

ORTESOL Board Position Guidelines

(Revised June 2011)

Executive Committee

Overall Objective: To continue board activities and oversight between board meetings

Members: President (leader), Vice President, Secretary, Treasurer, 1 Board Member at Large

Duties: Decides on issues to be resolved before the next board meeting

1. Decides if the board needs to vote on an issue and sets the form and timeline for voting as needed in an appropriate format
2. Informs the Board of decisions and actions taken by the Executive Committee between meetings
3. Creates and updates annual schedule for the ORTESOL Board and for ORTESOL members
4. Sends the annual schedule to the Tech Team
5. Write a Board Report for every ORTESOL Newsletter as designated by President

Guidelines for the ORTESOL President

Overall Objective: To represent ORTESOL in a professional manner to the Board members, membership, and the public.

Election: The president will be elected by the ORTESOL Board for a 1 year term

Duties:

1. Be a member of the Executive Committee
2. Oversee the work of other committees
3. Facilitate meetings
4. Make certain all Board members know about the Board meetings. Set agenda and materials two (2) weeks before the meeting
5. Make certain all Board members know the responsibilities of all other Board members and committees, as well as how to access Board member job descriptions.
6. Take responsibility for delegating the task of bringing food and drink to the quarterly Board meetings
7. Make certain that Board members and committees are carrying out responsibilities effectively and punctually
8. Coordinate Board Report for newsletter
9. Keep track of incoming and outgoing Board members

10. Nominate candidates to fill empty positions for Members at Large on the Board in between elections
11. Email names and email addresses of new Board members to the Tech Team.
12. Write letters for appointments, resignation and dismissals, with copies for the permanent record in order for future presidents to be aware of preceding communications.
13. Keep a file of all correspondence to pass on to the next president and make sure Secretary has a copy of this.
14. Keep files of all interactions with each Board member to pass on to the next president
15. Help as necessary with the Fall Conference
16. Report to the ORTESOL Board about general ORTESOL activities at the annual joined meeting in January.
17. Serve on the Budget Committee
18. Serve as Vice President for first year of a two-year term.
19. The outgoing President will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the ORTESOL Vice President

Overall Objective: Assist the President and other officers with their duties as needed.

Election: The Vice President will be elected by the ORTESOL Board for a 1 year term

Duties:

1. Be a member of the Executive Committee
2. Preside over meetings in the absence of the president.
3. Assist Committee Chairs and other officers as needed.
4. Become thoroughly acquainted with the president's duties so you can assist the President.
5. Work with President to prepare to take over Presidency
6. Take nominations and lead a discussion for a representative to attend TESOL conference.
7. Serve as President for the 2nd year of a two-year term.
8. The outgoing Vice-President will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the ORTESOL Secretary

Overall Objective: Maintain and distribute records of ORTESOL Board meetings

Election: The Secretary will be elected by ORTESOL members for a 2 year term.

Duties:

1. Be a member of the Executive Committee
2. Take minutes at Board meetings
3. Send copies of these minutes to all Board members two weeks prior to meeting.
4. Take minutes at Executive Board meetings.
5. Confirm that the President has prepared an agenda for the next meeting and will distribute it to Board members with directions to the meeting place at least 2 weeks before the scheduled meeting.
6. Send minutes to Tech Team to be posted on the website.
7. Keep copies of correspondence both to and from the organization resulting from official action of the Board.
8. Serve on the Conference and Workshop Committee
9. As outgoing Secretary, deliver copies of accepted minutes from the last two years to the incoming Secretary.
10. The outgoing Secretary will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the ORTESOL Treasurer

Overall Objective: Oversee collection and distribution of ORTESOL funds

Election: The Treasurer will be elected by ORTESOL members for a 2-year term.

Duties:

1. Be a member of Executive Committee
2. 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.
3. Present and submit a written itemized financial report at all Board meetings. Give the incoming President an advanced copy prior to the first Board meeting.
4. 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, including fees for an ORTESOL representative at the annual TESOL convention.
5. 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.
6. Reimburse individuals within ten days of receipt of the expenditure records.

7. Obtain a "Change of Signature" card from the bank, before the annual ORTESOL Conference and the first joint meeting of the incoming and outgoing Board members.
8. Have the outgoing President, Secretary, and Treasurer sign all cards to authorize transition of new officers at the first joint meeting. Oncoming President, Secretary and Treasurer will also sign the cards.
9. Submit signature cards and a change of address notice to the bank (by incoming Treasurer) immediately following the first joint meeting.
10. Meet with the incoming treasurer before the annual conference to review procedures and responsibilities of the office, and arrange for a transfer of records to take place.
11. Make any other changes of address
12. Make deposits into the ORTESOL postal account as requested by the Administrative Assistant.
13. Work with the Administrative Assistant and the Tech Team to coordinate registrations prior to, during, and after The Treasurer will make deposits into the ORTESOL postal account as requested by the ORTESOL Conference.
14. Be a member of Budget Committee
15. Make sure that the status of ORTESOL as an Oregon non-profit corporation is renewed every year through the Oregon Secretary of State's office.
16. File Form CT-12 with the Charitable Activities Section of the Oregon Dept. of Justice every year.
17. File a yearly report with the I.R.S. as required by law.
18. The outgoing Treasurer will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

****Additional duties may be added as needed.