

ATESL Job/Position Descriptions

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This document to be reviewed on a two year basis.

Alberta Teachers of English as a Second Language (ATESL)

Position Description: PRESIDENT

Authority and Responsibility

The President is the legal authority for ATESL. As an Executive member of the Board, the President acts in a position of trust for the community, and is responsible for the effective governance of the organization.

Requirements

Requirements of the Board President include:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy
- Representation on and liaison with ESL and other like minded groups and coalitions on behalf of the organization

Term

- The President is elected by the membership at the Annual General Meeting.
- The President serves a three year term on the Executive (one year as the President –Elect, one year as President, and one year as the Past President)
- The President may be released by handing in a written resignation or at the end of the elected term according to ATESL's bylaws

General Duties

The President is fully informed on organization matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The President:

- Provides leadership to the Board of Directors and management of the organization
- Leads the executive and the Board to make sure projects and programs are implemented.
- Conducts correspondence and communications during the term in office
- Communicates and plans with the Executive (President-elect, Past President and the Treasurer) on an ongoing basis
- Makes sure the Board adheres to its bylaws and constitution
- Prepares the Board's agenda with input from Board Members and assistance from the Business Manager

- Chairs meetings of the Board and the Annual General Meeting
- Keeps the Board's discussions on topic by summarizing issues
- Keeps the Board's activities focused on ATESL's mission
- Chairs meetings of the Presidential Chain
- Orients Board Members and committee chairpersons to the Board
- Orients and mentors the President-elect
- Serves as ex officio member of committees and attends their meetings when needed
- Recognizes Board Members' contributions to the Board's work
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications
- Promotes the organization's purpose in the community and to the media
- Prepares a report for the Annual General Meeting
- Facilitates a budget for the fiscal year to be approved by the Board. (in the first quarter)
- Ensures the Business Manager files the annual financial report, bylaws and list of executive members with Corporate Affairs in compliance with the Societies Act of Alberta.

Review Date and Approval Date

The President's Job Description is reviewed on a yearly basis, and it is modified to incorporate the changes agreed upon by the Board.

Review Date: April 2015

Approval Date: October 2003 as a Working Document.

Alberta Teachers of English as a Second Language (ATESL)

Position Description: PRESIDENT-ELECT

Authority and Responsibility

The President-Elect is responsible for preparing to serve a future term as President. In addition, as an Executive member of the ATESL Board, the President-Elect is the legal authority for the Board, acts in a position of trust, and is responsible for the effective governance of the organization.

Requirements

As a Board member, the President-Elect needs to be fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. Requirements of the President-Elect include:

- Commitment of three years to the work of the organization
- Chairs Strategic Planning Committee
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy
- Representation on and liaison with ESL and other like minded groups and coalitions on behalf of the organization
- Willingness to take up the responsibilities of the office of President in the event it is vacated

Term

- The President-Elect is elected by the membership at the Annual General Meeting.
- The President-Elect serves a three years on the Executive (one year as the President-Elect, a year as the President and one year as the Past President)
- The President-Elect may be released by handing in a resignation in writing or as delineated in the by-laws.

General Duties

The President-Elect in consultation with the President will carry out the duties mutually agreed upon and delegated by the President.

The President-Elect:

- Assists the President in the performance of his/her duties
- Acts in the absence of the President
- Serves on the Executive Committee
- Learns the duties of the President and keeps informed on key issues
- Heads the committee for Policy Development
- Carries out any additional duties as delegated by the President

- Prepares to serve a future term as the President
- Orients the new President-Elect

Review Date and Approval Date

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Alberta Teachers of English as a Second Language (ATESL)

Position Description: Past President

Authority and Responsibility

The Board of Directors is the legal authority for ATESL. As a member of the Executive, the Past President acts in a position of trust for the community, and is responsible for the effective governance of the organization.

Requirements

- Continued commitment to the work of the organization
- Willingness to serve on committees
- Attendance at Board meetings and Annual General Meetings
- Attendance at meetings of assigned committees
- Support of special events
- Support of, and participation in, fund-raising events

Term

Having served for two years, the Past President serves a one year term on the Executive Board.

- The Past President may be released by handing in a resignation in writing or as delineated in the by-laws.

General Duties

As an executive member of the Board, the Past President is informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. Other duties include:

- Working closely as a consultant and advisor to the President
- Chairing the Newsletter/Website Committee – preparing Newsletter for publication in conjunction with the website coordinator
- Chairing the Recruitment Committee and assisting with Board recruitment and orientation to the Board
- Assisting with Board training
- Providing historical continuity about the Board's activities
- Chairing the Bursary/Professional Development Committee
- Coordinating special projects as assigned by the Board
- Carrying out responsibilities as mutually agreed upon and delegated by the President.

