

ORTESOL Board General Guidelines (Revised May 2002)

1. Represent the interests of the membership at Board meetings.
2. Know your responsibilities and the responsibilities of all Board members. Be familiar with ORTESOL Constitution and Bylaws, particularly in relationship to your own position.
3. Maintain and pass on to the next Board member in your position, a notebook of minutes, correspondence, timeliness job descriptions, and Constitution.
4. Attend all meetings of the Board called by the President. Submit a written report of your related business when unable to attend a meeting. Prior to attending meetings, review and be prepared to offer corrections to minutes from previous meeting. Respond to President's call for agenda items prior to each meeting.
5. Know procedures for mailing, printing, accessing mailing lists/labels.
6. Serve on subcommittees as assigned.
7. The President shall make a report in each issue of the *Newsletter*; the 1st Vice President, 2nd Vice President, Treasurer, and at least one Co-Chair from each SIG should make reports/update activities in the *Newsletter* at least twice a year. Additionally, SIG Chairs recruit submissions for each issue of the *Newsletter* from members of the SIG.
8. Whenever possible, notify Treasurer of all expenditures more than \$25 before purchase and all printing and postage charges. Turn in receipts as accumulated.
9. Assist at the annual conference or Tri-TESOL conference as needed.
10. All workshop announcements that go out to the membership should be sent out electronically to the ORTESOL Board for review prior to public dissemination.

Guidelines for ORTESOL President

1. At the first opportunity make sure a list of the officers and their addresses and phone numbers is sent to those members and the TESOL office in Washington, DC.
2. Set dates for Executive Board meetings and send an agenda to the Secretary with the order of the items to be reported or discussed, who is responsible for each item, and other expectations and directives that will expedite matters at the next meeting.
3. Make certain all Board members know about the Board meetings. Send agenda and materials two (2) weeks before the meeting.
4. Make certain all Board members have all Board member job descriptions. Know the responsibilities of all the officers and other appointees.
5. Make certain that officers and appointees are carrying out responsibilities effectively and punctually.
6. Delegate jobs in a manner that reflects the best interests of ORTESOL.
7. Assimilate and disseminate information that comes to and from the TESOL organization.
8. Conduct Executive Board meetings or arrange to have the 1st Vice President do so.
9. In order for future presidents to be aware of preceding communications, write letters for appointments, resignation and dismissals, with copies for the permanent record.
10. Keep a file of all correspondence to pass on to the next president.
11. Keep files of all interactions with each Board member to pass on to the next president.

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12. Write a letter from the President for each *Newsletter*.
13. Help as necessary with the Fall Conference.
14. Serve as affiliate representative or appoint an affiliate representative to TESOL conferences.
15. Conduct annual meeting at an end of term of office.
16. Meet at least once a year with administrative assistant.
17. Submit annual budget for approval at first meeting of a term.

Guidelines for ORTESOL 1st Vice President

1. Oversee the organization of the Fall Conference or Tri-TESOL conference.
2. Make arrangements for the plenary speaker and venue for the annual conference for the year that he/she assumes the ORTESOL presidency.
3. Make regular reports to the *Newsletter*.
4. Prepare to and assume the responsibilities of ORTESOL President in the President's absence.
5. Conduct regularly scheduled Board meetings should the President be absent.

Guidelines for ORTESOL 2nd Vice President (Membership Chair)

1. Prospective Members:
 - a. Oversee the following functions by working with Administrative Assistant to ensure that they are completed:
 - 1) Send a renewal packet to former members in a timely manner.
 - 2) Send out membership application forms as necessary.
 - 3) Send out extra copies of the *Newsletters*, when available and requested.
 - 4) Track memberships and send out welcome letters to new members.
 - b. Write letters to educational institutions and make telephone contacts encouraging institutional membership. Rationale: to receive a copy of the *ORTESOL Directory* and for professional involvement.
 - c. Direct the Advertising Coordinator to include information on Institutional Membership in the Publisher's Packet.
 - d. Develop outreach literature/mailings to target specifically under represented areas. Coordinate mailings with Mailing Coordinator.
2. Assist the 1st Vice President with conference planning, registrations, and materials.
3. Make an updated membership report at each Board Meeting.
4. Submit an article to the *Newsletter* every other quarter reporting membership numbers, promoting membership, clarifying membership procedures as necessary.

Guidelines for ORTESOL Past President

1. The Past President serves as an advisor to the members of the Executive Board.
2. The Past President is the ORTESOL archivist, holding all publications and other memorabilia since the organization's beginning.
3. Assemble and coordinate elections nominating committee for recruitment of new Board members, oversee annual election. Recruit one candidate from each Special Interest Group to serve on the nominating committee. These candidates are to be elected by the members present at any regular meeting of the Board.

