



Coalition for Workforce Development Through CTE Charter

Updated June 2025

Pursuant to this charter, the group shall be known as the Coalition for Workforce Development Through Career and Technical Education (CTE), hereinafter referred to as the Coalition.

Mission

Support the work of the Association for Career and Technical Education (ACTE) by helping industry associations connect their members (business and industry) to CTE to achieve a skilled and diverse workforce.

Goals

Under the direction of the Advisory Council (AC), the Coalition is tasked with the following:

1. Develop activities connecting business and industry needs and educational practices to address CTE student and workforce development needs.
2. Harness the voice of business and industry to support CTE.
3. Identify and recognize a diverse group of business and industry associations related to CTE.
4. Identify, recommend, and engage in initiatives that take meaningful action on inclusion, access, equity, and diversity.
5. Recommend positions and activities that further the purpose of high-quality career and technical education across the United States.

Membership

The Coalition will be open to any business, trade association, or corporate representative who has demonstrated a commitment to work with career and technical education. In addition to providing a voice for their respective constituents (sectors, regions, populations, employees, etc.) Coalition members should come with a willingness to engage in larger systems discussions that may or may not always directly affect those constituents.

Organizations wishing to join the Coalition should complete the membership interest form to enroll in the Coalition's distribution list.

Organizational Structure

Advisory Council

The Coalition will be represented by an Advisory Council selected by all members. The leadership group will consist of not more than 11 elected participants. One permanent seat will be held by ACTE staff and one by an ACTE Board Representation (ACTE Board President-Elect), bringing the total leadership team to 13. The Advisory Council will represent a

diversity of sectors, regions and populations. The breakdown that follows will be used to ensure a balanced leadership team by taking into account an intersection of constituencies and regional representation.

Constituencies (see Appendix A for additional information)

- Industry (Associations and/or Employers): 7 seats
- Training Organizations/Providers: 2 seats
- At-large Subject Matter Experts: 2 seats

Regional Representation (see Appendix A for regional boundaries)

The above constituency seats should be filled to ensure that each of the following regions, aligned to the five (5) ACTE regions, has a minimum of two (2) representatives but no more than four (4). The ACTE seats are excluded from this rule.

- Region I
- Region II
- Region III
- Region IV
- Region V

Eligibility

Any Coalition member in good standing, belonging to one of the identified constituency groups and who has served a minimum of one year in the Coalition shall be deemed eligible to stand for election to the Advisory Council.

Nomination(s)

Any Coalition member shall be able to nominate any member, including themselves, who meets the eligibility requirements. It will be the responsibility of the Advisory Council to ensure constituency and regional representation guidelines are maintained.

Term

Advisory Council members will be eligible to serve up to two (2) three-year terms in that capacity depending on their status as a member in good standing.

Elections shall be held on a staggered basis, in any year that an Advisory Council member's term is set to expire. To ensure continuity of leadership, no more than seven (7) seats shall be up for election in any given year. In the event of a vacancy before the end of a term, the Advisory Council chair can appoint a Coalition member in good standing to fill that vacancy through the end of the current term.

Council members may resign for a number of reasons, in the event of a resignation, the Chair shall appoint an eligible Coalition member to complete the resignee's term.

There may be instances when an Advisory Council member may need to be dismissed. Any Council member can bring a formal request for such action to the Council – a simple majority vote will determine the outcome of that request. In the event of dismissal, replacement protocols will mirror those outlined above under resignation.

Advisory Council Officers

Officer positions may be filled by any eligible Advisory Council member with at least one-year of Council membership with the exception of Secretary which may be a first-year Council member. Nominations and elections for the chair-elect and secretary will be held during the Fall prior to the end of officer(s) term(s). In the event that there are no nominations to fill an officer position, nominations will be sought from any Coalition member in good standing.

Chair

- Convenes and runs Advisory Council meetings and Operations Committee meetings
- Approves agendas for AC meetings
- Serves as member of the Operations Committee

Chair-elect

- Executes role of the chair in the chair's absence
- Assumes the Chair position
- Serves as member of the Operations Committee

Secretary

- Serves as recorder/notetaker for all Advisory Council and Operations Committee meetings
- Shares notes and action items with AC and Operations Committee members
- Serves as member of the Operations Committee

Immediate Past Chair

- Provides institutional continuity
- Serves as member of the Operations Committee

Terms of Officers

All officer positions are eligible to serve a two-year term in that capacity depending on their status as a member in good standing of the Coalition.

Officers may resign for a number of reasons, in the event of a resignation of the Secretary, the Chair shall appoint an eligible Coalition member to complete the current term. In the event of the resignation of the Chair, the Chair-Elect will become Chair. In the event of the resignation of the Chair-Elect, the Advisory Council will hold a special election to select a new Chair-Elect, this will also occur should the Chair-Elect assume the position of Chair before the appointed term begins.

There may also be instances when an Advisory Council officer may need to be dismissed. Any Council member can bring a formal request for such action to the Council – a simple majority vote will determine the outcome of that request. In the event of dismissal, replacement protocols will mirror those outlined above under resignation.

Minimum Meeting Cadence

The Advisory Council will meet a minimum of four (4) times per year. At least two (1) of those meetings will be conducted in person.

Coalition Committees

Coalition participants will have the option to join committees that are established to divide the work of the Coalition (See Appendix B).

