



## **Welcome to the BCATML!**

*This handbook was designed to introduce you to our organization and to describe the roles/responsibilities of the Executive Committee who volunteer countless hours to this Provincial Specialist Association. These teachers are passionate about supporting modern language teachers from K-12 throughout the Province.*

### **The Executive Members shall:**

- Attend 3 to 5 executive meetings (usually held on Saturdays), special events & conference.
- Maintain communication with our members via various online sources.
- 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 numbers.
- Bring issues, questions, concerns, letters and suggestions from teachers to the executive.
- Participate in or support our Fall Conference.
- 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.

### **Various organizations with which the BCATML associates, including:**

- SCOLA (Standing Committee on Language Articulation)
- BCTF French Coalition
- BC Heritage Languages Association
- BCLCA (BC Language Coordination Association).
- CASLT (Canadian Association of Second Language Teachers)
- MyPITA (Provincial Intermediate and Middle Years Teachers' Association)
- OMLTA (Ontario Modern Language Teachers' Association)
- WAFLT (Washington Association of Foreign Language Teachers)
- CPF (Canadian Parents for French)
- STA (Saskatchewan Teachers' Association)
- FIPLV (International Federation of Language Teacher Associations)

### **The Executive Committee consists of approximately 15 volunteers fulfilling various roles.**

- Each is explained in this document

## **BCATML Executive Expenses and their Reimbursement**

- Expenses incurred to attend an executive or conference committee meeting will be reimbursed. Therefore, record gas mileage and parking costs. For those coming from out of town to attend a meeting, hotel stays and some meal expenses will be covered. The BCATML follows the guidelines used by the BCTF. TOC costs will be covered if release time is required/approved. Application must be made to the President & Secretary prior to booking.

## **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 30<sup>th</sup>. 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
- President or Vice President be a member of Conference Committee
- It is recommended to have served on Executive for a minimum of 2 years prior to running for President
- 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
- President or Vice President be a member of conference committee. If there is no Conference Committee Chair, President or Vice President assumes the role.
- Has served on the Executive for a minimum of one year prior to running for Vice-President
- 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 5 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
- Within two weeks of conference, upload membership files in approved manner of BCTF regulations
- 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. Object: retain members!
- Maintain the BCATML email account; forward inquiries to the relevant representative where necessary.
- coordinate with the Registrar for conference regarding membership
- 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. As a language rep, you are expected to either present a workshop at conference (or solicit facilitators)
- outreach to other language teachers in the form of disseminating information (research, news, etc)

### **Newsletter Editor**

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
- Upon request of Executive Committee, create brochures/flyers as needed for affiliate events.
- Send draft version of Newsletter to Executive for final proofing prior to Member e-blast.

### **Website Coordinator**

The role of webmaster is to:

- Post current executive information and contact coordinates.
- Stay abreast of and post new sites of interest to second language teachers.
- Keep links up to date.
- Post documentation needed for conference presenters and registration.
- Keep conference information (workshops, presenter information, directions, etc.) up to date.
- Post photos and conference highlights.
- Troubleshoot tech issues for the executive and for members
- Moderate listserv and manage the server

### **BCATML Membership benefits**

#### **Purchasing a PSA membership means:**

- being able to run for any position on the BCATML Executive at the Annual General Meeting;
- being able to vote at this year's Annual General Meeting (as per the BCATML Constitution);
- receiving a complimentary one-year membership to CASLT;
- having access to the Members' Only Area of BCATML's website and resources (password protected);
- receiving our quarterly newsletter ***SPEAK!***
- receiving periodic communiqués keeping you up to date on second language teaching matters and issues;
- being able to attend BCATML Professional Development events at a **reduced** rate;
- being able to use one of two iPad Libraries and have them delivered directly to your school;
- being able to request BCATML workshops for your local;
- being recommended by BCATML for BCTF and/or Ministry Committee positions;
- having a Provincial Specialist Association advocating on your behalf and promoting a plurilingual and multicultural society;
- and much more!

## **Professional Development Funds**

BCATML recognizes that many of the Executive members often sacrifice their own professional development in order to organize, plan, coordinate, and present a workshop(s) at the annual *BCATML Celebrating Languages Conference*. BCATML recognizes the value of professional development in order to grow professionally and learn new skills or enhance existing ones. As such, BCATML Executive members can access financial assistance in order to undergo Professional Development on behalf of the Association.

***Any BCATML Executive Member in his/her second consecutive year of service can apply for funding of up to \$500 from the operating budget of the Professional Development Fund on a first-come, first-served basis. Funding limits will increase to a maximum of \$1,000 per member on a first-come, first-served basis. The Professional Development Fund is not to exceed \$3,000 in a given year.***

(Motion passed by the Executive Committee, February 4, 2017)