develops partnerships and alliances to provide leadership and services to our members as they prepare students for lifelong career success in the healthcare and medical fields. We accomplish our purpose* by providing members:

- Quality professional development
- Advocacy and promotion of Health Sciences/ medical profession and Career and Technical Education
- Advancement of policy, and leadership
- Networking and communication
- Continuous quality HSCTE Section improvement

*WA-ACTE Core Purposes

HSCTE Board members serve impartially, courteously, and with knowledge of HSCTE and WA-ACTE. As leaders, all board members role model these skills for members.

- Demonstrate a personal and professional commitment to fulfill your role.
- Know your organization
- Learn meeting procedures and protocol
- As a team member, attend all meetings; lead assigned activities or events
- Speak as an informed advocate for our profession and our association
- Increase visibility of our organization and project an image of HSCTE as a positive force in society
- Promote membership
- Use the fiscal operations and procedures of your position
- Submit and present articles and information for publication through HSCTE Board
- Be prepared – reports, completion of duties to meet timelines

DUTIES AND FUNCTIONS OF THE OFFICERS:

President shall:

1. Serve a term of one year ending after a new President is installed at WA-ACTE Summer conference.
2. Develop an agenda, and distribute to HSCTE Board members at least ten (10) days prior to the HSCTE Board meetings.
3. Oversees, PD chair in making arrangements in planning fall and summer conference.
4. Provide written information regarding items that require HSCTE Board action to HSCTE Board members.
5. Call and preside at all meetings of the organization, HSCTE Board, and Executive Board meetings.
6. In conjunction with the HSCTE Board, develop, prepare and plan to implement a Strategic Plan during their term of office to be presented to the WA-ACTE Executive Board in August for

the coming year.

7. Maintain liaison with the OSPI Health Science Program Supervisor as an ex-officio member of the HSCTE Board.
8. With Board support, appoint temporary committee and Board assignments and responsibilities to willing members.
9. Work with the Nominations Chair Appoint a nominating committee chairperson by the spring Board meeting. to insure that a slate of eligible candidates is ready for presentation to the general membership meeting at the WA-ACTE Annual Conference and that any voting for organizational changes is correctly done, with results.
10. Share with the President Elect attendance at the WA-ACTE Board meetings; serve on a WA-ACTE Standing Committees.
11. Assume other duties common to such an office and assume any other duties assigned to the office by the HSCTE Board.
12. Serve as a member of the HSCTE Executive Board.

President-Elect shall:

1. Serve a term of one year ending when installed as President at the WA-ACTE Summer Conference.
2. Assume the duties of the President in the absence of the President.
3. In coordination with the president, helps to complete Plans for the WA-ACTE Summer Conference in conjunction with WA-ACTE, Assists with Fall Conference.
4. Assume the office of President in case of vacancy in that office.
5. Share with the President attendance at the WA-ACTE Board meetings; serve on a WA-ACTE Standing Committee.
6. Present a Strategic Plan to the HSCTE Board at end of term.
7. Prepare an annual budget and submit to the HSCTE Board at the end of term.
8. Assume other duties common to such an office and assume any other duties assigned to the office by the HSCTE Board.
9. Serve as a member of the HSCTE Executive Board.

Vice President shall:

1. Organize and create HSCTE Board files that include: By-laws, Constitution, Policies and Procedures, Recent Minutes, Motion cards, Calendar, Contact information for all WA-ACTE and HSCTE Board members, HSCTE Budget (recent and past), HSCTE Expense Claim Reimbursement Forms and other informations; orient the HSCTE Board.
2. Provide ongoing communication to membership via newsletters, social media, emails, etc.
3. Maintain social media networks with up to date information on current news
4. Assist with plans for Fall and Summer conferences.
5. Assume other duties common to such an office and assume any other duties assigned to the office by the HSCTE Board.
6. Serve as a member of the HSCTE Executive Board.
7. Work with the President to distribute a list of all members in good standing of HSCTE to share with the HSCTE board.
8. Prepare and distribute a newsletter for all HSCTE members as requested by the HSCTE Board.
9. Set deadlines for all articles to be submitted for inclusion in the newsletters.
10. Contact and present Award and scholarships to award winners at WA-ACTE Summer Conference; submit press releases and recognize winners through newsletters, websites and district/ employers.

Secretary shall:

1. Serve a term of two years to be re - elected on odd years. with the term ending after submitting minutes from the WA-ACTE Summer Conference.
2. Shall attend and keep full and accurate reports of all meetings, motions and documents.
3. Distribute the minutes to all members of the HSCTE Board within 2 weeks.
4. Assume other duties common to such an office and assume any other duties assigned to the office by the HSCTE Board.
5. Write Thank You Notes or communications, as appropriate and directed.
6. Serve as a member of the HSCTE Executive Board.

Treasurer shall:

1. Serve a term of two years to be re - elected on even years. Be authorized as the recognized fiscal manager (Acting Treasurer) affiliated with HSCTE and the WA-ACTE State Organization; the term to begin after WA-ACTE Summer Conference and funds provided to act and manage as HSCTE agent.
2. Collect all dues and monies of the organization and apportion their share to any affiliated organizations.
3. Act as authorized custodian of all HSCTE funds, maintain the accounting system and keep records of all financial transactions of the organization by fiscal year, including 501C3, EIN or other fiscal requirements.
4. Pay bills as directed by the HSCTE Board.
5. Provide to each members a printed summary of financial transactions at the annual general membership business meeting.
6. Provide a copy of the income and expense ledger to board members at each board meeting.
7. Participate in an annual Audit Review of all records and procedures.
8. Assume other duties common to such an office and assume any other duties assigned to the office by the HSCTE Board.
9. If appointed, serve as a member of the HSCTE Executive Board as an ex-officio member of the HSCTE Board.

