

**KYTESOL
HANDBOOK OF DUTIES
AND
JOB DESCRIPTION OF OFFICERS
April 2002
Revised September 2008**

PRESIDENT:

1. Presides over Board and meetings.
 - A. Notifies members of meetings.
 - B. Recommends candidates for appointed offices.
 - C. Creates and appoints ad hoc committees.
 - D. Serves on the Nominating Committee.
 - E. Provides leadership in assessing and meeting the needs of the organization.
 - F. Oversees and facilitates the work of committees and Board members.
 - G. Maintains and promotes communication between Board members and the general membership.
 - H. Provides liaison between KYTESOL and other organizations.
 - I. Assists TESOL Liaison with the completion of reports and the submission of documents to TESOL.
 - J. Works closely with the Vice President on conference program plans.
 - K. Appoints a voting member to TESOL.
2. Uses newsletter as a means of information to the general membership.

Writes the President's Letter to inform the membership of important news and/or the decisions of the Board of Directors and membership meetings.
3. Is a member in good standing of TESOL.

FIRST VICE PRESIDENT:

1. Is Program Chair for the annual conference(s). Can appoint a committee from the membership to help in program plans.
 - A. Calls on Publisher's Liaison for publishers' exhibits.
 - B. Calls on the Secretary for mass mailings by postal mail, on the Webmaster for electronic mass mailings, and on the Vice President for Membership for staffing the registration desk at the conferences.
2. Is responsible for getting conference information and plans to the newsletter in time to inform the general membership of conference plans.
3. Should pass on information and work closely with the incoming First Vice President with conference program plans.
4. Serves on the Nominating Committee.
5. Attends Board and Business meetings of the organization.
6. Is a member in good standing of TESOL.

VICE PRESIDENT FOR MEMBERSHIP:

1. Is responsible for recruitment of new members and for keeping up-to-date records of membership.
2. Advises Webmaster of new memberships upon request.
3. Chairs the Membership Committee (for members-at-large) and makes sure the registration desk is staffed at each conference.

Note: persons sending membership monies after April 15 gain membership the following fall.

4. Makes a copy of the Bylaws available to new Board members at conferences.
5. Sends an up-to-date membership list to Board members within six weeks after each conference.
6. Attends Board and Business meetings of the organization.
7. Is a member in good standing of TESOL.

TREASURER:

1. Maintains the financial records for the organization. (Establishes a bank account for that purpose and keeps books current.)
2. Is Registrar for conferences.
3. Presents a written treasurer's report to Board members at each Board meeting.
4. Is responsible for the disbursement of funds for the organization.
5. Attends Board and Business meetings of the organization.
6. Is a member in good standing of TESOL.

SECRETARY:

1. Records and reports minutes of all Board and Business meetings.
2. Sends a copy of minutes of the meetings to all Board members within two weeks of the meetings.
3. Prepares the ballots for votes for the fall elections.
4. Notifies the President of impending expiring offices before Board meetings.
5. Maintains the files of the organization.
6. Assists the Vice President with conference mailings.
7. Attends Board and Business meetings of the organization.
8. Distributes the slate of candidates for office along with a short resume for each to all members in good standing before the Annual Business meeting. This slate of officers is to come from the chairperson of the Nominating Committee (the Immediate Past President).

NEWSLETTER EDITOR:

1. Produces a Newsletter at certain intervals, currently twice a year.
2. Solicits articles for the Newsletter, first by asking Board Members to contribute on a regular basis:
 - A. The President's Letter.
 - B. Conference information, maps, registration and proposal forms for the two conferences from the Vice President/Program Chair.
 - C. Membership updates from the Vice President for Membership.
 - D. Special features, e.g., Teachers' Corner, Technology, and Students' Contributions.
 - * Besides these "standard" items, articles of a professional nature including research and news of teaching projects are also solicited.
3. Receives regular features, such as news from the KDE, items from the Book Review Editor, and advertisements from publishers.
4. Can appoint a publications committee to assist in publication.
5. Works closely with the Publisher Liaison and Book Review Editor to obtain ads from publishers.
6. Edits all articles.
7. Exchanges newsletters with several other organizations and sends at least one copy to TESOL.
8. Requests TESOL updates from TESOL Liaison regarding items of interest and importance for inclusion - especially upcoming conferences and items of special concern.
9. Sets and informs the Board and the membership of deadlines for each issue of the Newsletter.
10. Identifies potential news stories and assigns reporters to develop them for publication.

PUBLISHERS' LIAISON:

1. Establishes and maintains liaison with publishers.
2. Works closely with Vice President by securing publishers to exhibit at the conferences.
3. Secures ads from publishers.
4. Secures door prizes for conferences and Business luncheons.
5. Attends all Board and Business Meetings.
6. Is responsible for at least one article a year for the Newsletter.

BOOK REVIEW EDITOR:

1. Reviews books from various publishers.
2. Submits at least one book review for each Newsletter.
3. Solicits book reviews from other members for the Newsletter.
4. Sends the publishing company a letter when a review of a book is made in the Newsletter.
5. Attends all Board and Business Meetings.

IMMEDIATE PAST PRESIDENT:

1. Acts as parliamentarian and advisor to the Board.
2. Is responsible for at least one article a year to the Newsletter.
3. Chairs the Nominating Committee.

Note: the Nominating Committee should be charged with the responsibility of obtaining a slate of candidates for office along with brief resumes of same in time for the Secretary of the organization to be able to distribute the information to all the members in good standing.

4. Attends all Board and Business Meetings.

TESOL LIAISON:

1. Acts as liaison between KYTESOL and TESOL International by reporting any and all news, reports, suggestions, policies, etc. from TESOL to the Board and members of KYTESOL as applicable.
2. Informs TESOL International of news, activities, conferences, projects, etc. of KYTESOL.
3. May be designated by the President as the voting delegate to represent KYTESOL at TESOL annual conferences.
4. Completes and submits annual reports and copies of relevant documents to TESOL, with input from the President and Board Members, as needed.
5. Reads and includes information from TESOL on items of interest and importance—especially upcoming conferences and areas of special concern.
6. Is responsible for at least one article a year for the Newsletter.
7. Attends all Board and Business Meetings.
8. Is a member in good standing of TESOL.

MEMBER-AT-LARGE:

1. Is part of the membership committee and assists the membership chair in recruiting new members to KYTESOL.
2. Helps staff the membership and registration desk at KYTESOL conferences.
3. Is responsible for at least one article a year for the Newsletter.
4. Attends all Board and Business Meetings.
5. Assists in other matters as requested by the President, such as serving as Historian or Photographer for KYTESOL.
6. Helps the Board carry out the mission of the organization.