

ORTESOL Board Position Guidelines

(Updated October 2016)

Guidelines for the ORTESOL President (1 position)

Overall Objective: To represent ORTESOL in a professional manner to the Board members, membership, and the public.

Election: The president will be elected by the ORTESOL Board for a 1-year term; Serve as the Vice President 1 year before serving as the President

Duties & Time commitment: Approximately 120+ hours of commitment for 1 year excluding the quarterly board meeting time

1. Represent ORTESOL in public presence of ORTESOL and a primary point of contact by external entities.
2. Be a member and the leader of the Executive Committee.
3. Be a member and the leader of the Election Committee.
4. Be a member of the Finance Committee.
5. Oversee the work of other committees.
6. Facilitate four Board meetings per year.
7. Make certain all Board members know about the Board meetings. Set agenda and materials and email agenda to Board two (2) weeks before the meeting.
8. Make certain all Board members know how to access Board member job descriptions and are aware of the responsibilities of all other Board members and committees.
9. Arrange lunch orders for all the board meetings
10. Make certain that Board members and committees are carrying out responsibilities effectively and punctually.
11. Fill out and send the report to TESOL (annual affiliate survey) with the annual fee (coordinate this work with Treasurer).
12. Report ORTESOL activities and initiatives in ORTESOL quarterly newsletters.
13. Keep track of roles and responsibilities of each board position and terms, and prepare for an election of new board members.
14. Nominate candidates to fill empty positions for Members at Large on the Board in between elections.
15. Write letters for appointments, resignations and dismissals, with copies for the permanent record, in order for future presidents to be aware of preceding communications.
16. Keep a file of all correspondence to pass on to the next president and make sure Secretary has a copy of this.
17. Keep files of all interactions with each Board member to pass on to the next president.

18. Be an authorized signer on ORTESOL's accounts.
19. Help as necessary with the Fall Conference and Spring Workshop.
20. Give a State of the Organization address at the Fall Conference and Welcome speech to members at the Spring Workshop.
21. Report to the ORTESOL Board about general ORTESOL activities at the annual joint meeting in January.
22. Serve on the Finance Committee.
23. Serve as Vice President for first year of a two-year term.
24. The outgoing President will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the ORTESOL Vice President (1 position)

Overall Objective: Assist the President and other officers with their duties as needed.

Election: The Vice President will be elected by the ORTESOL Board for a 1-year term.

Duties & Time commitment: Approximately 60+ hours of commitment for 1 year excluding the quarterly board meeting time

1. Be a member of the Executive Committee (time commitment: approximately 30 minutes each month).
2. Be a member of the Election Committee
3. Prepare for quarterly board meetings by checking in with the president and with other board members who will be presenting information at the meeting (time commitment: approximately 30 minutes each week for 2-3 weeks leading up to the board meeting)
4. Preside over meetings in the absence of the president (time commitment: no extra time).
5. Assist Committee Chairs and other officers as needed (time commitment: potentially 30 minutes each month)
6. Serve as liaison to the Advisory Council for communication of board activities, invitations and other notifications (time commitment: potentially 30 minutes each month).
7. Become thoroughly acquainted with the president's duties in order to assist the President (time commitment: approximately 1 hour quarterly for meetings with the president; potentially more time at the end of the year).
8. Work with President to prepare to take over Presidency (time commitment: potentially 2-3 hours at the end of the year).
9. Take nominations and lead a discussion for a representative to attend TESOL conference.
10. Serve as Grant Committee Chair (time commitment: 4-6 hours per grant; 4 grants total spread out over the year)

11. Serve as President for the 2nd year of a two-year term.
12. The outgoing Vice-President will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the ORTESOL Secretary (1 position)

Overall Objective: Maintain and distribute records of ORTESOL Board meetings
Election: The Secretary will be elected by ORTESOL members for a 2-year term.