Outcome

The Coalition for Workforce Development Through CTE is charged with reporting to the ACTE board of directors a summary of their work and progress, which may be transmitted in writing for presentation at regularly scheduled board meetings — three (3) times per year.

This Coalition was chartered on July 28, 2021, and shall remain operational in perpetuity or until ACTE and/or the Coalition determine a change in status.

APPENDIX A – CONSTITUENCIES & REPRESENTATIVE REGIONS

Constituency Definitions

Industry (Associations and/or Employers)

Includes any association or other organization that represents single or multiple industries and/or sectors as well as employers (irrespective of size and/or sector),

Training Organizations/Providers

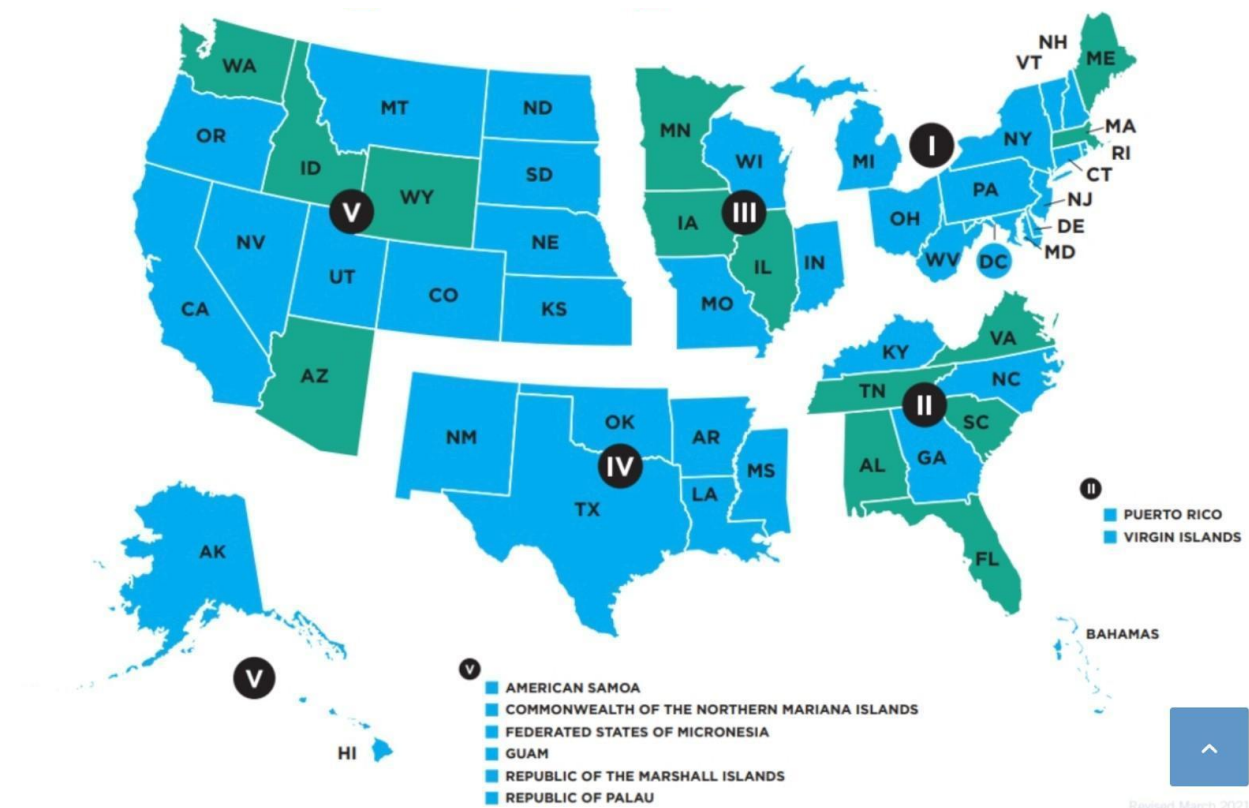
Includes any recognized training association, organization or provider: one K–12 and one higher education entity. The third seat can be held by an at-large training/education provider; alignment to K–12 or postsecondary education is not required.

At-large Subject Matter Experts

Includes any individual who brings a unique set of skills, perspectives or expertise that would offer value to the Coalition in its work. Examples: specific population(s) experience, large-scale project development, industry-education collaboration experience.

Representative Regional Boundaries

The map below defines the boundaries of ACTE's five regions:



APPENDIX B – COMMITTEES

Coalition Committees

To assist the Advisory Council in guiding the work of the Coalition, the Advisory Council may create standing committees to further the work of the Coalition. The description of committee roles are listed below.

Committee Lead(s) Role:

- Selected by committee members from existing committee membership and approved by the Advisory Council chair to serve a two-year term
- Convenes the committee (frequency determined by the committee)
- Facilitates the conversation focusing on the committee's purpose
- Invites/delegates committee members to respond to calls-to-action and tasks
- Establishes and utilizes communication channels for the committee
- Provides updates to the Advisory Council and/or the entire Coalition as requested by the Chair

Committee Participants' Role:

- Engages in the Committee work and in the actions identified by the committee, with active participation and enthusiasm
- Collaborates and communicates in the committee's identified platform

In addition to the roles above, each committee will have at least one (1) liaison from the Advisory Council who sits on the committee.