

ORTESOL Board Position Guidelines

(Revised June 2011)

Guidelines for the Affiliate Liaison

Overall Objective: Serve as the liaison between ORTESOL, TESOL, and other affiliates and stay up-to-date on issues in our field.

Election: Two Affiliate Liaisons will be elected by the general membership for a 2-year staggered term. (One new liaison will be elected every other year)

Duties:

1. Assimilate and disseminate information that comes to and from the TESOL organization and other affiliates.
2. Compose ORTESOL position statements, get board approval, and disseminate to members, government offices, other organizations, and the public.
3. Fill out and send the report to TESOL with the annual fee.
4. Report to the ORTESOL Board about TESOL activities at the annual joined meeting in January.
5. Attend and represent ORTESOL at any board approved affiliate conferences.
6. Serve on the Conference and Workshop Committee
7. The outgoing liaison will make sure that a report of procedures taken to address each duty is passed on, as well as all documents associated with position.

Guidelines for the ORTESOL Tech Team

Overall Objective: Maintain and expand ORTESOL's online presence.

Election: 2 Tech Team members will be elected by ORTESOL members for 2-year staggered terms. (One new tech team member will be elected every other year)

Duties:

1. Maintain the ORTESOL general membership list-serve
2. Maintain the ORTESOL board membership list-serve
3. Design and maintain the ORTESOL website
4. Maintain the ORTESOL board Wiki
5. Send out and collect data from online surveys and election ballots.
6. Manage the annual website host fees.
7. Report to the ORTESOL Board about list-serve and website activities and membership and conference registration at the annual joint meeting in January.
8. Serve on the Conference and Workshop Committee
9. Train board members on the use of the list-serve
10. Maintain archived documents electronically
11. Send list of names and email addresses to list-serve

12. The outgoing tech team member will make sure that a report of procedures taken to address each duty is passed on, as well as all documents associated with position.

Guidelines for the ORTESOL Newsletter Editor

Overall Objective: To create and distribute the ORTESOL Newsletter

Election: One newsletter editor will be elected by ORTESOL members for a 2-year term.

Duties:

1. Solicit information and articles for the newsletter from members and representatives
2. Maintain effective communication with authors as to articles, sizes, needs, and requests
3. Maintain effective communication with Publisher's Liaison with regard to advertising needs and requests
4. Edit, write and/or collect articles when needed, in order to ensure effective continuance of the newsletter
5. Format layout and publish newsletter 4 times yearly.
6. Email electronic copies of the newsletter to membership.
7. Electronically archive newsletters
8. Communicate with Publisher's Liaison and Budget Committee concerning sponsors and scholarships
9. Report to the ORTESOL Board about Newsletter activities at the annual joined meeting in January.
10. Email copy of newsletter to administrative assistant for hard copy mailing,
11. Collect articles from Executive Board and other Board members as needed.
12. Outgoing Newsletter Editor will deliver a report of procedures taken to address each duty, as well as all documents associated with position is passed on to new Board member.

Guidelines for the ORTESOL Higher Education, K-12/Bilingual, and Adult Education SIG Chairs

Overall Objective: To represent and maintain contact with specified special interest groups (SIGs)

Election: A chairperson for each SIG will be elected by ORTESOL members for 2-year term.

Duties:

1. Actively solicit papers and presentations from SIG members for the conference and/or workshops
2. Communicate information to SIG group members
3. Elicit needs and interests from SIG group members
4. Forward job announcements to Tech Team
5. Organize ESOL Awareness Week activities
6. Plan and offer professional or educational activities as requested by SIG members

7. Serve on the conference Reading Committee, Scheduling Committee, and Theme Committee, as needed.
8. Report to the ORTESOL Board about SIG activities at the annual joined meeting in January
9. will deliver a report of procedures taken to address each duty, as well as all documents associated with position is passed on to new Board member.
10. Outgoing SIG will deliver a report of procedures taken to address each duty, as well as all documents associated with position is passed on to new Board member.

Guidelines for the ORTESOL Conference and Workshop Coordinators

Overall Objective: Plan and run ORTESOL Conferences and workshops

Election: 2 Coordinators will be elected by ORTESOL members for 2-year staggered terms.
(One new coordinator will be elected each year)

Duties:

1. Lead and serve on the Conference and Workshop Committee
2. Plan ORTESOL workshop(s)
 - a) Schedule workshops
 - b) Get suggestions for workshop presenters from conference evaluations
 - c) Narrow choice for presenters to 3 and share with board (Board chooses 1 definite presenter and 1 back-up presenter or 2 presenters.)
 - d) Advertise workshop(s)
 - e) Arrange for food as needed
 - f) Arrange for information about logistics (parking, directions, etc) to members and presenters
 - g) Arrange for the printing , distribution, and collection of evaluations
 - h) Arrange (if necessary) for presenters' housing, transportation, etc.
 - i) Arrange for someone to introduce plenary presenters
 - j) Coordinate the payment for plenary speaker.
3. Negotiate among committee members tasks of subcommittees according to strength of members
4. Receive and coordinate all reports from each subcommittee.
5. The outgoing conference coordinator will make sure that a report of procedures taken to address each duty, as well as all documents associated with position is passed on to remaining Board member.

Guidelines for the ORTESOL Publishers' Liaisons

Overall Objective: Serve as liaison between the board and publishers.

Election: 2 Publishers' Liaisons will be elected by ORTESOL members for 2-year staggered terms
(One Publisher's Liaison will be elected each year)

Duties:

1. Serve on the Conference and Workshop Committee
2. Solicit advertising for the ORTESOL Newsletter, ORTESOL Journal, and conference.
3. Work with the editors of the ORTESOL Newsletter and the ORTESOL Journal as well as the conference coordinators, to set ad sizes, prices, and deadlines
4. Draw up and send out publisher rate sheet prior to conference
5. Bill advertisers, record invoices, and send money to the Treasurer
6. Maintain clear records and job description for the next Publisher's Liaisons
7. Attend conference to help with set up and break down, and be available to assist representatives before, during and after conference.
8. Send invitation to publishers with rate sheet prior to conference.
9. The outgoing Publisher's Liaison will make sure that a report of procedures taken to address each duty, as well as all documents associated with position is passed on to remaining Board member.

Guidelines for the ORTESOL Volunteer Coordinators

Overall Objective: Be in charge of volunteer help at ORTESOL events

Election: 2 Volunteer Coordinators will be elected by ORTESOL members for 2-year staggered terms.
(One new Volunteer Coordinator will be elected each year)

Duties:

1. Arrange for volunteers when needed at ORTESOL events
2. Serve on the Conference and Workshop Committee
3. The outgoing Volunteer Coordinator will make sure that a report of procedures taken to address each duty, as well as all documents associated with position is passed on to remaining Board member.

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