Guidelines for ORTESOL Secretary

1. Take minutes at Executive Board meetings.
2. Send copies of these minutes to all Board members in a timely manner.
3. Confirm that the President/1st Vice President has prepared an agenda for the next meeting and will distribute it to Board members with directions to the meeting place at least two (2) weeks before the scheduled meeting
4. The outgoing Secretary shall take minutes at the annual business meeting. The incoming Secretary shall distribute minutes from the annual meeting.
5. Take care of all correspondence which the President instructs the Secretary to send.
6. Keep copies of correspondence both to and from the organization resulting from official action of the Board and correspondence which the President instructs the Secretary to keep.
7. Outgoing Secretary shall deliver copies of minutes from the last two years to the incoming First Vice President.

Guidelines for ORTESOL Treasurer

1. General Activity
 - a. Oversee any ORTESOL checking, savings, or money market accounts including receiving and depositing all incoming funds, paying all organizational debts and maintaining proper financial records, including monthly reconciliation of bank statements.
 - b. Present and submit a written itemized financial report at all Executive Board meetings. Give the incoming President an advance copy prior to the first Board meeting.
 - c. Meet with incoming President in a timely manner (within the first quarter of the new Board's formation) to prepare a budget for the coming year.
 - d. As outgoing Treasurer, present and submit a yearly itemized (November through October) financial statement within 10 days of receipt of the October bank statements. At this time, meet with the new Treasurer for an orderly transfer of all financial records.
3. Reimbursement payments to individuals will be made within ten days of receipt of expenditure records.

2. Bank Accounts
 - a. Before the annual ORTESOL Conference and the first joint meeting of the incoming and outgoing Board members, the outgoing Treasurer will obtain "Change of Signature" cards from the bank.
 - b. At the first joint meeting the outgoing President, Secretary and Treasurer will sign all cards to authorize transition. Incoming President, Secretary and Treasurer will also sign the cards.
 - c. Incoming Treasurer will submit signature cards and a change of address notice to the bank, immediately following to the first joint meeting.
3. Transition
 - a. The incoming and outgoing Treasurers will meet before the annual conference to review procedures and responsibilities of the office, and arrange for a transfer of records to take place.
 - b. In order to facilitate transition, the incoming and outgoing Treasurers will work on the registration committee directly with the Second Vice-President and the Administrative Assistant at the Fall Conference.
 - c. Make any other changes of an address (i.e., regular bills).
4. Postal Accounts Deposit
 - a. The Treasurer will make deposits into the ORTESOL postal account as requested by the Mailing Coordinator.
5. Fall Conference
 - a. The Treasurer will work with the Administrative Assistant to coordinate registrations prior to, during, and after the Fall Conference.

Guidelines for ORTESOL Elementary/Secondary/Bilingual,
Adult Education, and Higher Education SIG
(Special Interest Group) Co-Chairs

1. There will be two SIG Co-Chairs elected by each SIG group. Each SIG Co-Chair will have different duties.
2. The Co-Chairs themselves will decide the assignments of each Co-Chair.
3. One Co-Chair from each SIG will be primarily responsible for the annual conference.
 - a. Assist the Conference Coordinator in all areas of preparation for the conference.
 - b. Actively solicit papers and presentations from SIG members for the conference.
 - c. Coordinate a SIG sharing sessions for the conference (both Co-Chairs will determine the nature of that session, i.e., post-OTESOL sharing, information updates, current issues, etc.).
 - d. Provide support for the other Co-Chair representative for SIG outreach when necessary.
4. One Co-Chair from each SIG will be primarily responsible for outreach to the SIG membership.
 - a. Maintain contact with their respective TESOL SIGs and membership groups, and disseminate information to the ORTESOL membership as is appropriate, through the use of the *Newsletter* and the website on a regular basis, or by or special mailings when

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- necessary.
 - b. Provide/organize consultant services for SIG members.
 - c. Carry out special projects of interest to the membership.
 - d. Work directly with the 2nd Vice President to increase ORTESOL membership within the SIG group.
 - e. Provide support for the other SIG Co-Chair representative for the conference when necessary.
5. Both Co-Chairs will be responsible for (1) organizing and presiding over the SIG group meeting at the annual conference, (2) organizing and assisting at other ORTESOL-sponsored events.
- a. Set goals for the coming year for both SIG conference representative and SIG outreach representative.
 - b. Select one member for the ORTESOL Nominating Committee for the next year.
6. If in attendance at the TESOL Annual Convention, attend appropriate SIG meetings and report at the next board meeting.

Guidelines for ORTESOL Socio-Political/Technology SIG (Special Interest Group) Chairs

1. There will be one (1) SIG Chair elected by their respective SIG groups. The SIG Chairs are responsible to:
- a. Maintain contact with their respective TESOL SIGs and membership groups, and disseminate information to the ORTESOL membership as is appropriate, through the use of the *Newsletter* on a regular basis, or by or special mailings when necessary.
 - b. Assist the 1st Vice President in all areas of preparation for the conference.
 - c. Actively solicit papers and presentations from SIG members for the conference.
 - d. Coordinate a SIG sharing sessions for the conference (both Co-Chairs will determine the nature of that session, i.e., post-TESOL sharing, information updates, current issues, etc.).
 - e. Provide/organize consultant services for SIG members.
 - f. Carry out special projects of interest to the membership.
 - g. Work directly with the 2nd Vice President to increase ORTESOL membership within the SIG group.
 - h. Be responsible for (1) organizing and presiding over the SIG group meeting at the annual conference, (2) organizing and assisting at other ORTESOL-sponsored events.
 - i. Set goals for the coming year.
3. Technology SIG Chair will maintain and expand ORTESOL website facility and listservs.
4. If in attendance at the TESOL Annual Convention, attend appropriate SIG meetings and report at the next board meeting.