Duties & Time commitment: Approximately 50 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Be a member of the Executive Committee.
2. Take minutes at Board meetings.
3. Send a draft of the meeting minutes to the ORTESOL Board within one week after each board meeting.
4. Upload minutes to Google drive within a week of the meeting for review prior to the next board meeting.
5. Upload all the approved meeting minutes to the ORTESOL Board Google drive.
6. Take minutes at Executive Board meetings. Upload the approved minutes to the ORTESOL Board Google drive.
7. Send approved minutes to Tech Team to be posted on the website.
8. Keep copies of correspondence both to and from the organization resulting from official action of the Board. For confidential/sensitive correspondence, put into DropBox; for others, upload into Google Drive.
9. Collect the names and email addresses of new Board members and send them to the Tech Team.
10. Contribute the Conference and Workshop Planning Process (Refer to the ORTESOL Committee Guidelines)
11. As outgoing Secretary, ensure copies of accepted minutes from the last two years are archived on Google drive.
12. Serve on the Grant Committee.
13. Serve on Finance committee.
14. The outgoing Secretary will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the ORTESOL Treasurer (1 position)

Overall Objective: Oversee collection and distribution of ORTESOL funds
Election: The Treasurer will be elected by ORTESOL members for a 2-year term.

Duties & Time commitment: Approximately 100 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Be a member of Executive Committee.
2. Chair the Finance Committee, and coordinate Finance Committee meetings.
3. Participate in Board visioning/strategic planning process.
4. Responsible for the accuracy, timeliness, availability and intelligibility of financial reports – invites feedback about financial reports and encourages engagement with financial processes.
5. Prepare and make public financial reports for quarterly board meetings (and other needs such as grant solicitations). Give the incoming President an advanced copy prior to the first Board meeting.
6. Hold spending authority and passwords to bank accounts.
7. Ensure that President and Administrative Assistant have access to accounts and records.
8. Responsible for the timely, accurate payment and receipt of accounts, and documentation of them.
9. Work with Tech Committee to collect and analyze financial and member detail.
10. Oversee Bookkeeping Assistant to ensure financial processes are realized.
11. Responsible for timely preparation and creation of tax documents.
12. Make sure that the status of ORTESOL as an Oregon non-profit corporation is renewed every year through the Oregon Secretary of State's office.
13. Send the annual affiliate fee to TESOL (coordinate this work with President).
14. File Form CT-12 with the Charitable Activities Section of the Oregon Dept. of Justice every year.
15. File a yearly report with the I.R.S. as required by law.
16. The outgoing Treasurer will deliver a report of procedures taken to address each duty, as well as all documents associated with position.

Guidelines for the TESOL Affiliate Liaison (1 position)

Overall Objective:

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

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

Duties & Time commitment: Approximately 50 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Assimilate and disseminate information that comes to and from the TESOL organization and other affiliates (time commitment: 1-2 hours/week depending on material to be distributed.)
2. With input from members and SIG chairs, compose ORTESOL position statements, get board approval, and disseminate to members, government offices, other organizations, and the public (time commitment will vary depending on nature of documents to be composed)
3. Serve on the Advocacy Committee.
4. Serve on the Conference and Workshop Committee.
5. Attend and represent ORTESOL at any board-approved affiliate conferences.
6. Organize an informal gathering for ORTESOL members at the annual TESOL international conference.
7. Attend, or suggest alternate to attend, the annual TESOL Advocacy Summit. Maintain legislative and other contacts for advocacy to pass on to next TESOL Liaison. Write report on Advocacy Summit for newsletter.
8. Report to the ORTESOL Board about TESOL activities at board meetings.
9. 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 Member (1 position)

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

Election: 1 tech member will be elected by ORTESOL members for a 2-year term.

Duties & Time commitment: Approximately 50 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Maintain the ORTESOL general membership listserv.

