

Committee Job Descriptions

All committee chairpersons must submit a budget proposal by May 1 for the fiscal year beginning July 1.

The job of the president is to:

1. Organize board meetings
 - prepare an August meeting in which goals past / present and future are reviewed
 - prepare a yearly schedule of meetings
 - reserve a meeting place (MEA or State House)
 - prepare an agenda for each meeting
 - send an e-mail reminder of upcoming board meetings
 - lead meetings
 - arrange for vice president to cover if absent from meeting
 - prepare a list of accomplishments and status of goals to be presented at June meeting
 - set date and reserve place for a dinner meeting for June (usually occurs at Slate's, in Hallowell)
 - if members are leaving, they are often recognized with a gift
 - arrange for someone to bring snacks to each board meeting
2. lead the effort to recruit officers and other board members (discussion to begin by January so the slate is ready for the conference in early March)
3. write president's letter of welcome / column for fall newsletter
4. collect and review correspondence
 - e-mail and regular mail
 - keep copies and / or file of relevant e-mails to keep the paper trail
 - respond to letters and / or bring to board for appropriate action
5. write letters to honorees or others as determined by the board
6. make sure we are up to date in all memberships
 - NECTFL, ACTFL and others which the board deems appropriate
7. update current officers names and addresses for NECTFL (www.nectfl.org)
8. coordinate representation at ACTFL (fall) and NECTFL (spring)
9. make sure "Best of Maine" workshop is set for the NECTFL conference
10. Conference
 - if not attending, arrange for regular representation at these meetings
 - coordinate awards to be given (board selects them in January from nominations received)
 - write letters to recipients / nominators and others involved
 - invite those appropriate to the conference
 - inform conference committee of award recipients and other invitees
 - order gifts / plaques for award recipients
 - make award presentations at the conference
 - oversee all FLAME activities
 - have current copies of constitution, by-laws and policies for reference; supply to members that request copies
11. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the vice president is to:

1. attend meetings and observe the proceedings as preparation for assuming the position of president the following year
2. assist the president in the execution of his / her responsibilities at meetings and organization functions
3. assume the responsibility of the president's office when he / she is unable to fulfill the duties of that position
4. follow up on scholarship recipients to verify how they report back to FLAME or one of its sub-organizations
5. collect FLAME Committee Volunteer Forms from the conference committee and from the FLAME president, and make certain that potential volunteers are contacted

The job of the past president is to:

1. support the president, as needed
2. attend meetings

The job of the secretary is to:

1. attend all FLAME advisory board meetings
2. contact the president and find a replacement if unable to attend any FLAME advisory board meeting
3. take notes at all board meetings
4. compile minutes and distribute to all board members by e-mail
5. make corrections to minutes, as needed
6. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the treasurer is to:

1. keep an accurate accounting of all FLAME funds, both checking and savings
2. prepare a report of accounts and activities for each FLAME advisory board meeting (regular income / expenditures and conference income / expenditures)
3. make regular deposits of income to either checking or savings
4. write checks to pay bills and make reimbursements to members
5. carry out transactions of re-investments as approved by the FLAME advisory board
6. provide budget proposal forms to committee chairpersons
7. prepare a budget and present it for consideration at the June Advisory Board meeting

The job of the membership committee chair is to:

1. collect dues from members
2. maintain an accurate listing of members and their contact information
3. provide mailing labels as needed to the conference committee, directory and newsletter editor(s) and to other FLAME members as deemed appropriate by the FLAME advisory board
4. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the newsletter editor is to:

1. create two newsletters and one directory per academic year. The
2. directory is published in early fall, the newsletters are published in December and after the spring conference assemble and edit articles of interest to be included in the newsletter
3. send a copy of the newsletter to the printer
4. follow mailing procedure, as needed
5. send an electronic copy of the newsletter to the FLAME webmaster for inclusion on the FLAME website
6. make reports to the FLAME Advisory Board, as necessary
7. send e-mails to FLAME members to keep them up to date on job opportunities, upcoming events, and / or any information that might be of interest to the foreign language instructors of Maine
8. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the webmaster is to:

1. design and update the FLAME website
2. submit a budget proposal by May 1 for the fiscal year beginning July 1
(The website contains current information about the FLAME Board's membership and activities, the spring conference, and links to various resources of interest to FLAME members. All the information in the directory, as well as recent editions of the FLAME Newsletter, may be found on the website. To ensure continuity and competence, the position of webmaster must be a relatively long commitment.)

The job of the K-16 continuum committee chair is to:

1. maintain a dialogue between public school language educators and university faculty regarding expectations, standards, pedagogy / methodology practices
2. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the certification committee chair is to:

1. maintain communication with the State of Maine Department of Education regarding changes to certification requirements
2. communicate to the FLAME Advisory Board information regarding meetings at which teacher certification will be discussed
3. inform FLAME Advisory Board of any proposed or enacted changes to certification standards
4. serve as a contact person or liaison to state certification officials for all FLAME members on matters regarding certification standards for teachers of Modern and Classical languages

The job of the summer institute committee chair, in collaboration with committee members, is to is to:

