

Policy Documents

These Policy Documents are referenced in the Bylaws of the VATESOL. They are not considered to be part of the Bylaws, and therefore may be amended by a majority vote of the Executive Board present and voting at any Executive Board meeting.

Policy Document 02 – Duties of the VATESOL Executive Board

Policy Document 02.01 - General Summary of Duties

Board Expectations:

- Attend all Board meetings.
- Attend Board-sponsored VATESOL functions.
- Hold current VATESOL membership.
- Hold a current TESOL membership (per TESOL, 3 VATESOL members must hold TESOL memberships).
- Act as liaison to a VATESOL committee, if applicable.

Board Members' Terms of Office:

A. Past President

Term of office: Third year of three-year term.

B. President

Term of office: Second year of three-year term.

C. Vice President

Term of office: First year of three-year term.

D. Treasurer

Term of office: 1 year.

E. Recording and Membership Secretary

Term of office: 1 year.

F. Other Executive Board Members

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

1. SIG Liaisons (Adult Ed, Higher Ed, Secondary Ed, Elementary Ed, Teacher Ed/Administration)

Term of office: 2 years

2. Regional Contacts (Eastern, Central, Western)

Term of office: 2 years

3. Membership Committee Chair

Term of office: 2 years

4. Webmaster

Term of office: 2 years

5. Newsletter Editor

Term of office: 2 years

6. Liaison to VESA

Term of office: 2 years

7. Liaison to SETESOL

Term of office: 2 years

8. Legislative Liaison

Term of office; 2 years

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.02 - Duties of the PAST PRESIDENT

Term of Office: 1 Year

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Chair the Nominating Committee and oversee the election process
- VATESOL and TESOL, disseminating TESOL information to the VATESOL Board, submitting updated contact information for affiliate president, past president, sociopolitical chair, and editors.
- Revise VATESOL Constitution and job descriptions as necessary
- Send out “Call for Nominations” on the Listserv and Newsletter

Timeline

October

- Attend conference.
- Collect ballots and report results to the Board. Notify nominees.
- Submit changes in leadership to TESOL
- Keep a digital copy of the Constitution and Duties Manual and pass it on to the next Past President.
- Work with incoming Past President for changeover meeting

February

- Compile list of Board positions to be filled and contact nominating committee

May

- Finalize nominating committee meeting. For meeting: distribute list of positions to be filled, give each member a constitution, print job descriptions from website and distribute, assign list of candidates to call for acceptance (be sure to request a short bio from those who accept and request those who say “no” to be on the nominating committee for next year.)

June

- Continue to monitor nominating process
- Contact nominating committee members and set up meeting for summer.

July-August

- Compile slate of candidates and set date for the ballot. New slate is due 30 days before the meeting to the membership.
- Request updated membership list and updated listserv.
- Meet with Board and present slate for approval

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

- Send out ballots electronically and/or by mail.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.03 – Duties of the PRESIDENT

Term of Office: 1 Year

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Promote the vision of VATESOL
- Write an agenda for each meeting and send it to people ahead of time. Ask members to let you know if they have something to add to the agenda. Be familiar with the overall goals for the year so that you can include them in the agenda. Try to guide members to meet their deadlines by scheduling them to speak about it at the board meetings.
- Preside at all meetings and convene Executive Board meetings.
- Make necessary appointments
- Serve as ex-officio on all committees except the nominating committee
- Write all official correspondence, unless otherwise stipulated.
- Serve as Liaison to TESOL
- Represent VATESOL at Affiliate Council at TESOL as the voting Affiliate Delegate or designate an alternate
- Provide Board members and committee chairs with information packet, concluding duties and Constitution. Check with the Past-President for these updated documents.

Timeline

September-October

- Prepare luncheon remarks, including a welcome, thank-you's, and introductions, any voting on changes to the Constitution, and awards.
- Attend Fall Conference and solve problems as they arise. Greet participants and exhibitors.
- Meet with Vice President about job responsibilities.
- Begin to plan a timeline for completion of your goals for the year.
- Roughly describe the main topics for each meeting of the year.
- Attend and run changeover meeting.
- Be sure a slate of nominations has been prepared, approved by the Board, and is ready to be presented.

