Position Description

President Elect and Conference Chair

1. **Immediate Responsibilities**
   1.1 Obtain info from treasurer/president regarding costs of previous conferences
   1.2 Choose site, date, and plenary speaker for conference (send e-mail announcement to listserv and announcements list when decided; ask website manager to include on website; send announcement to *TESOL Connections*)
   1.3 Post conference information on the TESOL Worldwide Calendar of Events
   1.4 Get a conference assistant, if possible
   1.5 Establish conference schedule template
   1.6 Arrange food for conference
   1.7 Choose conference theme, hopefully with the plenary speaker’s ideas in mind
   1.8 Contact hotels in conference site area to arrange to have blocks set aside

2. **On-going Responsibilities**
   2.1 Attend board meetings as scheduled
   2.2 Bring up topics on listserv
   2.3 Use the materials provided by the previous conference chair (don’t reinvent the wheel)
   2.4 Finalize numbers for caterers as required by contract
   2.5 Deal with conference decorations
   2.6 Don’t forget that Joan Morley has a lifelong membership.
   2.7 After the conference, write it up and post to TESOL Connections. Also can submit for the newsletter the following February. Digital pictures would be nice for that.
3. **Monthly Responsibilities**

3.1 October/November
   - 3.1.1 Get elected
   - 3.1.2 Attend transition meeting

3.2 December/January
   - 3.2.1 Write article newsletter promoting/ previewing conference

3.3 February/March
   - 3.3.1 Participate in LDCP (Leadership Development Certificate Program) online sections (a TESOL program)
   - 3.3.2 Attend TESOL, if possible, in support of president and as back up voting representative
   - 3.3.3 Attend LDCP courses (can split over two years) at TESOL
   - 3.3.4 Send out online preliminary call for proposals for conference (aim to get students and teachers before they leave for summer)
   - 3.3.5 Confer with Exhibits Manager about sending out contracts.

3.4 April 1st
   - 3.4.1 Send out call for proposals to all members
   - 3.4.2 E-mail call for proposals to Ontario, Wisconsin, Illinois, Indiana, Ohio affiliates and MAFSA, MABE, MACAE
   - 3.4.3 E-mail call for proposals to website manager to be put on website
   - 3.4.4 Set proposals deadline based on site date requirements (I chose two months out because site required lunch seat count one month out)

3.5 May/June
   - 3.5.1 Receive conference proposals

3.6 July
   - 3.6.1 Receive conference proposals
   - 3.6.2 Write article for August newsletter promoting conference, reminding of call for proposals deadline (include conference pre-registration form and membership application form in newsletter)
   - 3.6.3 Receive conference proposals
President Elect and Conference Chair Position Description continued

3. Monthly Responsibilities continued

3.7 August
   3.7.1 Receive conference proposals
   3.7.2 E-mail conference registration form to Ontario, Wisconsin, Illinois, Indiana, Ohio affiliates and MAFSA, MABE, MACAE once it has been published in MITESOL Messages
   3.7.3 E-mail conference registration form to website manager and ask to have put on website

3.8 September
   3.8.1 Solicit donations for conference raffle
   3.8.2 “Jury” conference proposals and set presentation schedule
   3.8.3 Receive and process registration forms (send checks and purchase orders on to treasurer); keep roster of who has registered/paid; send registration confirmation forms out
   3.8.4 Ask website manager to put hotels and map information on website
   3.8.5 Print name tags as registrations come in, if possible
   3.8.6 Find volunteers to work conference (registration table, onsite/technology liaison, presenters’ liaison, caterer liaison, etc.)
   3.8.7 Create presenter packets (location notice, liaison name, presentation evaluation forms and return envelope with return site clearly marked, certificate of presentation)

3.9 October
   3.9.1 Work on conference program so that it is ready to go to printer no later than two weeks prior to the conference
   3.9.2 Make conference packets (program, promotional material, pens/pencils, paper, evaluation forms, little surprises…)
   3.9.3 Establish onsite registration process with treasurer
   3.9.4 Make sure have conference evaluation form with tear-off for raffle at bottom