

TasTESOL Committee – Position descriptions

The committee usually has 6 members. The website administrator is ‘appointed’ and can be a committee member or a TasTESOL member from outside the committee.

Broad duties for all committee members

Attend regular meetings – about 7 or 8 per year; meetings usually last up to 90 mins.

Assist with ideas for forums & conferences and contacting potential speakers.

Assist with publicising events and hands-on help with setting up events.

President	Chair committee meetings and AGM. Contact potential speakers for forums, conferences, workshops. Provide an annual report to members at AGM. Represent the committee at ACTA teleconferences (about 6 per year).
Secretary	Take minutes at committee meetings and AGM. Distribute relevant emails to members (e.g. publicity for TasTESOL events, ACTA bulletins, etc). Process membership applications (with Treasurer). Keep membership list/records up-to-date. Represent the committee at ACTA teleconferences (about 6 per year).
Treasurer	Attend committee meetings and AGM. Manage TasTESOL finances (keep receipts, bank statements, write cheques, etc). Provide updates/reports on finances at committee meetings and AGM. Organise distribution of <i>TESOL in Context</i> to members (with Secretary).
Website manager	Keep TasTESOL website up-to-date with relevant news and information. Suggest ideas for content.

TasTESOL AGM – Committee Nomination Form

I would like to nominate

for the position of president secretary treasurer committee member

Nominated by Date

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