February

- Receive schedule of Affiliate Workshops and events at TESOL.

March

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

- Represent VATESOL at Affiliate Council at TESOL as the voting Affiliate Delegate.
- Attend all Affiliate Workshops and Council meetings.
- Support as many VATESOL members as possible by attending sessions or checking in at the beginning to wish good luck.
- Submit newsletter article about the upcoming Fall conference
- Make sure that Nominating Committee has begun to prepare slate of candidates.

May-June

- Make sure the “Call for Nominations for the VATESOL Board” announcement is sent to the newsletter.
- Set deadline (with Board) for nominations.
- Make sure Fall Conference is getting underway with Chair, Conference Team, and Plenary Speaker.
- Update timelines and job responsibilities prior to year-end changeover meeting.
- Coordinate end-of-year changeover meeting; make sure outgoing, incoming, and continuing Board members, committee chairs, and others—such as Newsletter Editors—are invited.

July-August

- Submit information about VATESOL Fall Conference for publication on TESOL website
- Work with Fall Conference Team on conference (throughout planning year).
- Make sure that membership renewal information goes out with conference flyers.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.04 - Duties of the FIRST VICE PRESIDENT

Term of Office: 1 Year

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Succeed the President
- Work as chair of the Fall Conference Committee.
- If possible, represent VATESOL at Affiliate Council at TESOL as second Affiliate Delegate
- Preside in the absence of President at meetings

Timeline

Previous Year

- As soon as the Fall Conference date has been decided, the Outgoing VP communicates conference date to all: members, Board, exhibitors

July-September

- Organize exhibitors' equipment needs (AV needed, description/title).
- Forward checks from exhibitors to Treasurer, and be sure to photocopy each check before sending it.
- Invoice those exhibitors who require it.
- Send “thank you/confirmation” letters/emails to all exhibitors.
- Provide listing of exhibitors attending to website and to program book person.
- Do precise floor plan of exhibitor displays.
- Provide exhibitors' names to Registration for nametags.
- Provide lunch count to site manager.
- Get exhibitor fliers for participant folders and participant folders to collection point for stuffing, if needed.
- Arrange for volunteer to staff exhibitor display if necessary, esp. to help with unloading, setup, loading, etc.
- Rent tablecloths for those exhibitors who requested them and for VATESOL complimentary tables and deliver them to the Conference site (probably take them with you the morning of the Conference).
- once proposals have been chosen, set up a schedule; note any A-V needs
- Line up the presenters. (About 2 months before conference.)
- Notify presenters of their time slots
- Visit the site of the workshop and set up final arrangements and catering. (About 2

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

months before.)

- get volunteers to sit at the registration table for sign in. Solicit VATESOL members to help the day of the workshop. (About 1 month before.)
- remind members on Listserv about conference
- finalize schedule; see what A-V needs presenters have; Remind presenters that attendees like to have handouts so have plenty available
- ask for brief bio; get it to VATESOL board member who is welcoming the group
- confirm times/duties of volunteers
- get names of nearby restaurants; a table can be reserved at a local restaurant for attendees who wish to go together
- prepare for Registration Table at conference and collect: list of pre-registered participants, on site conference registration forms, receipt book, VATESOL membership forms, advertisement of the next conference/workshop. Other possibilities: TESOL membership forms, TESOL summer academies flyers
- prepare an evaluation sheet-or info sheet- to hand out at end of workshop
- Prepare workshop programs for the attendees. (About 2 days before.)
- photos can go in the newsletter, on the web; get a volunteer to photograph the conference and send photos to web and newsletter editor

October

- Place announcement of VATESOL Travel Grant to TESOL in VATESOL Newsletter and on listserv.
- Attend first Fall Conference Team meeting.
- Incoming and Outgoing VP meet to transition.

