

ORTESOL Board Committee Guidelines

(Revised June 2011)

Election Committee

Overall Objective: To elect and recruit new board members

Members: President (leader), Vice President and All SIG Chairs

Duties:

1. Nominate current ORTESOL Board members for the President position
2. Notify the membership of open positions
3. Gather candidates' bios and references
4. Invite nominees to the executive board with their references and information
5. Prepare survey or ballot and provide it to the Tech Team for posting to the membership
6. Contact newly elected board members
7. Inform Newsletter editor and Tech Team about the newly elected board members
8. Report to the ORTESOL Board about the general ORTESOL activities at the first joint meeting in January

Budget Committee

Overall Objective: To maintain and distribute ORTESOL's funds

Members: Treasurer (leader), President, Vice President, Secretary and Affiliate Liaison

Duties:

1. Issue grants to membership
2. Create and review grant and scholarship guidelines and proposals
3. Send the grant and scholarship applications to the Tech Team
4. Evaluate and award grants and scholarships
5. Write articles for the newsletter to notify the membership about grant and scholarship winners
6. Fundraising as needed
7. Serve on the Conference Budget Sub-committee
 - a. Set a budget for the conference
 - b. Communicate with Site Coordinator about fees and payments for the conference
 - c. Propose fees for the conference
 - d. Advertise and issue conference scholarships to membership
 - e. Issue payments for conference-related services

Conference and Workshop Committee

Overall Objective: Plan and run the annual fall conference

Subcommittees:

- A. Conference and Workshop Coordinators– (2 - Lead Conference Committee)
- B. Theme Team – TESOL Liaison and 1 SIG chairperson
- C. Reading Committee – 4 SIG Chairpersons
- D. Scheduling Team – Secretary and 1 SIG chairperson, Vice President, 1 Tech Team member
- E. Budget Committee – President and Treasurer
- F. Tech Team(2)
- G. Publishers’ Liaisons(2)
- H. Volunteer Coordinators(2)

Subcommittee Duties:

- A. Conference and Workshop Coordination Team
 1. Choose a location of the conference and workshop
 2. Negotiate with the Hosting Organization
 3. Negotiate price
 4. Reserve rooms for the sessions
 5. Reserve space for plenary
 6. Reserve space for publishers
 7. Reserve media services
 8. Reserve food services
 9. Arrange printing of signs, schedules, session evaluations, etc.
 10. Arrange for parking
 11. Get internet access for publishers
 12. Get parking permits for publishers
 13. Arrange for college president or dean to give greeting
- B. Theme Team
 1. Choose a theme for the conference
 2. Get plenary speakers
 3. Make arrangements for plenary speakers housing and transportation
 4. Advertise conference
 5. Revise conference evaluation
 6. Send conference evaluation to Tech Team
 7. Plan board dinner
- C. Tech Team
 1. Manage online conference registration
 2. Post schedules, summaries, and abstracts on ORTESOL website before conference
 3. Post session handouts on ORTESOL website after conference
 4. Be at registration during conference to check that all attendees have in fact paid

- D. Reading Committee
 1. Send out the call for proposals
 2. Read and evaluate proposals
 3. Choose presenters
 4. Edit proposals
 5. Proofread proposals
 6. Communicate with presenters during reading and acceptance process
 7. Revise proposal forms
 8. Revise acceptance criteria

- E. Scheduling Team
 1. Make conference schedule
 2. Communicate with presenters during scheduling process
 3. Communicate with Tech Team about changes to schedule

- F. Publishers' Liasons
 1. Maintain current list of publishers and other organization representatives
 2. Arrange and manage publishers' and organizations' displays at conference
 3. Plan Friday social event

- G. Budget Committee
 1. Set a budget for the conference
 2. Communicate with Site Coordinator about fees and payments for the conference
 3. Propose fees for the conference.
 4. Advertise and issue conference scholarships to membership
 5. Issue payments for conference-related services

- H. Volunteer Coordinators
 1. Solicit volunteers to serve in the various capacities needed at the conference
 2. Coordinate schedules for volunteers
 3. Create signs (directions, parking, session signs for doors)
 4. Oversee volunteers during the conference
 - a) Hang and take down signs
 - b) Make, alphabetize, and check nametags
 - c) Distribute and collect session evaluations
 - d) Clean up after conference

- I. Administrative Assistant
 1. Collect fees / checks from registrants
 2. Give Treasurer fees/checks from registrants

*** Other duties and committees may be assigned as needed.