Review Date and Approval Date

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Alberta Teachers of English as a Second Language (ATESL)

Position Description: ATESL TREASURER

Authority and Responsibility

The Treasurer is responsible for the fiscal health of the organization. A member of the Executive Board, and is therefore responsible to ensure the effective governance of the organization. He/She is responsible for the accounting of the funds of the organization, its budgets and expenditures.

Requirements

Requirements of the Treasurer include:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
- Willingness to serve on committees
- Willingness to support the Business Manager in reviewing financial documents

Term

- The Treasurer is elected by the membership at the Annual General Meeting. It is a two-year-term.
- The Treasurer may be released by handing in a resignation in writing or as delineated in the by-laws.

General Duties

As a Board member, the Treasurer is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Treasurer must:

- Serve on the Executive Committee
- Oversee the preparation of full and accurate accounts of all organizational receipts and disbursements
- Oversees the receipt and banking of all monies due to the organization
- In consultation with the Board, monitors and makes suggestions regarding financial investment
- Disburse all monies as directed by the Board
- Oversees the preparation of an annual budget in consultation with the Board and submit for the Board's approval in the first quarter
- Provides regular financial reports to the Board and at the AGM
- Oversees collection of GST, documentation of collections, reporting, and payment in accordance with CCRA requirements

- Oversee preparation of a year-end financial statement to present to the Board and then to the auditor
- Oversees the assembly of year end books and pertinent financial documents to deliver to the auditor
- Obtain an audited financial statement at year end (currently December 31), and submit that statement to the membership for information at the AGM
- Act as a signing officer, with the President, another elected officer, and the business manager for cheques and other documents
- Advise the Board on financial matters
- Ensures that the filing of annual financial report, and list of executive members with Alberta Registry in compliance with the Societies Act of Alberta. (Note: ATESL's registration year with Alberta Registry ends February 28. After this date, the Treasurer and Business Manager file a return with specific information about the Board and the latest audited financial statement. Once processed, ATESL will receive Proof of Filing.)
- Update the Canada Revenue Agency with a list of Board's executive members and a copy of Alberta Registry Proof of Filing
- Return all ATESL documents and/or financial information to ATESL at the completion of their term

Review Date and Approval Date

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Alberta Teachers of English as a Second Language (ATESL)

Position Description: Board Members at Large

Authority and Responsibility

The Board of ATESL is the legal authority. As a member of this Board, each individual acts in a position of trust for the Alberta Teachers of English as a Second Language Membership and is responsible for the effective governance of the organization (e.g.: short term partnerships with stakeholders)

Requirements

Requirements of the Board Members at Large include:

- Commitment to the work of the organization
- Willingness to serve on committees
- Attendance at Board meetings and the Annual General Meeting
- Support of special events and projects

Term

- Members serve a minimum of one-year term.
- Members at large serve for a term no longer than 3 years
- Members at may be released by handing in a resignation in writing or as delineated in the by-laws.
- In instances where a committee is made up of more than one member at large, that committee will have only one vote on the board.

General Duties

A Board Member at Large is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. A Board Member at Large must:

- Approve, where appropriate, policy and other recommendations received from the Board and its standing committees
- Monitor all Board policies
- Provide feedback and support to the President
- Review the bylaws and policy manual, and recommend bylaw changes for approval by the membership
- Participate in the development of ATESL's organizational plan and approve the budget
- Assist in developing and maintaining positive relations among the Board, committees, and community to enhance ATESL's mission.

Review Date and Approval Date

Review Date: April 2015

Approval Date: October 2003 as a Working Document.

Alberta Teachers of English as a Second Language (ATESL)

Position Description: ATESL SECRETARY

Authority and Responsibility

Requirements

Requirements of the ATESL Secretary include:

- Commitment to the work of the organization
- Strong organization skills
- Willingness to serve on committees
- Attendance at Board meetings and the Annual General Meeting
- Support of special events and projects

Term

The Secretary shall serve a minimum term of two years or one term.