2. Maintain the ORTESOL board membership listserv.
3. Design and maintain the ORTESOL website.
4. Send out and collect data from online surveys and election ballots.
5. Manage the annual website host fees.
6. Send list of names and email addresses to listserv.
7. Serve on the Conference and Workshop Committee and other committees as needed.
8. Train board members on the use of the listserv.
9. Maintain archived documents electronically.
10. Report to the ORTESOL Board about listserv and website activities and membership and conference registration at board meetings.
11. 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.
12. Manage and maintain social media presence on Facebook and Twitter, uploading pictures from events, adding posts as requested, and responding to comments and messages in a timely manner.

Guidelines for the ORTESOL Publications Chair (1 position)

Overall Objective: To create and distribute the ORTESOL Newsletter, and help with the production of other forms of publications such as conference programs.

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

Duties & Time commitment: Approximately 80 hours of commitment per year for 2 years excluding the quarterly board meeting time

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. Send electronic copies of the newsletter to the tech member and the tech specialist who manage the membership listserv and ORTESOL web site.
7. Electronically archive newsletters.
8. Communicate with Publisher's Liaison and Finance Committee concerning sponsors and scholarships
9. Collect articles from Executive Board Officers and other Board members as needed.

10. Report to the ORTESOL Board about Newsletter activities at board meetings.
11. The outgoing Newsletter Editor 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 Higher Education, K-12, Adult Education, Refugee Concerns, and Advocacy 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.

Higher Ed SIG Chair (1 position)

Duties & Time commitment: Approximately 80 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Actively solicit papers and presentations from SIG members for the conference and/or workshops.
2. Serve on the Election Committee (checking references, making recommendations to committee).
3. Serve on the Reading Committee for Conference/Workshop planning.
4. Serve on the Grant Committee.
5. Serve on the Advocacy Committee.
6. Collaborate with publications chair to help write or solicit interviews, articles, and pictures that highlight the SIG.
7. Maintain up-to-date contact list of Higher Ed intensive English programs around the state.
8. Communicate information to SIG group members.
9. Moderate online discussion forums for SIGs as needed.
10. Elicit needs and interests from SIG group members.
11. Forward job announcements to Tech Team.
12. Organize ESOL Awareness Week activities as determined by board.
13. Plan and offer professional or educational activities as requested by SIG members.
14. Report to the ORTESOL Board about SIG activities and outreach efforts at board meetings.
15. The outgoing SIG Chair 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.

K-12 SIG Co-Chairs (2 positions)

Duties & Time commitment:

For each Co-SIG Chair, approximately 80 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Attend board meetings and ORTESOL events including conferences and workshops
2. Promote best practices and professional standards among ESL K-12 educators including teachers, paraprofessionals and administrators
3. Assist ORTESOL Conference Coordinator recruit presenters and arrange workshops on K-12 issues for ORTESOL Conferences and Workshops
4. Serve on the Reading Committee for Conference/Workshop planning.
5. Serve on the Election Committee (checking references, making recommendations to committee).
6. Serve on the Grant Committee.
7. Serve on the Advocacy Committee.
8. Organize ESOL Awareness Week activities as determined by board.
9. Collaborate with publications chair to help write or solicit interviews, articles, and pictures that highlight the SIG.
10. Solicit papers and presentations from SIG members for conferences/workshops.
11. Communicate information to SIG group members
12. Elicit needs and interests from SIG group members.
13. Forward job announcements to Tech Team.
14. Report to ORTESOL board on SIG activities
15. The outgoing Co-SIG Chairs will make sure that a report of procedures taken to address each duty is passed on, as well as all documents associated with position.

Adult Ed SIG Chair (1 position)

Duties & Time commitment: Approximately 70-90 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Actively solicit papers and presentations from SIG members for the conference and/or workshops.
2. Serve on the Election Committee (checking references, making recommendations to committee).
3. Serve on the Reading Committee for Conference/Workshop planning.
4. Serve on the Grant Committee.
5. Serve on the Advocacy Committee.

