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