



JEJU CHAPTER KOTESOL: EXECUTIVE RESPONSIBILITIES

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 full chapter report to each National Council Meeting.
 - Pass on information from the National Council, other chapters, and the Special Interest Groups (SIGS) to the Jeju Chapter.
- Respond to all National Council Communications
- Request funding to support financial chapter members to promote KOTESOL in events particularly unique to Jeju Island and its teaching community.
- Represent the Chapter at the National Conference and the International 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 the executive meetings.
 - Record minutes of Executive meetings, write up the minutes and distribute them to other executive members, as an attachment.
- Hold final responsibility for all chapter reports to National Council, official KOTESOL publications and 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
 - Chapter publicity
 - The annual workshop program
 - Website information
 - Annual Chapter holiday dinner
- Attend all chapter events including Saturday workshops, meet ups, the annual chapter holiday dinner and chapter sponsored events for financial members.
- Check the jejuchapter@gmail.com account at least twice weekly and either respond to e-mails or delegate to the executive as appropriate.
- Recruit and nominate suitable members to all appointed executive positions.

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.
- Record minutes of Executive meetings, write up the minutes and distribute them to other executive members, as an attachment as requested by the President.
- Provide Chapter updates to The English Connection (TEC) as requested by the National Council or the Chapter President.
- Liaise with the President, Membership & Publicity Officer and the Event's Co-coordinator in developing an on-going regular chapter workshop program and two annual recruiting drives.
- Work with the Membership & Publicity Officer and Webmaster to ensure that chapter events receive adequate publicity.
- Actively encourage the involvement of native Korean teachers of English in KOTESOL affairs.
- Check the jejuchapter@gmail.com account regularly.

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 Councils far as is practical after December 31.
- Manage chapter finances by maintaining a chapter bank account, recording expenses and income, reimbursing executive members and others for approved expenses and keeping receipts as required.

- Ensuring that approved expenses and reimbursements have the signatures of three Chapter Executive members to be considered valid.
- Report regularly to the President about chapter financial affairs.
- Liaise with the KOTESOL National Treasurer, when necessary.

Appointed Positions

Membership & Publicity Officer

- Advertise the regular workshop program to all financial chapter members and Teachers of English on Jeju Island (both foreign and Korean) by word of mouth, e-mail, social networking sites, appropriate newspaper, radio and magazine media.
- Report on the regular workshop program, meet-ups and chapter sponsored events by e-mail, social networking sites, appropriate newspaper, radio and magazine media as required.
- Prepare publicity materials: executive business cards, promotional flyers, t-shirts, bookmarks, banners, event photos and other materials as deemed appropriate by the executive and chapter members.
- Liaise with the National Council Publicity Chair to promote KOTESOL and ascertain member benefits for Jeju Island Teachers of English.
- Welcome new members and visitors to workshops and ensure sign-in sheets are available at each workshop.
- After each workshop send an e-mail to attendees 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.
- Actively encourage and recruit Teachers of English on Jeju Island to become financial members of the Chapter.
- Liaise with the National Membership Chair to ascertain membership promotion and benefits for Jeju Island Teachers of English.

Webmaster

- Post notices of all upcoming Chapter events on the Jeju Chapter page on www.koreatesol.org
- Post reports and photos after Chapter events on the Jeju Chapter page on www.koreatesol.org as required by the Executive.
- Liaise with the National Webmaster, Tech committee chairs and attend training sessions as required.

Events Coordinator

- Ensure snacks and beverages are available at each workshop.
- Welcome new members and visitors to workshops.
- Organize Chapter meet-ups for financial members of the Jeju chapter.
- Liaise with the Executive on Chapter sponsored events for financial members of the Jeju Chapter.
- Organize the annual Jeju Chapter Holiday dinner each December.

EPIK Teacher Representative

- Liaise with the POE EPIK Coordinator to e-mail all EPIK Teachers about upcoming professional development workshops.
- Liaise with the Membership & Publicity Officer to promote upcoming professional development workshops to the EPIK Teacher community.
- Recruit an appropriate representative, from within EPIK, to succeed the position should the representative step down.

TaLK Teacher Representative

- Liaise with the POE TaLK Coordinator to e-mail all TaLK Teachers about upcoming professional development workshops.
- Liaise with the Membership & Publicity Officer to promote upcoming professional development workshops to the TaLK Teacher community.
- Recruit an appropriate representative, from within TaLK, to succeed the position should the representative step down.