6. Collaborate with publications chair to help write or solicit interviews, articles, and pictures that highlight the SIG.
7. Maintain up-to-date contact list of Adult Ed English programs around the state.
8. Communicate information to SIG group members.
9. Moderate online discussion forums for SIGs as needed.
10. Elicit needs and interests from SIG group members.
11. Forward job announcements to Tech Team.
12. Organize ESOL Awareness Week activities as determined by board.
13. Plan and offer professional or educational activities as requested by SIG members.
14. Report to the ORTESOL Board about SIG activities and outreach efforts at board meetings.
15. The outgoing SIG Chair 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.

Refugee Concerns SIG Chair (1 position)

Duties & Time commitment: Approximately 90-100 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Serve on state, national, and international committees and workgroups advocating for the interests of ORTESOL in general, ELs and Refugees.
2. Actively solicit papers and presentations from SIG members for the conference and/or workshops.
3. Serve on the Election Committee (checking references, making recommendations to committee).
4. Serve on the Reading Committee for Conference/Workshop planning.
5. Serve on the Grant Committee.
6. Serve on the Advocacy Committee.
7. Collaborate with publications chair to help write or solicit interviews, articles, and pictures that highlight the SIG.
8. Maintain up-to-date contact list of Adult Ed English programs around the state.
9. Communicate information to SIG group members.
10. Moderate online discussion forums for SIGs as needed.
11. Elicit needs and interests from SIG group members.
12. Forward job announcements to Tech Team.
13. Organize ESOL Awareness Week activities as determined by board.
14. Plan and offer professional or educational activities as requested by SIG members.
15. Report to the ORTESOL Board about SIG activities and outreach efforts at board meetings.

16. The outgoing SIG Chair 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.

Advocacy SIG Chair (1 position)

Duties & Time commitment: Approximately 90-100 hours of commitment per year for 2 years excluding the quarterly board meeting time

The Advocacy SIG Chair is responsible for overseeing all activities related to advocating for ORTESOL members to improve working conditions and employment standards with the ultimate purpose of ensuring that all English language learners are provided optimal learning experiences throughout the state.

1. Convene the ORTESOL Advocacy Committee and ensure all members are clear about the goals of the committee.
2. Coordinate the following:
 - A. Research TESOL International and various TESOL affiliates' advocacy activities for English language professionals.
 - B. Research current data that may be specific and relevant to Oregon English Language professionals' working conditions and employment standards.
 - C. Develop and maintain communication with ORTESOL members related to advocacy issues and activities.
 - D. Create and implement an action plan* to address advocating for ORTESOL English language professional members.
 - E. Network with and develop a database of contacts and relevant partners.
 - F. Report progress to ORTESOL Board and general membership.
 - G. Develop a system of evaluation to determine effectiveness of advocacy work.
 - H. Write and disseminate position papers related to advocacy.
3. Continually improve effectiveness of advocacy work and communication with stakeholders (committee members, partners, etc.)
4. Maintain accurate records.

*Action plan activities may include: writing and disseminating position papers related to advocacy, educating our members of Congress about the effects of a policy on our constituency, inviting a member of Congress to visit ORTESOL so that he/she may see firsthand how federal funding or a policy affects day-to-day operations and the difference it makes.

Action plan activities may **not** include: asking our members of Congress to vote for or against, or amend, introduce legislation, emailing a "call to action" to ORTESOL members urging them to contact their member of Congress in support of action on introduced legislation or pending regulations, or preparing materials or organizing events in support of lobbying activities.

Guidelines for the ORTESOL Conference and Workshop Coordinators (3 positions)

Overall Objective: Plan and run ORTESOL Conferences and workshops

Election: 3 Co-coordinators will be elected by ORTESOL members for 2-year staggered terms.