1. annually determine the need for a summer institute for teachers of modern and classical languages
2. collect information (e.g., survey) from Maine FL teachers to determine the interest level and desired topics for a summer institute
3. based on need, to determine a focus for the institute and plan the event
4. develop desired outcomes and topics / activities for the institute
5. determine dates (typically 3-5 days)
6. secure a site (preferably college / university campus)
7. identify and contact potential presenters
8. select refreshment and meal options, if available
9. determine feasibility of offering C.E.U and / or college / university credit
10. create a daily schedule for the institute
11. create a budget and determine participant fees (commuters and boarders)
12. prepare announcement and registration materials
13. print and mail announcement materials to all Maine FL teachers
14. collect completed registration forms and payment
15. maintain ongoing communication with site coordinator
16. assist with preparations for the institute (e.g., meals, letter to participants, evaluation form)
17. assist with logistics and / or facilitation at the institute
18. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the historian is to:

1. maintain and update a record of the history of the Foreign Language Association of Maine
2. supervise the keeping of the FLAME archives, which include but are not limited to:
 - the Advisory Board meeting minutes
 - financial reports
 - copies of the directory and newsletters
 - FLAME Conference brochures and programs
3. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the Listserv moderator is to:

1. accept / reject new members
2. ensure that all posts are appropriate and follow netiquette rules

The job of the video lending library chair is to:

1. keep track of all the videos that are owned by FLAME
2. send out videos as requested by members
3. gently nag those people who have not returned videos in a timely fashion
4. send a bill to FLAME for the reimbursement of mailing expenses
5. submit a budget proposal by May 1 for the fiscal year beginning July 1

The job of the student activities committee chair is to:

1. focus on recruiting new members
2. brainstorm activities
3. organize a video contest
4. submit a budget proposal by May 1 for the fiscal year beginning July 1

The jobs of the conference committee are :

Committee Chair (this job has been shared)

1. schedule meetings and inform the committee of dates/time/place
2. create an agenda for each meeting
3. compile minutes at meetings (there is no secretary)
4. contact key note speaker
5. negotiate price
6. reserve room in hotel
7. give welcome "speech" before keynote speech
8. introduce key note speaker on Thursday night
9. help recruit workshop presenters
10. create conference brochure and send to newsletter editor for printing
11. serve as MC at Friday's lunch
12. Welcome
13. Introduce Conference Committee
14. apply to UMO for CEU credits
15. get all materials for nametags and Thursday night meal choices
16. assign or carry out registration booth duties on the days of the conference
17. submit a budget proposal by May 1 for the fiscal year beginning July 1

Presenters Coordinator

1. Make sure a "Call for Presenters" is in Directory
2. Collect all workshop proposals
3. Share workshop proposals with the committee to choose which should be accepted
4. With the committee, create a schedule of workshops
5. Write letters to all who proposed workshops with final decisions

Program/Evaluations Coordinator

1. type program, give to Chairperson for printing
2. type /copy Pre Conference and Conference Evaluation forms and give to Chairperson for printing
3. make up number tickets for Teacher Tips Swap - on conference day
4. collate and place copies in manila envelopes for distribution
5. assist Treasurer with on site registration
6. tally evaluations for Pre Conference and Conference for next Committee meeting

Participants Coordinator

1. attend monthly meetings
2. get all materials for nametags and Thursday night meal choices
3. coordinate participant lists with person in charge of registration
4. make all name tags and meal tickets
5. divide name tags/meal choices into packets for easy access (several categories Thurs night/ Friday; paid/unpaid)
6. help recruit workshop presenters

Facilities Manager

1. reserve a room for keynoter with Sally Page (Holiday Inn by the Bay) - fall
2. reserve a certain number of rooms for conference participants (most recently, 75) with Sally - fall
3. get dinner proposals and prices from Sally - fall
4. communicate dinner choices to Sally Page - fall
5. communicate conference schedule to Sally - fall
6. request a list of desserts from Sally, give her our final 5 choices and tell her what day (usually in February) we would like to try them - fall/winter
7. communicate AV needs to Sally as soon as info is received from program coordinator so that Sally can order equipment from Headlight Audiovisual (AV equipment needs to be broken down by number of types of equipment and by rooms)- January
8. review the conference banquet sheets received from Sally, make necessary changes and return them to Sally - fall/winter
9. reserve conference space for future conferences (usually 2 years in advance)- after March conference
10. work with staff from Headlight Audiovisual on conference days to make sure presenters have requested equipment - conference days
11. print signs and post them outside conference rooms on day of conference to announce what workshops were taking place where - March + conference day
12. print and post signs for registration table - conference day

Exhibitor Coordinator

1. attend monthly meeting regarding March Conference.
2. send invitation letter and registration sheet (Nov. or Dec.)
3. work on mailing list (add new leads)
4. collect fees
5. collect registration sheet
6. take care of special requests, location, equipment etc.
7. send confirmation letter to each exhibitor as well as Hotel Direction.
8. follow up with phone call(s) when registration sheet is in but no money from organization
9. develop floor plan for hotel.
10. prepare an Exhibitor Welcome Folder
11. prepare name tag(s)
12. on the day of the event the coordinator should be on location with ample of time prior the first exhibitor's arrival on Thursday pm and Friday am.
13. help exhibitors with set up details
14. collect all door prizes on Friday am.
15. announce the winners at lunch-time

The job of the AAT / MCA, FLES, World Affairs, and collaborative representatives is to:

1. act as a liaison between the FLAME Advisory Board and the national content-specific organization or local collaborative
2. report activities of the parent organization
3. inform the FLAME Advisory Board of upcoming events