



Michigan Teachers of English
to Speakers of Other Languages

P.O. Box 3432 • Ann Arbor, MI 48106 • www.mitesol.org

Position Description

Special Interest Group (SIG) Leaders

SIG Leaders play a vital role in the MITESOL organization; often they are the only ones with whom members have a direct personal link. Because of this, the SIGs are often one of the main reasons we retain members, thus enabling us to serve educators and administrators across the state. We thank you, our SIG Leaders, for your commitment to ESL learners across the state, as evidenced by your dedication to helping those who are directly and indirectly responsible for the ESL learners' needs.

1. Attendance at the Advisory Board Meetings

- 1.1. Mandatory attendance at transition meeting held November/December
- 1.2. Attendance at one other meeting (minimum) during the year
 - 1.2.1. SIG leaders to determine which meeting each will attend so that SIGs are represented at each meeting
 - 1.2.2. SIG leader in attendance to inform other SIG leaders of issues discussed at the meeting and any decisions made

2. Communications with SIG Constituency

- 2.1. SIG Leader email SIG members once a month minimum
- 2.2. Suggestions for content of email
 - 2.2.1. Notice of article/book of relevance to SIG (source, brief summary)
 - 2.2.2. Notice of relevant professional development being offered (topic, group presenting, date/location, contact information)
 - 2.2.3. Discussion questions of interest to SIG, either own or one presented by a group member

3. Newsletter Submission

- 3.1 Article to address issue of interest or list of related happenings around the state of interest to SIG members
- 3.2 Article may be written by a SIG member other than the leader
 - 3.2.1 Leader offer input/help in the writing of the article (articles can range from _ to 1 page)

4. Conference Session

- 4.1 SIG Leader responsible for running the 30 minute SIG Meeting at the annual conference
- 4.2 SIG Leader encourage SIG members at large to submit proposals for conference
- 4.3 Once conference schedule is available on-line, SIG Leader should peruse it for sessions related to SIG and notify SIG members of sessions
- 4.4 SIG leader organize “SIG Sponsored” session at annual conference
 - 4.4.1 “SIG Sponsored” session is not adjudicated