



Michigan Teachers of English
to Speakers of Other Languages

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

Position Description

Past-President and TESOL Liaison

- 1. TESOL Liaison**
 - 1.1 Manage affiliate status
 - 1.1.1 Pay Dues
 - 1.1.2 File annual Affiliate Report
 - 1.1.3 Attend TESOL to represent the Michigan affiliate in various administrative meetings (pre-registration fee is paid by MITESOL)
 - 1.1.4 Assists publicity person with The Award Raffle Donation from Michigan for the TESOL Conference
 - 1.2 Act as liaison between TESOL and MITESOL members
 - 1.2.1 Relay relevant information from TESOL to MITESOL members via email, web, and newsletter
 - 1.2.2 Relay relevant information from MITESOL to TESOL
 - 1.2.3 Publicize conference dates on TESOL website
 - 1.3 Organizes MITESOL Reception at TESOL
 - 1.3.1 Develops budget with Executive Board
 - 1.3.2 Contacts restaurants and reserves room, organizes food, and does necessary pre-publicizing
 - 1.3.3 Hosts the reception
- 2. Assists Conference Chair with Registration**
 - 2.1 Oversees online registration
 - 2.1.1 Updates ACTEVA /Registration Payment form
 - 2.1.2 Works with Treasurer to ensure proper payment from registrants
 - 2.2 Works with conference committee to handle onsite registration
- 3. Supervises MITESOL Awards & Professional Development**
 - 3.1 Works with Treasurer and Board to develop annual budget
 - 3.2 Coordinates the Michigan Marckwardt award
 - 3.2.1 Publicizes and receives applications
 - 3.2.2 Designates winner (MITESOL pays student pre-registration fee to TESOL)
 - 3.3 Coordinates professional development activities

4. Chairs Nominations Committee

- 4.1 Assembles a slate of officers (with two nominating committee members selected by the president) for the fall elections
 - 4.1.1 Works with the nominating committee and the EC to find nominees
 - 4.1.2 Contacts MITESOL members to get commitments to be on the ballot
 - 4.1.3 Receives bio statements from each nominee for the ballot and sends these to the newsletter editors for the fall edition
- 4.2 Manages the fall election at the annual business meeting
 - 4.2.1 Develops the ballots
 - 4.2.2 Distributes the ballots at the business meeting
 - 4.2.3 Collects and counts the ballots
- 4.3 Reports results to the membership