Night Before or Early Morning of the Conference

- Meet with setup crew and make final changes in table arrangement.
- Place signs for each exhibitor on their assigned tables; however, this is often done first thing in the morning of the Conference. It is best not to let the exhibitors choose their own table/site.

Conference Day

- Arrive at site at 6:00 a.m.
- If not done the night before, place signs for each exhibitor on their assigned tables; however, this is often done first thing in the morning of the Conference.
- Provide nametags and programs to exhibitors.
- Make any necessary adjustments in table assignments, e.g., electrical outlet needs.
- Verify exhibitor lunch count.
- Collect exhibitor donations for raffle. (Put exhibitor business card in each donation).
- Facilitate with exhibitor takedown, as needed, and make sure the exhibit room is clean.
- VATESOL President to make welcoming address and introduce speakers

Post Conference

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

- Collect any fees still unpaid from exhibitors.
- Write final report with recommendations.
- get SIGs and other needed Board members to write up the conference highlights for the newsletter

January

For mini-grants (when applicable):

Applications due to VP January or February – set the date and notify members.

- Receive applications and have Board Members read the applicants' proposals.
- (This can be done at Board meeting or by sending out blind/no name copies; the former seems to work better.)
- By email, notify the winner of the scholarship.
- Write a congratulatory letter (reiterating the obligations of the winner) and either give it to Treasurer to enclose check or get the check from the Treasurer and mail to recipient.
- Also write the other applicants to thank them and to encourage them to apply again or for other VATESOL awards
- Write a short notice for Newsletter announcing the winner and ask Web manager to announce the winner on the VATESOL listserv.

February

- Form conference committee with Second Vice-President

March

- Attend Affiliate meetings and workshops at TESOL Conference.
- advertise workshop on website and the listerv, in the newsletter, and at conferences/workshops preceding this one

May

- set date for proposal deadline and notify members
- SIGs are responsible for soliciting presentations from their groups. Set the minimum numbers of needed proposals with your SIGS.
- the committee must look at proposals and select

December

- Email/send invitation packet to exhibitors, including opportunities to advertise in the newsletter and directory.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.05 - Duties of the SECOND VICE PRESIDENT

Term of Office: 1 Year

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Succeed the First Vice President
- Assist the First Vice President with the Fall Conference (see Policy Document 02.04) and assume duties as appropriate in consultation with the First Vice President.
- Serve as VATESOL liaison for SETESOL

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.06 - Duties of the RECORDING SECRETARY

Term of Office: 2 Years

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Attend Board meetings and record minutes.
- Distribute draft minutes to attending Board members for review and revision at least one week before the next meeting.
- After the Board approves the minutes, send the approved minutes to all Board members.
- Organize and maintain electronic records of minutes and approved motions for retrieval of information.
- Record approved motions in the register of motions by date of approval for easy referral.

Timeline

October

- Work with the Past-President to update Board member job responsibilities.
- Work with the President to update Constitution as necessary.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.07 - Duties of the MEMBERSHIP COMMITTEE CHAIR

Term of Office: 2 Years

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Coordinate production and mailing of Membership/Programs/Resources Directory with welcome letter
- Keep membership informed through letters and brochures, i.e. new members, (late) membership renewal, program director forms & letter
- Contribute to and implement Board’s Membership Plan to increase/retain members

Timeline

EVERY MONTH (ongoing)

- Respond to membership questions and forward changes to Membership Records Coordinator
- Update and add entries to database

August

- Coordinate with Newsletter Editor to advertise membership renewal date in VATESOL Newsletters
- Ensure membership form with renewal info is printed clearly on Fall Conference/Membership renewal flyer (communicate with Conference registration person and Conference mailing person)

August (early in the month)

- Ensure Fall Conference/Membership renewal flyer is mailed to Program Directors for staff meetings in August
- With above, mail Fall Conference/Membership Renewal flyers to all members
- Send Membership forms/Conference flyers to key people at schools and universities for new academic year beginning Sept to increase membership i.e. TESOL students

