NCTEF Board of Directors'
POLICY FOR NON-VOTING LIAISONS TO
Approved September 2008

Introduction

This policy shall establish and govern liaison positions to the National Career Technical Education Foundation (NCTEF) Board of Directors.

Role of the Liaison

- The liaison will represent the interests of, and share information about, his or her organization as it relates to issues and topics in common with NCTEF and Career Clusters.
- The liaison will provide a formal update to the NCTEF Board at each meeting.
- If the liaison is unable to attend a scheduled NCTEF Board meeting, he or she should either a) designate a substitute, to be approved ahead of time by the NCTEF Board, or b) submit a written report if no substitute is available.
- Any expenses incurred in connection with a liaison's participation in NCTEF Board of Directors meetings shall be the sole responsibility of the liaison's organization.

OVAE and DOL Liaisons

Liaison positions to the NCTEF Board of Directors shall be established for the Office of Vocational and Adult Education (OVAE) – U.S. Department of Education, and the Employment and Training Administration - Department of Labor (DOL), in order to align programs, initiatives and investments, achieve greater interaction and understanding of the work each organization is doing as it relates to Career Clusters and programs of study, and reduce duplication of efforts.

Criteria:

1. Liaisons shall be non-voting participants.
2. Liaisons shall actively participate in all NCTEF Board meetings.
3. The NCTEF Board of Directors shall invite one career staff member from each agency (OVAE and DOL) to serve as a liaison to the NCTEF Board of Directors. The liaison shall be a career staff member who leads the office/branch/section responsible for the policy and implementation related to Career Clusters and programs of study.
4. The liaison relationship shall continue without terms or limits, until deemed not appropriate by either party.
5. OVAE/DOL Board liaisons shall be bound by the same policies and duties as other NCTEF Board members (Code of Ethics Policy, Conflict of Interest Policy, confidentiality, etc.)

Cluster Leader Liaison

A liaison position to the NCTEF Board of Directors shall be established for one Cluster Leader representing all Clusters in order to achieve greater interaction and communication between Career Cluster Leaders and NCTEF.

Criteria:

1. The Cluster Leader liaison shall be a non-voting participant.
2. The Cluster Leader Liaison shall actively participate in all NCTEF Board meetings.
3. The Cluster Leader Liaison shall be a) an individual employed by a current Cluster Leader organization, b) shall be that staff member of the Cluster Leader organization whose responsibilities include overseeing Cluster Leader duties, and c) shall be elected from among current Cluster Leaders.
4. The Cluster Leader liaison position shall serve on a rotation basis, with a term of one (1) year, or until deemed not appropriate by the NCTEF Board of Directors.
5. The Cluster Leader liaison shall be bound by the same policies and duties as other NCTEF Board members (Code of Ethics Policy, Conflict of Interest Policy, confidentiality, etc.)

Associate Member Liaison

A liaison position to the NCTEF Board of Directors shall be established for an Associate Member representative in order to achieve greater interaction and communication between the membership and NCTEF.

Criteria:

1. The Associate Member liaison shall be a non-voting participant.
2. The Associate Member liaison shall actively participate in all NCTEF Board meetings.
3. The Associate Member liaison shall be an Associate Member of the National Association of State Directors of Career Technical Education Consortium (NASDCTEc) in good standing. Vendors are ineligible to serve as an Associate Member Liaison.
4. The Associate Member liaison shall be nominated by the Career Clusters Committee and approved by the NCTEF Board of Directors.
5. The Associate Member liaison shall serve on a rotation basis, with a term of two (2) years, or until deemed not appropriate by the NCTEF Board of Directors.
6. The Associate Member liaison shall be bound by the same policies and duties as other NCTEF Board members (Code of Ethics Policy, Conflict of Interest Policy, confidentiality, etc.)

<u>All liaison positions are subject to NCTEF Board approval</u>.