

## **2019-2020 Open Board Positions**

The expectations for all VATESOL Board of Directors are as follows:

- Attend all board meetings (usually virtual)
- Attend Board-sponsored VATESOL functions
- Hold current VATESOL membership
- Hold a current TESOL membership (per TESOL, 3 VATESOL board members must hold TESOL membership) = Board will review that 3 members have TESOL membership
- Respond to board communications within 48 hours (checking and responding to emails is important)
- Vote on board decisions (typically sent via email/electronic voting)
- Act as liaison to a VATESOL committee, when applicable, especially during the annual VATESOL Conference

### **Specific Board Position Duties**

**2nd Vice President shall:**

**\*Please note, this is a 4-year commitment as this position transitions through the presidential positions. Additionally, this position requires excellent communication and organizational skills, including use of Google Drive and distance communication platforms for virtual collaboration. Additionally, prior service on the VATESOL Board is preferred.**

- Succeed the First Vice President
- Assist the First Vice President with the Fall Conference and assume duties as appropriate in consultation with the First Vice President
- Serve and attend as VATESOL liaison for SETESOL (Southeastern Teachers of English for Speakers of Other Languages)
- Establish/maintain contacts in the field around the state
- Maintain Robert's Rules of Order during board meetings, advising the President and others as needed
- Have prior experience as a VATESOL Board Member
- Attend and assist the Conference Committee during the Fall Conference

**Treasurer shall:**

**1-Year Term (2019-2020)**

- Assist Conference Committee in crafting budgets and post conference financial reports
- Work with membership chair to collect dues
- Deposit money received, make disbursements, and maintain financial records
- Arrange for audits as specified by the Executive Board
- Submit a written report for the newsletter as requested
- Make a budget for each fiscal year or monitor progress of 5-year plan
- Prepare 990 TAX Forms for the IRS, and

- Upon leaving the position, ensure that the signatory rights to the new Treasurer are transferred (take a trip to the bank), and follow the recommended timeline to perform these duties
- Attend and assist the Conference Committee during the Fall Conference

**Communications Coordinator shall:**

**2-Year Term (2019-2021)**

- Check the VATESOL emails regularly, increasing as the Fall Conference approaches
- Respond to emails in a timely matter or forward to pertinent board members
- Post regularly to Facebook and Twitter to promote the vision and mission of VATESOL
- Use the VATESOL website to draft and send communications, especially conference notifications
- Maintain email tracking within website
- Notify Webmaster of needed updates/changes
- Actively assist the Conference Committee in communicating conference related information
- Attend and assist Conference Committee during the Fall Conference

**K-12 Special Interest Group Leader (SIG) shall:**

**2-Year Term (2019-2021)**

- Recruit and secure presenters for VATESOL conference in their interest group
- Submit an article/post SIG news to the VATESOL Newsletter or Website for each newsletter (current educational and legislative trends affecting your group are good topics for the articles).
- Encourage members to write articles for the newsletters
- Keep list of members in the SIG via the website
- Maintain regular communication with Membership Chair about new members in order to connect with new members and provide outreach if they have not identified a SIG in their application
- Attend and assist the Conference Committee during the Fall Conference

**Adult Education Special Interest Group Leader (SIG) shall:**

**2-Year Term (2019-2021)**

- Recruit and secure presenters for VATESOL conference in their interest group
- Submit an article/post SIG news to the VATESOL Newsletter or Website for each newsletter (current educational and legislative trends affecting your group are good topics for the articles).
- Encourage members to write articles for the newsletters
- Keep list of members in the SIG via the website

- Maintain regular communication with Membership Chair about new members in order to connect with new members and provide outreach if they have not identified a SIG in their application
- Attend and assist the Conference Committee during the Fall Conference

**Academic English Programs Special Interest Group Leader (SIG) shall:**

**2-Year Term (2019-2021)**

- Recruit and secure presenters for VATESOL conference in their interest group
- Submit an article/post SIG news to the VATESOL Newsletter or Website for each newsletter (current educational and legislative trends affecting your group are good topics for the articles).
- Encourage members to write articles for the newsletters
- Keep list of members in the SIG via the website
- Maintain regular communication with Membership Chair about new members in order to connect with new members and provide outreach if they have not identified a SIG in their application
- Attend and assist the Conference Committee during the Fall Conference

**Teacher Trainer Special Interest Group Leader (SIG) shall:**

**2-Year Term (2019-2021)**

- Recruit and secure presenters for VATESOL conference in their interest group
- Submit an article/post SIG news to the VATESOL Newsletter or Website for each newsletter (current educational and legislative trends affecting your group are good topics for the articles).
- Encourage members to write articles for the newsletters
- Keep list of members in the SIG via the website
- Maintain regular communication with Membership Chair about new members in order to connect with new members and provide outreach if they have not identified a SIG in their application
- Attend and assist the Conference Committee during the Fall Conference

**Advocacy/Legislative Liaison shall:**

**2-Year Term (2019-2021)**

- Inform, educate, and collaborate with TESOL on advocacy matters of interest to the membership
- Attend TESOL's Advocacy Day provided that VATESOL pays the honorarium
- Provide up-to-date information on matters of interest during the Legislative session of the Virginia General Assembly to members
- Serve as the Registered Agent with the State Corporation Commission (SCC) to ensure annual report and fees are filed

- Serve, if able, as SIG leader. If liaison is unable to serve as SIG leader he/she may appoint one
- Attend and assist the Conference Committee during the Fall Conference

**The Newsletter Editor shall:**

**2-Year Term (2019-2021)**

- Produce the four (4) VATESOL newsletter issues each year (or other platform as discussed by the Board)
- Solicit articles and information for the newsletter
- Collaborate with Communications Chair to distribute newsletter to membership
- Work with Webmaster to ensure posting of newsletters and archives, and
- Follow the recommended timeline to perform these duties
- Attend and assist the Conference Committee during the Fall Conference

**The Webmaster shall:**

**2-Year Term (2019-2021)**

- Become familiar with website via training from past Webmaster or utilizing tutorials under admin view
- Periodically check that the website is current and links functioning
- Post information within 24 hours of receiving request from President and other Board members
- Communicate with 1st Vice President to post information pertaining to conference
- Coordinate with Treasurer on registrations and online payments for conference
- Set-up registration types and deadlines along with exhibitor registration and post details on conference page
- Communicate with Newsletter Editor for posting of newsletters, both current and archive
- Maintain active member list in coordination with Membership Chair
- Assist Communication Chair with email feature of website
- Offer assistance to board members interested in utilizing features of the website (i.e., email and postings)
- Communicate with SIG leaders and Advocacy / Legislative Liaison often to ensure website contains pertinent information for members
- Solicit and act on suggestions from the membership on how to improve the website, and
- Attend a professional development workshop for website managers (i.e. the national TESOL conference)
- Attend and assist the Conference Committee during the Fall Conference