



Descriptions of Open Positions for the BC TEAL Board 2018-2020

- As the **President**, you chair and convene meetings of the board. You are an ex officio member of all BC TEAL committees. In close collaboration with the Administrative Manager, you oversee day-to-day operations of the Association. You are also the public face of BC TEAL. (See Bylaws, Part 9.2)
- As the **First Vice-President**, you chair the Policy and Action Advisory Committee, which works to advance the profession through advocacy, and represent the profession of teaching English as an Additional Language at all levels of government. In the President's absence, you perform the duties of the President. (See Bylaws, Part 9.3)
- As the **Second Vice-President**, you serve as Conference Co-Chair (Finance or Admin), sharing the responsibility of organizing the Annual Conference with the other co-chair (normally appointed by the host institution). You are responsible for financial and administrative aspects of the conference. You are a member of the Board Executive. In the event of the absence of the President and First Vice-President, you perform their duties. (See Bylaws, Part 9.1)
- As the **Secretary**, you are a member of the Board Executive and serve as the Membership Chair. Officially, the Secretary issues notices and keep minutes of meetings of the Association and the Board, conducts the correspondence of the Association, has custody of all records and documents of the Association, except those required to be kept by the Treasurer, has custody of the common seal of the Association, if any, and maintain the register of members. In reality, many of those duties are done by TEAL's staff. Your main role, as Membership Chair, is to work with the board on matters of membership recruitment and retention. (See Bylaws, Part 9.4)
- As the **Treasurer**, you are a member of the Board Executive and serve as the Finance Chair. Working closely with the Administrative Manager and bookkeeper, you oversee the financial health of the Association. You advise the Board on matters such as investments, audits, and other financial issues. (See Bylaws, Part 9.5)
- As the **Social Media Chair**, you engage members and other EAL professionals through a variety of Social Media platforms to continue BC TEAL's positive contribution to the social media conversation, you will devise a strategy to find ways to promote the work of the Association, advance the profession, and dialogue with other key players in EAL.
- As the **LINC Representative**, you represent the voice of the settlement language sector, ensuring that trends and issues are brought to BC TEAL's attention. You encourage instructors in the LINC sector to join the association and participate in PD events. You also participate in BC TEAL's PD committee.

The BC TEAL Board is comprised of volunteer Directors, who are committed to advancing the Profession of Teaching of English as an Additional Language. Directors are involved in the governance and strategic planning for BC TEAL. In addition to their general duties, Board Directors chair or co-chair a working committee of the Association. Directors must be familiar with the [Bylaws](#) governing BC TEAL. As such, nominees for any Board Director position should be familiar with the following sections of the Bylaws: Part 6 - Board of Directors, Part 7 - Proceedings of the Board, Part 8 - Directors' Duties, Conflicts & Indemnification. Nominees for Executive Positions (i.e., President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer) should read Part 9 - Officers.