



Michigan Teachers of English  
to Speakers of Other Languages

P.O. Box 3432 • Ann Arbor, MI 48106 • [www.mitesol.org](http://www.mitesol.org)

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*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

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