

# Position Descriptions: Executive Board of NYS TESOL (Elected Positions) 2021 Open Positions

Below are the descriptions of the open positions for elected leaders to the EB. They are listed beginning with Officers in order of authority, and followed by Vice Presidents in alphabetical order. These job descriptions are in accordance with the Constitution and By Laws. In addition, term limits, re-election, and other rules for any EB position are described in the Constitution and By Laws.

Click to read the detailed position descriptions of:

1. [President-Elect\\*\\*](#)
2. [VP Conference-Elect](#)
3. [VP Membership](#)
4. [VP Outreach](#)

## President-Elect

### **Term of Office and Main Responsibilities**

The President-elect is an elected position. The President-elect is a voting member of the EB holding the rank of Officer with second highest authority, second-in-command to the President. The President-elect shall succeed to the presidency after one year of service as President-elect.

In addition, as second-in-command, this person shall serve as President in the absence or disability of the President. If the President is unable to complete the term of office, the President-elect shall complete the term as President and continue the prescribed succession.

### **Support to the Work of the President as President-in-Training**

The President-elect supports the President and his/her vision. The President-elect regularly monitors communications and needs, and offers support to the President in both perspective and in offers to act concretely. The President-elect accepts the President's delegation of responsibilities. The President-elect is essentially a President-in-Training.

As a President-in-Training, the President-elect will be responsible for learning Robert's Rules of Order, for reading all correspondence the President sends out to EB members as well as to others, and for responding to all emails and correspondence in a timely fashion.

### **Executive Board Meetings**

While the President presides over EB and general meetings, the President-elect is expected to attend and support in specific ways. The President-elect takes meeting minutes and then sends them to the President, so that they can be reviewed for a vote to approve during the following EB meeting.

The President-elect helps to keep the EB meeting focused and on-task, following the President's lead. The President and President-elect also communicate to confer between EB meetings to coordinate and support the work. Specific duties follow below.

### **Support to Specific Committees**

The President-elect shall be an ex-officio member of all standing committees except the Elections Committee.

### **Diplomacy**

The President-elect works with the VP of Membership to represent NYS TESOL at various events when the President cannot attend.

### **Supervision and Management**

The President-elect will preside, together with the President and immediate Past President, over any staff reviews.

*\*\*Must be a past executive board member.*

## **Vice President of Annual Conference-Elect**

### **Term of Office and Main Responsibilities**

The VP of Annual Conference-elect is a voting member of the EB. The VP of Annual Conference-elect succeeds to the position of VP of Annual Conference after first serving 1 year as VP of Annual Conference-elect. The VP of Annual Conference-elect is required to attend all EB meetings.

The major role of the Vice President of the Annual Conference-elect is to serve under the VP of Annual Conference, on the Annual Conference Committee. This committee performs a variety of duties under the VP of Annual Conference's direction. The VP of Annual Conference-elect works at the side of the VP of Annual Conference on all aspects of the VP of Annual Conference's responsibilities, performing the duties delegated to the VP of Annual Conference-elect. The main objective of serving for the year in this capacity is to learn the role of VP of Annual Conference. This is done by accepting and carrying out delegated work, under the direction of the VP of Annual Conference.

## VP Membership

### **Term of Office and Main Responsibilities**

The Membership VP is a two-year elected position which oversees all transactions related to membership, including those involving financial transactions in conjunction with the VP of Finance. The overarching role of the VP of Membership is to create a Membership Committee, preferably with membership of people from throughout the state.

### **Committee Work**

The Membership Committee will consist of at least 2 Volunteer positions, of which the VP will supervise & lead:

- Co-Director of New Member Recruitment (and renewals)
- Director of Member Services (what are we offering our members)

The Membership Committee will:

- Develop recruitment materials, both hard copy and web designed.
- Plan and implement campaigns through our listserv, face-to-face events and Social Media tools to increase membership enrollment.
- Ensure NYS TESOL Membership/Info tables at other educational organizations' events.
- Keep abreast of all SIG/Region events

### **Recruitment**

The VP of Membership is responsible for recruiting, training and mentoring the Outreach Committee members, and supporting those committee members to run their own committees professionally and effectively.

### **Collaboration**

The VP of Membership is responsible for working with NYS TESOL's Business Manager to receive updates on membership status statistics, broken down by SIG and Region. It is critical that the VP of Membership keep updated on these reports. Activities at all SIG and Region events must include active Membership recruitment initiatives. All these recruitment efforts will be shared with the EB quarterly (or decide how often). Is responsible for recruiting, training & mentoring committee members.

The VP of Membership will oversee all member inquiries that are made via snail mail and particularly via email, and/or any of our Social Media outlets.

## VP Outreach

### **Term of Office and Main Responsibilities**

The VP of Outreach attends all EB meetings and holds separate Outreach Committee meetings at least 4 times annually. These meetings are held using a virtual meeting platform, to assure all members can attend, despite geographical distances.

### **Committee Work**

The VP of Outreach performs two key tasks. These include, 1) recruitment of NYS TESOL members to assume leadership roles in SIGs and Regions, 2) service as a liaison between all SIGs/Regions and other VPs.

In addition, the VP of Outreach has responsibilities related to work with specific members of the Outreach Committee, and related volunteers. These are to, 1) train SIG and Region Chairs in event planning and execution, 2) mentor Chairs in brainstorming, planning, and executing events, 3) assist Chairs and their teams in development of publicity materials through direct work, suggestions, vetting, or other support, as needed.

The VP of Outreach must review any proposals made by Outreach Committee members, prior to their submission to the EB or Finance Committee for approval. This includes review of budget proposals, and event design and publicity.

The VP of Outreach oversees the Annual Student Project Contest Coordinator's work. The Annual Student Project Contest Coordinator develops contest themes and project parameters. These are reviewed by the VP of Outreach until satisfactory. They are then submitted to the EB to be approved.

### **Collaboration**

The VP of Outreach communicates with the VP of Advocacy to ensure that the needs of each SIG and Region are being shared with the Executive Board. This assists logistically, to rally statewide resources in the event that an advocacy campaign must be organized.

The VP of Outreach coordinates work with the VP of Communications. Purposes include, but are not limited to, ensuring that all events are appropriately publicized on the website and social media.