General Duties

As a Board member, the secretary is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. The secretary must:

- Keep copies of the organization's bylaws and the Board's policy statements
- Keep list of officers, Board Members, committees and General Membership
- Make sure that there is a quorum at Board meetings and the Annual General Meetings
- Take the minutes at the Annual General Meeting and provide for the Administrative Assistant to transpose
- Take minutes at provincial Board meetings in conjunction with the Administrative Assistant
- Proofread and edit the minutes in conjunction with the Business Manager. Ensure minutes are accurate and reflect the action items and capture the intent of the discussion
- Maintain a complete record of all minutes of all meetings and arrange with Business Manager for non-current papers to be kept in the archives.
- Sit on the Bursary Committee

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Alberta Teachers of English as a Second Language (ATESL)

Position Description: AdHoc Accreditation Committee Member

Authority and Responsibility

The Accreditation committee member sits on the Board as a Member at Large. Accreditation committee members are responsible for reviewing the qualifications of individuals for accreditation by ATESL. In instances where the committee is made up of more than one member at large, that committee will have only one vote on the board.

Requirements

Requirements of the Accreditation committee member include:

- Attendance at Accreditation committee meetings
- At least five years experience teaching English as a Second Language
- At least two years experience in a work place or academic supervisory capacity where evaluation of teacher classroom performance and interview and selection of English as a Second Language teachers has been part of the role or responsibility
- Currently working in the field of ESL in Alberta or has been away from Alberta and English as a Second Language for no more than one year

Term

- Appointed as necessary

General Duties

The Accreditation committee members must:

- Meet as needed to review ATESL accreditation
- Keep current with accreditation processes and policies used by affiliated associations (TESL Canada, and other English as a Second Language organizations)
- Bring forward items related to accreditation for review to the ATESL Board
- Participate in ATESL Board meetings and report on activities
- Communicate with the membership regarding accreditation activities at the Annual General Meeting

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Alberta Teachers of English as a Second Language (ATESL)

Position Description: Member at large – TESL Canada Representative

Authority and Responsibility

The TESL Canada Representative position represents the interests of the Alberta Teachers of English as a Second Language membership on the Canadian Federation of Teachers of English as a Second Language. The TESL Canada Representative reports to the ATESL Board at the board meetings and to the membership at the Annual General Meeting.

Requirements

Requirements of the TESL Canada Representative include:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance
- Willingness to serve on committees
- Attendance at ATESL Board meetings (ten to twelve meetings per year) and TESL Canada Board meetings (one face to face meeting each year and email Board meeting in the fall) and the ATESL and TESL Canada Annual General Meeting at the provincial and national conferences

Term

The Board appoints the TESL Canada representative for a term of two years. The TESL Canada representative may be released from his or her position by resignation in writing or by stepping down at the end of the elected term.

General Duties

The TESL Canada representative must:

- Represent ATESL in all TESL Canada meetings and communications
- Liaise with other TESL Canada affiliates as appropriate
- Participate in two Committees of the TESL Canada Board
- Represent TESL Canada and act as Liaison with international linkages as assigned
- Communicate TESL Canada positions and issues to the executive at the ATESL board meetings.

Evaluation

Review Date and Approval Date

The Job Description is reviewed on a regular basis and it is modified to incorporate the changes agreed upon by the Board.

Review Date: April 2015

Alberta Teachers of English as a Second Language (ATESL)

Position Description: Local Committee Co-Chairs

Authority and Responsibility

The local Co-chairs are responsible for the operations of the local ATESL committees.

Requirements

Requirements of the local Co-chairs include:

- commitment to the work of the organization;
- knowledge and skills in one or more areas of board governance, language training, finance and advocacy;
- willingness to serve on committees;
- chairing of the local committee and chapter meetings;
- planning of local PD events and workshops;
- support of provincial conference when hosted in Local city
- attendance at the provincial Board meetings and the Annual General Meeting; and
- support of, and participation in special events.

Term

The local Co-chairs are elected by the membership at the local level, and their election is ratified at the ATESL Annual General Meeting for a two-year-term.

The Co-chairs constitute one position and therefore have one vote on the provincial board.

The Co-chairs may step down at the end of their term, may resign by giving in a written resignation or may be released according to the Organization by-law.

General Duties

The local Co-chairs must:

- chair the local committee, which consists of the local Co-Chairs, Secretary and Treasurer;
- promote local membership;
- plan and coordinate local professional development activities;
- liaise with local ESL providers to identify needs and promote activities;
- update content on website and social media
- attend all provincial board meetings and report on local activities and issues;
- prepare annual budget for Board approval
- ensure payments of the allocated budget three times per year (January, April & September)from the ATESL Business Manager, and provide relevant receipt and payment details;
- orient the new Co-Chairs in two year rotation;
and
- assist in the recruitment of provincial board members, local committee members, and conference Co-Chairs.
- Prepare monthly and annual reports, ATESL newsletter contributions

Review Date: April 2015