
**DUTIES
Of The**

DIRECTOR OF PUBLIC OUTREACH AND ADVOCACY

The Director of Public Outreach is appointed for a two (2) year term, subject to reappointment, by the Executive Board.

The duties are to:

1. disseminate and publicize information, data, and materials which demonstrate the importance of the study of modern and classical languages and their literatures and cultures;
2. make the public aware of the need for foreign language study in our schools;
3. distribute to libraries and other educational organization to *TFLA Journal*;
4. be assisted by a Committee consisting of three to five members. The Committee will suggest sessions and speakers on topics of interest to the general public at the fall and spring meetings. The Committee will encourage and help teachers to sponsor programs that demonstrate to their students and to the general public the importance of the study of foreign languages as well as those programs which give them a greater understanding of the importance of other languages and cultures in our society;
5. serve as the TFLA representative to JNCL/NCLIS.

Special demands of the position

1. Make multiple phone calls during the day.
2. Respond immediately and without advance warning by phone, fax, and e-mail.
3. Be familiar with LOTE issues at the state and national level.
4. Located in or very close to Austin is preferable so that one can give testimony and visit the legislature and the SBOE regularly and on very short notice.
6. Available to give testimony on a very short notice.
7. Write and give oral testimony on LOTE issues.
8. Make congressional appointments for JNCL/NCLIS Delegate Assembly in May
9. Attend JNCL/NCLIS Delegate Assembly in May.

Specific tasks include the following:

1. Advocacy E-mail Network
 - a. disseminate information
 - b. provide advocacy information to members
2. Legislation concerning Languages Other Than English
 - a. monitor national and state legislation
 - b. survey Executive board regarding legislation
 - c. inform membership via the Network and the *TFLA Journal*
 - d. write letters from TFLA to legislators
 - e. give and/or organize public testimony as appropriate
3. TFLA Conferences
 - a. coordinate TFLA booth or table
 - b. conduct letter writing campaign
 - c. organize and/or present advocacy related sessions
 - d. make report to membership
 - e. suggest public officials who should be invited to give welcomes, etc.

4. Budget
 - a. maintain record of expenditures for advocacy
 - b. present account of expenditures at January and summer board meeting

5. TFLA representative to JNCL/NCLIS
 - a. attend annual JNCL/NCLIS delegate assembly
 - b. introduce TFLA President to JNCL/NCLIS
 - c. act as liaison between JNCL/NCLIS and TFLA
 - d. participate in activities relating to the mission of JNCL/NCLIS

6. Dissemination of information
 - a. *TFLA Journal*
 - b. Network
 - c. Web site

7. Advocacy Committee
 - a. recruit members
 - b. coordinate activities

8. Member of Executive board
 - a. attend all Board meetings
 - b. give report of activities at each Board meeting
 - c. give account of advocacy expenditures at the January and summer Board meetings

9. Performance review at January board meeting on even years.