Professional Development Officer shall:

1. Serve a term of two years to be re - elected on even years.
2. Create Professional Development opportunities to meet other members' needs throughout the state.
3. Plan HS-CTE Fall and Summer Conferences.
4. Assist and plan Summer ACTE Conference with other state board members.
5. Participate in Executive Board and WA-ACTE State Meetings when assigned by the President or Vice-President.
6. Provide notes from meetings and report back to the executive board.
7. Support the other HS-CTE Executive Board Members in their duties and responsibilities.

Past President shall:

1. Serve a term of one year that ends when a new Past President is determined at WA-ACTE Summer Conference.
2. Assist the President.
3. In the absence of a President or President Elect, assume the role as President.
4. Review the By-Laws and Constitution and submit changes to the HSCTE Board; if agreed, submit to Nominations Chair for a General Membership vote.
5. Provide input in development of the HSCTE annual budget.

6. Assume other duties common to such an officer and assume any other duties assigned to the office by the HSCTE Board; serve on a WA-ACTE Standing Committee.
7. Serve as a member of the HSCTE Executive Board.

HSCTE BOARD & COMMITTEE RESPONSIBILITIES AND MEMBERSHIP

Committee chairpersons and members shall be appointed and approved by the President. Committee chairs and members fulfill their assignments, need not to be official members of the HSCTE Board but and must be current dues-paid HSCTE members.

1. **STANDING COMMITTEE chairs** (Membership/ Communications/ Networking, Awards/ Scholarship, and Nominations) are members of the HSCTE Board. As such, they:
 - take volunteer roles as Committee members representing HSCTE on the WA-ACTE Committees (i.e. Legislative, Membership, Conference planning).
 - assist at Fall HSCTE and Summer WA-ACTE Conferences by managing a session, introducing presenters, thanking presenters, providing honorariums
 - assist at Conferences by welcoming/ manning any conference table, handing out supplies, providing directions
 - assist with Conference activities needed

Committee Chairpersons shall:

1. Select committee members.
2. Call and preside over all meetings of the committee.
3. Submit to the HSCTE Board a written report of the committee's accomplishments when assigned functions are completed.

STANDING COMMITTEES

Webmaster Chairperson shall:

1. Maintain the HSCTE WebPages via WebPage master.

FAME (Awards/ Scholarship Chairperson) shall:

1. Serve a term of two years.
2. Prepare, and make available, promote, and distribute HSCTE Award and scholarship opportunities to members to recognize achievement and scholarship.
3. Make revisions to the forms as deemed necessary by the HSCTE Board.
4. Set the deadline each year for the submission of the Award and scholarship forms.
5. Select additional committee members and preside over the group.
6. Review all forms, collect nominations, and select awards and scholarship recipients with committee members.
7. Submit written reports on accomplishments of the Committee.
8. Serve as a member of the HSCTE Board.

Nominations Chairperson shall:

1. Serve a term of one year.
2. Work with the President, Communications, Membership, Networking chair and WA-ACTE to determine HSCTE members in good standing that would like to become active as HSCTE

Officers and Committee Chairs; contact them, review the roles available, and prepare a slate of officers to be approved and presented at WA-ACTE.

3. Select additional committee members and preside over the group.
4. Shall it be necessary to have any voting, By-Laws, or Constitution changes, together with the HSCTE Board, the chair will organize the voting procedure either electronically or by other means to gather votes in a timely manner and present the results to the Board.
5. Submit written reports on accomplishments of the Committee and a written slate of officers.
6. Serve as a member of the HSCTE Board.

VOTING

1. Only HSCTE Board members may vote at Board meetings.
2. All current dues-paid HSCTE members will have one vote at General meetings; voting notices and ballots may be sent out to the membership for electronic or other means of voting.
3. Elected HSCTE Board members will be voted into office at the WA-ACTE Annual Conference during the HSCTE section General Membership Business Meeting.
4. If the position of President-Elect is not filled at the WA-ACTE Annual Conference the HSCTE Board shall be empowered to appoint a member in good standing with HSCTE until the next general election.
5. Members can hold more than one board position but no *elected* officer can hold another *elected* office.

FINANCES

1. An annual HSCTE Budget needs to be approved at the WA-ACTE Summer Conference.
2. A motion to authorize the treasurer and allow payment of funds is to be made at the WA-ACTE Summer Conference.
3. An annual audit is performed at the end of a fiscal year, and reported to the Board, before new officers take their offices.
4. The following may be considered reimbursable expenses if not covered by local districts:
 - a. Committee work transportation and meals.
 - b. Postage, office supplies needed to perform duties
 - c. Any other expenses approved by the HSCTE Board and in the Annual budget.
5. Expenses must be receipted, documented on the HSCTE Reimbursement claim expense form and pre-approved by the HSCTE President. (President-elect or past president may sign if President is unavailable)
6. The HSCTE Board shall be empowered to amend the annual budget by transferring monies from one line item to another.

AMENDMENTS/ CHANGES:

These Policies and Procedures may be amended by a majority vote of the HSCTE Board members present.

The HSCTE Board recommends any By-Laws and Constitution changes to a vote of the members.

Grammatical and formatting changes and wording to comply with WA-ACTE is allowed.