



LESLLA Board of Directors Information about Nominations 2025

The LESLLA Board of Directors is excited to invite nominations for 3 open board positions for terms beginning in January 2026. Scroll down for more information, including descriptions of each position and term lengths.

Open Positions:

Position	Commitment	Roles & Responsibilities
Assistant Communications Director	3 years (moves into Communications Director in Year 2. Total commitment of 3 years.)	- Assists Communicators Director with all forms of communication - Prepares to take on the role of Communications Director the following year See description of Communications Director below.
Assistant Membership Director	3 years (moves into Membership Director in Year 2. Total commitment of 3 years.)	<i>Manages the digital mailing list</i> <i>Records new members on the Listserv request form</i> <i>Encourages lapsed members to renew their membership</i> <i>Deletes inactive member information</i> <i>Deletes contacts not tied to membership or EU Speak Registration</i> <i>Assists the EU-Speak Liaison launch and monitor active cohorts</i> <i>Assists the Membership Director with tasks, as needed</i> See description of Membership Director below.
Vice President	3 years (moves into President in Year 2. Total commitment of 3 years.)	- Carries out the President's duties if needed - Acts as conference liaison to the Board (as makes sense depending on Vice President's location and experience; otherwise, another Board member can serve in this role) See description of President below.

Board Meetings generally occur 1x/month, on Friday or Saturday, for 1 hour.

Nomination Process

- Any current LESLLA member can nominate themselves or someone else to the LESLLA Board.
 - Become a member [here](#).
 - If you're not sure if you are a member, contact us at leslla.org@gmail.com
- Submit your [nomination here](#) by the deadline, **November 14, 2025**.

Questions?

- Contact our President (Egle Mocciaro) or Vice President (Kaatje Dalderop) at leslla.org@gmail.com

Board Structure		
Position	Years	2025 Status
President	2 years	Filled
Vice President	1 year (moves into President. Total commitment of 3 years)	Open
Treasurer	2 years	Filled
Assistant Treasurer	1 year (moves into Treasurer. Total commitment 3 years)	N/A
Membership Director	2 years	Filled
Assistant Membership Director	1 year (moves into Membership Director. Total commitment 3 years)	Open
Secretary	2 years	Filled
Assistant Secretary	1 year (moves into Secretary. Total commitment 3 years)	N/A
Publications Director	2 years	Filled
Assistant Publications Director	1 year (moves into Publications Director. Total commitment 3 years)	N/A
Communications Director	2 years	Filled
Assistant Communications Director	1 year (moves into Communications Director. Total commitment 3 years)	Open

President

- Facilitates Board Meetings (sets agenda, schedules meetings, other meeting details)
- Gives annual update of Board activities at the Symposium
- Sets priorities for the Board to discuss
- Oversees other Board members to assure responsibilities are met, in keeping with the bylaws and handbook
- Calls for elections and votes, as necessary, for the membership

Vice President

- Carries out the President's duties if needed
- Acts as conference liaison to the Board (as makes sense depending on Vice President's location and experience; otherwise, another Board member can serve in this role)

Secretary

- Takes, shares, and archives thorough notes of all meetings and Board decisions
- Prepares the ballot for elections
- Keeps track of all records and official documents of the organization
- Together with the President, notifies members of meetings and agendas in advance

Assistant Secretary

- Carries out the Secretary's duties if needed
- Prepares to take on the duties of the Secretary the following year

Treasurer

- Creates monthly financial reports for board of directors
- Balance Sheet
- Profit & Loss
- Cash Flow
- Statement of Functional Expenses
- Compiles and submits the relevant US tax form (990)
- Creates and monitors organizational budget
- Updates financial policies, ensuring alignment with Generally Accepted Accounting Procedures (GAAP)

Assistant Treasurer

- Reports on monthly financial reports for board of directors
- Balance Sheet
- Profit & Loss
- Cash Flow
- Statement of Functional Expenses
- Processes and records accounts receivable and payable
- Organize and file all statements necessary for bank reconciliation
- Ensures automatic payments are up-to-date
- Report state of LESLLA Finances at Annual Meeting
- Assists the Treasurer with tasks, as needed

Membership Director

- Recruit and engage LESLLA members, focusing on diversity of membership
- Oversees the digital mailing list
- Coordinate LESLLA Coffee Breaks
- Chair the Board Recruitment Committee

Assistant Membership Director

- *Manages the digital mailing list*
- *Records new members on the Listserv request form*
- *Encourages lapsed members to renew their membership*
- *Deletes inactive member information*
- *Deletes contacts not tied to membership or EU Speak Registration*
- *Assists the EU-Speak Liaison launch and monitor active cohorts*
- *Assists the Membership Director with tasks, as needed*

Publications Director

- Leads the editorial team (Publications Director, Assistant Publications Director, and select members of the conference hosting committee) in supporting the publication of the annual proceedings from the Symposium
- Is listed as first editor on all proceedings organized during term of service (additional editors and editorial assistants may be listed, as appropriate)
- Coordinates with Communications Director to make annual proceedings available online

Assistant Publications Director

- As a member of the proceedings editorial team, assists in supporting the publication of annual proceedings from Symposium (e.g. scheduling editorial team meetings, communicating with reviewers, carrying out reviews, supporting authors, etc.)
- Prepares to take on duties of Publications Director

Communications Director

- Oversees all forms of communication, including the website (either maintaining it or monitoring it), and social media
- Coordinates with Membership Director to create and distribute membership newsletter
- Coordinates with Publications Coordinator to make annual proceedings available online
- As requested, reports to the membership on Communications activities

Assistant Communications Director

- Assists Communications Director with all forms of communication
- Prepares to take on the role of Communications Director the following year