



Seoul KOTESOL
Executive Responsibilities¹

Elected Positions

Chapter President

National Level

- Attend the quarterly National Council Meetings
- Attend the KOTESOL Annual Business Meeting (ABM)
 - Notify the name of a substitute to attend National Council Meetings where necessary, to the National President at least a day in advance of said meeting
 - Write and submit a report to each National Council Meeting
 - Pass on information from the National Council, other chapters, and the Special Interest Groups (SIGS) to Seoul KOTESOL
- Respond to all National Council communications.
- Represent the chapter at the National Conference
- Attend the annual KOTESOL Leadership Retreat
- Advise the National Council of any changes to the chapter executive.

Chapter Level

- Notify the executive of meeting dates and times
 - prepare an agenda for each meeting, and chair executive meetings.
- Hold final responsibility for all chapter reports to National Council, and official KOTESOL publications / the KOTESOL website.
- Support other chapter executive members in their duties, and be available for consultation at all times.
- Hold final responsibility for
 - Chapter Budget
 - Conference Program
 - Chapter publicity,
 - The Monthly Workshop Program,
 - Website(s) information,
 - Holiday Dinner
- Attend all chapter events including the Saturday workshops, Annual Conference, Holiday Dinner, and the Conference Dinner.
- Write the President's welcome for the conference program.
- Recruit, and nominate, suitable members to all appointed executive positions.
- Nominate, and organize, a suitable person, to act as the Seoul Election's Officer each year.

¹ Updated January 2013

First Vice-President

- Support and assist the president in running the chapter
- Take over as president if the president has to step down
- Attend National Council Meetings on behalf of the president
- Liaise with the Workshop Coordinator in developing an on-going, regular chapter workshop program.

Second Vice-President

- Work with the Publicity Coordinator and webmaster to ensure that chapter events receive adequate publicity.
- Work with the Membership and Hospitality Coordinators to help ensure that all chapter members are involved in the running of the chapter.
- Particularly regarding the involvement of native Korean teachers of English in Kotesol affairs.

Treasurer

- Prepare the chapter financial report at the end of each year.
- Prepare a chapter budget for the following year.
 - The Financial Report and Budget are to be submitted to the National Treasurer as far as is practical after December 31.
- Manage chapter finances by recording expenses and income, and reimbursing executive members, and others, for approved expenses.
- Submit an up-to-date financial report to each meeting of the Chapter Executive.
- Report regularly to the President about the chapter' financial affairs.
- Liaise with the KOTESOL National Treasurer, when necessary.

Secretary

- Record minutes of Executive Meetings.
 - Write up the minutes and distribute them to other executive members, as an attachment.
- Check the seoulchapter@gmail.com account regularly. Responding to member queries as appropriate.
- Work with the Chapter President to send out e-mails reminding members about the monthly workshops, and other Kotesol events.

Appointed Positions

Workshop Coordinator

- Prepare, and present, certificates and chapter awards to members.
- Organise, and develop, the chapter workshop program.
- Liaise with the KOTESOL contact at Sookmyung to ensure that the facilities for monthly workshops are booked, and organized.
- Liaise with the Webmaster so that the information on the Chapter websites is up-to-date.
- Assist the president with the organization of the annual conference
 - Particularly the call for presenters notice, and the organization of the Conference Schedule.
 - 1. By The International Conference prepare a “Call for Presenters Notice” and distribute this as widely as possible.
 - 2. As proposals arrive collate and distribute them to members of the executive.
 - 3. Record the Contact e-mail addresses and Cell Phone numbers of all prospective conference presenters.
 - 4. After the December Executive Meeting, notify all the successful presenters. And send a “thank you” e-mail to the unsuccessful ones.
 - 5. Organize, and distribute, the program for the chapter annual conference.

Webmaster

- Post notices of upcoming Chapter events on koreatesol.org/seoul
- Liaise with Workshop coordinator to post information on monthly workshops, abstracts and presenter bios &c.
- Post information on Seoul KOTESOL Annual Conference
- Liaise with National Webmaster and Tech committee chairs / attend training sessions &c
- Maintain the Seoul KOTESOL Facebook page and / or other social media

ASK (About Seoul Kotesol) Editor

- Encourage members to submit articles for ASK.
- Prepare four(4) editions of ASK each year. (If possible!)
- Assist in the preparation of the Annual Conference program

Membership Coordinator

- Make sure a sign-in sheets are available at the door of each workshop.
- Welcome new members and visitors to workshops.
- After each workshop send an e-mail to people on the sign-up sheet thanking them for their attendance, and
 - to join in future KOTESOL events, and
 - to join KOTESOL if they are not already a member.
- Assist members with logging into the www.koreatesol.org website to
 - pay subscriptions,
 - create and update their personal contact page.

- Liaise with the National Membership Chair.

Publicity Coordinator

- Advertise the regular workshop program on the Korea Herald community bulletin board, magazines such as 10 Magazine, Groove, Korea4expats website etc.
- Help prepare publicity for the Annual Conference, such as the postcards.
- Prepare other publicity materials such as banners and postcards.
- Liaise with the National Publicity Chair.
- Prepare reports for TEC News as required

Hospitality Coordinator

- Make sure that snacks and drinks are available for the break at each workshop.
- Welcome new members and visitors to workshops.
- Organize the Annual Seoul Holiday Dinner each December.
- Organize the Post- Annual Conference dinner.

Elections Officer (Appointed *pro tem* February-March each year)

- Liaise with President and Executive members regarding elections procedure
- Publicize the opening of the nominations period
- Collect nominations and verify the eligibility to stand for office of nominees
- Maintain a voting booth at the Seoul KOTESOL conference
- Collate and count votes at the conference
- Announce the results of the election
- Hear appeals on the results of elections and consult with the chapter president
- Organize and hold run-off ballots as required