

MN AATG Officers: a working document of our current roles

* All chapter officers must be current AATG members

I. PRESIDENT (2 year term, alternating K-12 and post-secondary)

- Organizes spring and the fall workshops and meetings in conjunction with the vice president
- Ensures chapter year-end report to is submitted to National Office (December/January)
- Supports AATG Minnesota Members and German Programs
- Attends or sends representation to MCTLC (October) Central States (March) and/or ACTFL (November) Conferences, if possible
- Keeps MN AATG members informed of regional/national events and news via mninfobahn listserv, keeping the listserve contacts up-to-date
- Seeks and awards MN AATG Teacher of the Year (and Excellent Undergrad)
- Invites MN AATG executive board to communicate/meet as needed
- Maintains alliance with AATG National, MCTLC, and Goethe institute Chicago and GAI
- Ensures that the MN AATG Constitution is followed and maintained

II. VICE PRESIDENT (2 year term, alternating K-12 and post-secondary)

- Shadows and assists the president, readying self for presidency.
- The “go-to” MCTLC liaison to MN AATG.
- Ensures that MN AATG Teacher of the year is nominated for MCTLC MN Teacher of the Year as appropriate

III. TREASURER

- Primarily responsible for the chapter’s financial affairs
- Minimal familiarity with basic accounting principles and procedures
- Maintains the chapter’s bank accounts
- Maintain a cash receipts and disbursement journal
- Provide simple financial statements
- Come up with a budget for the year

IV. SECRETARY

- Writes fall and spring meeting minutes and ensures they are shared with members within a week following the meeting. (Posted on website/emailed.)
- May assist Webmaster if needed/interested.

V. IMMEDIATE PAST PRESIDENT

- Encourages previous and current members to renew their membership
- Maintains membership list (compare the list of members in the state with the list of programs and contact those who aren’t in both, update new email contacts, unsubscribe members from Infobahn list-serve as requested).

VI. MCTLC LIAISON

- Attends MCTLC and MN AATG meetings, communicating common needs between

- Encourages German Instructors to attend/present at MCTLC conference
- Arranges MN AATG booth at MCTLC Conference (October)

VII. WEB MASTER

AATG expects each chapter to include the following on its website-

- List of chapter officers and contact information
- Chapter constitution
- Information on chapter meetings and registration (either to submit online or to print out)
- Link to national AATG site
- Link to regional Goethe Institute site
- Link to site of the state foreign language association (MCTLC)
- Link to site of the regional FL associations (Central States)
- Information and, where applicable, nomination forms for Awards
- Information on testing (contact information for chapter testing chair and information on the AATG National Exam), Chapter Officers' Handbook
- Information on submitting online teaching resources (link to info on the national AATG website)
- Author of pages (i.e., webmaster) and contact info
- Time/Date signature for each web info update

Recommended that each chapter include the following on the chapter's website:

- Link to German Partnerstädte (for cities in chapter)
- Link to homepages of chapter members
- Link to elementary, middle, high school German program websites in chapter
- Link to university/college German department websites in chapter
- Information on GAPP and possible links to GAPP websites developed by chapter members
- Minutes of chapter meetings (perhaps including Treasurer's Report)
- Creates and maintains a Facebook page

VIII. TESTING CHAIR(S)

The testing chair is appointed annually by the chapter president. The chapter testing chair is usually selected from members who teach at the college or university level. Together with a selection committee, the chapter testing chair is responsible for the selection of chapter nominees for the AATG/PAD Study Trip Awards and other National German Exam prizes. The chapter testing chair may also be called upon to assist schools in the chapter in locating alternative testing sites.

The chapter testing chair is responsible for the distribution of National German Exam prizes sent by the national office and may be called upon to seek donations for awards for students who score well on the exam. In many chapters, the chapter testing chair helps organize a National German Exam awards ceremony for students, parents, and administrators.