October

- Work at Fall Conference with onsite registration coordinator
- Update membership information with report after Conference

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.07 - Duties of the TREASURER

Term of Office: 1 Year

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Collect dues
- Deposit money received
- Make disbursements
- Maintain financial records
- Arrange for audits as specified by the Executive Board
- Present written reports for the Annual Meeting and at regular meetings of the Executive Board
- Submit a written report for the newsletter as requested
- Maintain a register of all paid members in collaboration with the Membership Committee Chair
- Make a budget for each fiscal year.
- Upon leaving position, be sure to make trip to bank with new Treasurer to transfer signatory rights

A. Each month

- Pay bills resulting from VATESOL activities.
- Keep written records of all income and expenditures.
- Balance checkbook.
- Prepare monthly financial report to VATESOL Board.

B. Post Conference

- Prepare Financial Report showing income and expenses for conference.

C. Summer

- Prepare Final Financial Report and distribute to VATESOL Board.
- Fill out and mail IRS income tax forms.

D. Miscellaneous

- Work at the registration desk for the Fall Conference and Spring Conference and prepare registration/financial report.
- Order checks.

Timelines

Report Deadlines

June: Prepare Financial Report for Change over meeting.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

August: IRS Federal Tax Forms for previous fiscal year.

October 15: IRS Federal Tax Forms

Make available treasurer's report at Fall Conference.

Busy times

July: Dues checks

Federal IRS tax forms

September: Fall Conference preregistration checks.

October: Fall Conference on site registration and membership dues checks

March: Estimated final figures for current fiscal year and budget estimates for next year.

Please see the Treasurer's notebook for current information on VATESOL accounts.

Records to keep at the end of each fiscal year

1. Reimbursement forms.
2. Conference Onsite registration forms. (They are the only record of cash transactions. You'll have a record of all checks taken in for preregistration.)
3. Bank accounts.
4. Checkbook ledger and cancelled checks entered in it.
5. IRS tax returns.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.09 - Duties of the Special Interest Group Leaders (SIGs)

Term of Office: 2 Years

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Attend Board meetings and other VATESOL functions
- Recruit and secure presenters for state VATESOL conference in their interest group
- Submit an article about the news from your SIG to the VATESOL Newsletter for each newsletter. Current educational and political trends affecting your group are good topics for the articles. Recruit members to write articles for the newsletters
- Keep list of members in your SIG
- Coordinate the SIG roundtable sessions at the Fall Conference.
- Outreach to new members

October

- Attend the VATESOL Changeover Meeting
- Attend the Conference.
- Get reports on the SIG business meetings (at the Fall Conference) and summarize for the Board.

May

- Provide the Nominating Committee with candidate ideas from SIG members.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.10 - Duties of the NEWSLETTER EDITOR

Term of Office: 2 Years

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Newsletter Editors are responsible for producing 2 VATESOL newsletters each year.
- Solicit articles and information for the newsletter.
- Distribute newsletter to membership.

Dates for newsletters:

Approximate deadline for article submission	Approximate date for newsletter
August 10	September 20
February 15	March 15

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.11 - Duties of the WEBMASTER

Term of Office: 2 Years

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- Maintain and update website
- Solicit and act on suggestions from the membership on how to improve the website
- Keep the newsletter editors abreast of new information for the newsletter. Make sure any interesting changes are acknowledged (and promoted) in the newsletter.
- If at all possible, attend any professional workshop possible that helps website managers. This is a wonderful resource. The national TESOL conference has a great workshop for website managers.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.

Policy Document 02.12 - Duties of the PARLIAMENTARIAN

Term of Office: 2 Years

Overview

See “VATESOL Executive Board Members: General Summary of Duties”

Summary of Duties

- The Parliamentarian shall advise the President and others as needed on matters of parliamentary procedure.

This document should be updated in April of each year. Submit changes to the Past President. The Past President is responsible for editing this document and distributing updated versions of this document at the annual VATESOL Changeover Meeting.