Duties (See Board Committee Guidelines for additional details) & Time commitment:
For each coordinator, approximately 80-100 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Lead and serve on the Conference and Workshop Committee
2. Plan ORTESOL workshop(s) and conferences (See Board Committee Guidelines for additional details)
 - A. Schedule workshops and conferences
 - B. Get suggestions for workshop presenters from conference evaluations. Create a SurveyMonkey to solicit theme suggestions from Board & choose theme
 - C. Work with Theme Team to narrow choice for presenters to 3 and share with board (Board chooses 1 definite presenter and 1 back-up presenter or 2 presenters.) Contact possible presenters, arrange speaking logistics & payment
 - D. Advertise workshop(s) & conferences (Coordinate with tech team).
 - E. Arrange for food as needed (place order, coordinate payment)
 - F. Arrange for information about logistics (arrange location for workshops & conferences, schedule/rental of rooms, coordinate set-up with Volunteer Coordinators, 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.
 - K. Ensure that the treasurer receives funds from conferences and workshops to deposit into the ORTESOL account.
 - L. Negotiate among committee and board members tasks of subcommittees according to strengths of members.
 - M. Receive and coordinate all reports from each subcommittee.
 - N. 1 conference and workshop co-coordinator should be the main contact for the publisher's liaison and work closely with the publisher's liaison to arrange publishers' tabling requests during the ORTESOL workshops and conferences.
3. Report to the ORTESOL Board about Conference and Workshop activities at board meetings.
4. 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' Liaison (1 position)

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

Election: 1 Publishers' Liaison will be elected by ORTESOL members for 2-year term

Duties & Time commitment: Approximately 50 hours of commitment per year for 2 years excluding the quarterly board meeting time

1. Serve on the Conference and Workshop Committee.
2. Prepare publisher rate sheet prior to conferences.
3. Draw up and send out publisher rate sheet prior to conferences.
4. Work with Newsletter editor and conference planners to ensure that advertising needs are met for the Newsletter and conferences.
5. 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.
6. Bill publishers and advertisers, record invoices, and send money to the Treasurer.
7. Maintain clear records and job description for the next Publisher's Liaisons.
8. Attend conferences to help with setup and break down, and be available to assist publishers' representatives before, during and after conferences.
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 (2 positions)

Overall Objective: Solicit and manage volunteer help for ORTESOL events. Maintain documents on Google Drive.

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 & Time commitment: For each coordinator, approximately 40 hours of commitment per year for 2 years excluding the quarterly board meeting time

Before Event

1. Serve on the Conference and Workshop Committee.
2. Create and maintain Volunteer Sign Up document. Work with Schedule Chair to create appropriate volunteer slots.

3. Solicit volunteer help through the ORTESOL Board, TESOL programs, and general membership until required volunteer slots are filled.
4. Confirm interested volunteers and send reminders as needed.
5. Provide volunteers with information on registering and communicate with Tech Team about volunteer registration and any incentives (i.e., free ORTESOL membership) in advance of the event.
6. Work with Location Liaison to create signage for directions, parking and sessions, and to determine where registration should be held.
7. Print signs and session schedules.
8. Gather and bring the following to the event site: swag, supplies, sign boards.

(Time Commitment: All of these tasks are shared by the two Volunteer Coordinators and the estimated time is about 20 hours for each person.)

During Event

1. Direct volunteers to help with the following: set up registration, put up signs, assist publishers, direct attendees, provide technical assistance, monitor food, and clean up/ take down registration and signs.
2. Work closely with Coordinators to ensure operations are running smoothly and troubleshoot as needed.
3. Take note of what is working and what is not working so improvements can be made for future events.

(Time Commitment: The Volunteer Coordinators spend most of their time managing the volunteers but negotiate with each other so that there is opportunity to partake of some sessions during the event. The time commitment varies greatly but both Volunteer Coordinators are on task in the morning, at lunch and at the end of the event.)

After Event

1. Evaluate the event with Conference/Workshop Coordinators and determine any future changes for improvement.
2. Send thank you email to volunteers.
3. Return swag, supplies, and signs to the appropriate places. Ensure all materials are in order and replace anything that would be needed for future events.

(Time Commitment is about 1 - 2 hours.)

Ongoing and Transition

1. Continually improve processes and documents.
2. Ensure that documents are in their proper places and labelled clearly.
3. Ensure 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.

(Time Commitment is about 1 - 2 hours.)

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