



Michigan Teachers of English
to Speakers of Other Languages

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

Position Description

President and ATE-CR Liaison

- 1. Acts as executive officer of MITESOL**
 - 1.1 Presides over the Annual Business Meeting
 - 1.2 Calls meetings and sets agenda for Executive Board Meetings
 - 1.3 Chairs Executive Board Meetings
 - 1.4 Countersigns all contracts of MITESOL
 - 1.4.1 In absence of treasure, signs checks

- 2. Assists Conference Chair as needed**
 - 2.1 Chairs proposal committee
 - 2.1.1 Oversees development of proposal form
 - 2.2 Sends out messages to TESOL and makes sure all forms get posted on the web (Proposal acceptance timeframe March 1st-July 10th)
 - 2.3 Requests reviewers and assigns reviewers to proposals
 - 2.4 Works out session schedules with incoming president and conference committee
 - 2.5 Notifies presenters
 - 2.6 Assigns assistants for each session
 - 2.7 Makes evaluation packets for each session
 - 2.8 Creates certificates for presenters
 - 2.9 Creates certificates for out going leadership positions
 - 2.10 Buys small gifts for out-going leaders

- 3. Exercises general leadership and supervision over the affairs of MITESOL**
 - 3.1 Enforces the constitution of MITESOL
 - 3.1.1 Supervises affairs of MITESOL
 - 3.1.2 Exercises any duties determined by executive board or assembly
 - 3.1.3 Appoints/reappoints chairpersons of standing committees
 - 3.1.4 Approves committee members appointed by committee chairpersons
 - 3.1.5 Appoints replacements when officers leave office before end of term
 - 3.1.6 Appoints Nominating Committee
 - 3.2 Confers with Incoming President and Outgoing President regarding job descriptions to ensure smooth transition

3. *Exercises general leadership and supervision over the affairs of MITESOL continued*

- 3.3 Ensures that each new officer has a job description for the job
 - 3.3.1 Turns over files, TESoL,SIG/Affiliate Handbook to incoming President

4. **Socio-Political Concerns Task Force Member**

- 4.1 Works with the chair of the task force to communicate to the membership information on significant activates in the education, social, and political sectors, which may affect the realization of the aims of the MITESOL organization.

5. **ATE-CR Liaison**

- 5.1 Communicates with the ATE-CR representatives regarding newsletter exchanges, ongoing partnership projects, funding, and other matters.
- 5.2 Communicates with TESOL central office for travel grant application status and other travel plans related to MITESOL and ATE-CR members (between Michigan and Czech Republic and to the annual TESOL Convention.)
- 5.3 Approves content of articles for ongoing partnership columns in ATE-CR's and MITESOL regular newsletter.
- 5.4 Writes articles for newsletter as needed
- 5.5 Gathers information regarding travel of MITESOL members to ATE-CR and ATE-CR and ATE members to Michigan

6. **Becomes “Past Present” and TESOL Liaison upon completion of term as president**