



The Executive Members shall:

- Attend 3 to 5 executive meetings (usually held on Saturdays), special events & conference.
- Maintain communication with our members.
- Prepare/solicit articles for the newsletter.
- Document tasks performed as Executive member and submit an annual Activity Report.
- Network to improve communication and increase membership and capacity.
- Bring issues, questions, concerns, letters and suggestions from teachers to the Executive.
- Participate in or support our annual fall conference – *Celebrating Languages*.
- Respect and follow the BCTF code of ethics and policies.
- Sit on district and provincial committees when possible, reporting activities back to BCATML executive.
- Provide input on proposed district and provincial policies as needed.

Executive Member Roles

President (table officer)

The role of President is to:

- be the spokesperson of the organization;
- organize, prepare and chair executive meetings and the Annual General Meeting;
- prepare an agenda to be sent to all executive members at least three days prior to a meeting;
- read over and approve the minutes from each meeting within one week of the meeting;
- present Presidential activity reports at each Executive meeting;
- liaise and seek guidance with the BCTF, the Ministry of Education, CASLT, other language organizations, and PSAs;
- attend and report on BCTF PSAC meetings;
- compile and prepare the Outside Agencies report detailing communication and outreach;
- complete the Per Capita Grant and submit it to the BCTF before September 30th. Provide leadership and support to all members of the executive;
- seek out and foster positive relationships with other language organizations;
- write a quarterly update of the activities undertaken by the Executive for the newsletter; and
- be a member of Conference Committee.

It is recommended that the president will have served on the Executive for a minimum of two years prior to running for President at the Annual General Meeting. In the absence of fulfilling the role of Conference Chair, or in the event that the Conference Chair becomes unavailable, the President/Vice President automatically assumes the role of Conference Chair until a suitable replacement can be found.

Vice-President (table officer)

The role of the Vice-President is to:

- assume presidential duties when required;
- support the president in performing duties and take on additional roles as needed within the Executive;
- receive and verify minutes from the executive meetings;
- provide a written submission to the quarterly newsletter;

- present a Vice-President activity report at each Executive meeting;
- mentor and support members of the Executive committee into new roles to ensure smooth transitions;
- be a member of conference committee. If there is no Conference Committee Chair, President or Vice President assumes the role.

It is recommended that the vice-president will have served on the Executive for a minimum of one year prior to running for Vice-President at the Annual General Meeting. In the absence of securing a Conference Chair, or in the event that the Conference Chair becomes unavailable, the Vice-President/President automatically assumes the role of Conference Chair until a suitable replacement can be found.

Treasurer (table officer)

The role of the Treasurer is to:

- Report to the executive the financial statements at each executive meeting.
- Communicate with the BCTF accounting department about financial procedures.
- Explain, distribute and collect expense forms at every meeting.
- Monitor the finances of the PSA (BCTF & outside account).
- Prepare cheque requisitions.
- Analyze and make recommendations to the executive based on the financial status of the BCATML.
- Assist the president in preparing the Per Capita Grant (Form 2 and Form 3)
- Prepare an annual budget statement and present it at the AGM.
- Keep all financial records for a period of 7 years.

Secretary/ Membership (table officer)

The role of the Secretary is to:

- gather personal & work contact information for each executive member & submit to BCTF;
- contact president two weeks prior to each meeting to set the agenda, and once confirmed, send out to the executive committee with BCTF building parking information and room location;
- record minutes of each executive meeting and submit to president for approval within five days; once approved, distribute to executive members within one week. Forward final copy to BCTF;
- prepare AGM agenda for completion by president;
- record AGM minutes and submit to president for edits, then forward to the BCTF within two weeks of conference. AGM minutes also must be submitted to BCTF records department immediately after AGM;
- upload membership files in approved manner of BCTF regulations within two weeks of conference;
- copy AGM minutes and have available for membership at the following year's AGM;
- bring BCATML laptop computer to each meeting;
- keep list of hardware and software owned & used by current BCATML executive;
- remind the president to get membership data from BCTF during the first week of the month prior to executive meeting. Report the current membership numbers at each executive meeting;
- keep track of database, noting expiry dates; sort for geographical clusters & gaps, long-time members, new members, whether student members have renewed, etc.;
- maintain the BCATML email account; forward inquiries to the relevant representative where necessary;
- coordinate with the Registrar for conference regarding membership; and
- send Conference Attendees Membership files to CASLT post conference highlighting the student teachers separate from the teachers because the student teachers get a free membership to CASLT.

In the absence of fulfilling the role of Registrar, or in the event that the Registrar becomes unavailable, the Secretary automatically assumes the role of Registrar until a suitable replacement can be found.

Language Representatives

The role of language reps is to:

- attend executive meetings and present relative issues/events;
- share BCATML information & promote conferences & events with colleagues and language teachers;
- submit, or request from members, newsletter items: research, articles, classroom activities, interesting resources, print-ready activities;
- present a workshop at Conference or solicit members to facilitate workshops in your language area;
- keep up-to-date on current research and pedagogy;
- share new & exciting resources (websites/apps etc.) in your language area;
- meet with the outgoing representative for mentoring;
- provide workshops in your language (perhaps co-ordinating with CASLT for workshops such as a Chez Vous or other agencies); and
- outreach to other language teachers in the form of disseminating information (research, news, etc.).

Newsletter Editor (these duties have been combined with the role Secretary & Membership)

The role of newsletter editor is to:

- set & communicate upcoming deadlines with Executive members;
- solicit articles from membership in advance of deadlines via RegOnline e-blast;
- compile articles and design layout of Newsletter;
- communicate with the Publisher Coordinator on Conference Committee regarding publisher ads to be included in the pre & post conference Newsletter;
- solicit ads from local language organizations and community groups;
- communicate with other language education newsletter editors for the possibility of sharing articles (e.g., CASLT);
- create brochures/flyers as needed for affiliate events upon request of the Executive Committee; and
- send draft version of Newsletter to Executive for final proofing prior to Member e-blast;

Web Manager

The role of web manager is to:

- attend all Executive Committee meetings;
- manage the Association's website, Google Docs folder, Twitter account, Facebook page;
- update content on the Association's website including: current Executive contact; hyperlinks remain active; photos and documents are current;
- stay abreast of and post new sites of interest to second language teachers;
- vet comments posted on BCATML's website blog;
- respond to contact entry forms from BCATML's website;
- train, support, and provide mentorship to the Executive Committee's use of BCATML's social media platforms to promote PSA business;
- troubleshoot technical issues for the Executive and BCATML members;
- keep conference and BCATML event information (workshops, presenter information, directions, etc.) up to date; and
- post photos, including conference highlights;