

ORTESOL Board Committee Guidelines

(Revised September 2013)

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

Duties:

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.

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.

Finance Committee

(approved 1/25/2014)

Overall Objective: To maintain and distribute ORTESOL's funds

Members: Treasurer (leader), President, Vice President, Secretary and Tech Co-Chair

Duties:

1. Chaired by Treasurer.
2. Oversees regular review of financial procedures.
3. Meets in the first quarter (January) to review financial year end documents for prior year.
4. Meets in the last quarter (December) to review budget document for the next year and review tax/financial year-end documents.
5. Promotes, tracks, and coordinates the distribution of grant awards (and information about awards) to members – including maintaining grant protocols.
6. Applies priorities from Strategic Planning processes and Mission and analyzes fiscal capacity to undertake certain projects under direction of Executive Committee and all Board Officers.
7. Works with Conference Budget Sub-committee to track and coordinate budgeting and expenses for conferences.
 - 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.

Conference and Workshop Committee

Overall Objective: Plan and run the annual fall conference

Subcommittees:

1. Conference and Workshop Coordinators– (2 - Lead Conference Committee)
2. Theme Team – TESOL Liaison, Conference and Workshop Coordinators and 1 SIG chairperson
3. Reading Committee – 4 SIG Chairpersons
4. Scheduling Team – Conference and Workshop Coordinators, Secretary and 1 SIG chairperson, Vice President, 1 Tech Team member
5. Budget Committee – President and Treasurer
6. Tech Team(2)
7. Publishers' Liaisons(2)
8. Volunteer Coordinators(2)

Subcommittee Duties:

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

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

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

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

Scheduling Team

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

Publishers' Liaisons

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

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

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. a) Hang and take down signs
 - b. b) Make, alphabetise, and check nametags
 - c. c) Distribute and collect session evaluations
 - d. d) Clean up after conference

Administrative Assistant (*subject to revision per Financial Review Committee recommendations*)

1. Collect fees / checks from registrants
2. Give Treasurer fees/checks from registrants

Advisory Council

Overall objective: cooperate with ORTESOL in our mission to promote scholarship, to disseminate information, and to strengthen, at all levels, instruction and research in the teaching of English to speakers of other languages

1. Contribute valuable expertise and thinking to the current and future work of ORTESOL.
2. Provide input when requested on agenda items to be discussed at board meetings (in person or written).
3. Communicate and promote ORTESOL events to relevant constituencies.
4. Allow ORTESOL to publish names and affiliations as members of the Advisory Council.

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