Calendar:

- **October:**
In consultation/collaboration with the chapter President, encourage teachers to participate in the National German Examination. Send out encouraging emails –

- the more students we have taking the test, the better our chances to win a prize.
- **December:** reserve rooms for interviews (6 rooms – 4 for interviews, 1 for interviewers and 1 for interviewees and family)
 - **January:** recruit interviewers (In MN we have been having 12 interviewers – a mix of university faculty and grad students, high school teachers who don't have students participating and community members.)
 - **February:** Exam scores are sent electronically to the Testing Chair. Contact teachers of eligible students with schedule, details. Eligible students then submit applications.
 - Contact Dan Hamilton to confirm CLV scholarship availability – notify teachers of this opportunity so that students can discuss this with their parents.
 - Create interview schedule and share with teachers; get computers for skype interviews
 - **March:** – (we have been conducting interviews the first Saturday in March so as not to conflict with Central States Conference and Spring Break) Interviews are held (face-to-face and skype) Interviewers review applications and select candidates for Trip I and Trip II, and CLV scholarship winners; Testing chair send 1 evaluation sheet for each nominee to AATG. (In 2018 the deadline is March 26).
 - **March – April:** Banquet planning
 - solicit scholarships and prizes from other institutions such as the Goethe Institut in Chicago, the Austrian Consulate and the Swiss consulate, various Universities, etc.
 - Testing Committee selects winners of various prizes – Langenscheidt Award, etc.
 - AATG sends medals for every student –Gold, Silver and Bronze
 - Get speaker for banquet
 - **April**
 - Notification of AATG/PAD trip winners from AATG – send e-mail informing interviewers of outcome.
 - **May: Banquet**
 - organize medals into groups for each school; separate those for students who will be present – they are handed out at the banquet, teachers get the rest of their medals so that we don't have to mail them.
 - Post –banquet – send e-mail to every school principal congratulating the teacher on his / her success, listing students who scored gold, silver and bronze.

IX. MN AATG EXECUTIVE BOARD

An executive board, composed of the present chapter officers, the immediate past chapter president and a small number of members-at-large as needed, is an effective planning group. The executive board serves to set policies and goals as well as to deal with matters between meetings.

Executive board members should be involved with nominating, awards, membership, chapter testing as well as writing and submitting chapter project grants. The chapter structure is essential in generally supporting the organization, identifying potential leadership and involving as many members as possible in smaller, more limited obligations which can later be expanded as the member becomes more interested in serving the chapter. Committees are an important training ground for future chapter

officers. The EX should be sure to invite new teachers in the area and graduate students to become members of AATG and the local chapter.

In addition to sharing the work of coordinating chapter activities with the chapter officers, the executive board should:

- a) work closely with colleagues from different geographical locations within the chapter and from all teaching levels.
- b) encourage colleagues to implement projects jointly and, therefore, more efficiently, in their local area.
- c) enable colleagues to share each other's special skills, e.g., press release writing, artwork, graphic design, technology, community politics, organizational skills, knowledge of grass roots support, materials reproduction, knowledge of current events, teaching methodology.
- d) identify and assist German programs at all levels of instruction that may be threatened with elimination. Chapter members should be encouraged to help the instructor of that program by contacting members of the community to speak for the program, helping to influence members of the board of education or administration of the college/university, organizing an advertising campaign in the community, writing letters in support of the program, encouraging students to speak for the program and sharing teaching resources.
- e) identify German teachers in the area who will be retiring soon. Insure that the program will not be eliminated by assisting the teacher in finding a replacement before the retirement occurs. Send announcements to the AATG office, which will post information to the teaching positions listserve (<http://www.aatg.org/networking/submit.asp>).
- f) survey and complete an inventory of all foreign language programs in pre-collegiate and postsecondary institution in the area. Included in this inventory could be institutions where German has been discontinued. A future activity might be to rekindle interest in German classes in such schools. Postsecondary members should also help identify teaching assistants/graduate students in German.
- g) encourage everyone in the chapter to register their programs on the national interactive database, German Learning Opportunities Website (GLOW): <http://www.learngerman.us>. GLOW documents information on German programs, tutors, translators, and job seekers. Increase your program's visibility by using this free service!