Guidelines for Member-At-Large: Mailing Coordinator

1. Be familiar with the mailing procedures demanded by United States Postal Service for bulk

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- mailings, including renewal of annual permit and maintenance of account balance.
2. Be liaison between those who need mailings done and the Administrative Assistant for ORTESOL and the US Postal Service.
 3. Organize and assist as needed, the folding and labeling of any bulk mailings to be sent out. (All letters sent SEALED.)
 4. Bundle, label and send out bulk mailings at the Central Post Office wherever ORTESOL has a mailing permit issued to it. (Be sure permit is affixed to upper right-hand corner.)
 5. Report to person requesting the bulk mailing that the mailing has been completed and when and where it was done.
 6. Report the cost of mailings, with appropriate breakdowns, to the Treasurer and request reimbursement to the ORTESOL postal account.

Guidelines for ORTESOL Member-At-Large: Advertising Coordinator/Publishers' Liaison

1. Solicit advertising for the *ORTESOL Newsletter*, the *ORTESOL Journal*, and conference programs.
2. Work with the editors of the *ORTESOL Newsletter* and the *ORTESOL Journal* as well as the conference program people, to set ad sizes, prices, and deadlines.
3. Draw up and send out rate sheet each year in November or December.
4. Bill advertisers, record in advertising notebook, and send money to the Treasurer.
5. Maintain current list of publishers representatives.
6. Arrange and manage publishers' displays at ORTESOL conferences.
7. Maintain clear records and job description for the next Advertising Coordinator.

Guidelines for Member-At-Large: Volunteer Coordinator

1. Serve as Volunteer Coordinator for the annual conference. Solicit volunteers to serve in the various capacities needed at the conference. Coordinate schedules for these volunteers and oversee their functions during the conference.
2. Cooperate with the 1st Vice President in planning for the conference. Assist the SIG chairs with organization of necessary processes for ORTESOL-sponsored events (advice, planning meeting, presence at the spring conference).
3. Maintain clear records and job description for the next volunteer coordinator.

Guidelines for the Workshops Coordinator

1. Publicize information on ORTESOL Workshop Grant via *ORTESOL Newsletter*, Fall Conference, individual mailing, etc.
2. Maintain list of contact people at higher education, adult education, K-12, and other interested ESL programs (i.e., prison/workplace programs).

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3. Maintain list of possible presenters.
4. Process grant applications (review applications, contact Treasurer, acceptance letter, etc.)
5. Maintain record of grant requests and recipients.
6. Maintain clear records and job description for next Workshop Coordinator.

Guidelines for *ORTESOL Newsletter* Editor(s)

1. Solicit information from members, representatives and regional reports.
2. Maintain effective communication with associates as to articles, sizes and needs and requests.
3. Maintain effective communication with Advertising Coordinator for advertising needs and requests.
4. Edit and write articles when needed.
5. Maintain correspondence with publishers for reviews and other news.
6. Maintain communication and correspondence with ORTESOL, TESOL, and other groups which ORTESOL has a special interest, publishing information from such when requested, providing it fits editorial format.
7. Carry out or reassign responsibilities delegated to reporters, but not performed, in order to ensure effective continuance of *Newsletter*.
8. Publish *Newsletter* four times yearly: Fall, Winter, Spring, and Summer.
9. Maintain file of all back issues.
10. Provide membership chairman and Advertising Coordinator with extra issues as needed
11. If in attendance at the TESOL Annual Convention, attend appropriate SIG meetings and report at the next board meeting.

Guidelines for ORTESOL Administrative Assistant

1. Work with the 2nd Vice President to maintain computerized records of membership with the following fields:
 - a. alphabetical
 - b. ZIP
 - c. SIG
 - d. institution
 - e. membership status
2. Assist with mailing services by providing membership lists, membership labels, return address labels, other contact lists and labels.
3. Confer with mailing coordinator to assure that bulk mailing procedures are followed.
4. Obtain and supervise student worker to carry out routine tasks as needed.
5. Be responsible for preparation of *Membership Directory* and *Journal*, and revisions to the Guidelines, Membership Form, and Constitution/Bylaws.
6. Work with the Treasurer to coordinate registrations before, during, and after the Fall Conference.
7. Meet with the President at least once per year.

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8. Annual wage increases will be based on the CPI (Consumer Price Index) for the fiscal year beginning in January and ending in December.