

Duties of the PRESIDENT ELECT

The duties of the President Elect are as follows:

- to assist the President with the Annual Fall Conference
- to assist the Director of Professional Development in planning and implementing spring and summer professional development offerings of the Organization
- to serve as Acting President in the absence of the President
- to collaborate and work closely with the executive board members in recruiting presenters for workshops and sessions

The duties of the office begin at the end of the Annual Fall Conference (AFC).

1. Attend all TFLA Executive Board meetings.
2. Serve as Acting President in the absence of the President.
3. Assist the President with the Annual Fall Conference.
4. Prepare a calendar of events and deadlines for the office of President Elect.
5. Assist the President and Director of Professional Development in planning and implementing professional development offerings of the Organization.
6. Work with the President and Director of Professional Development to encourage world language educators to submit proposals for the Annual Fall Conference.
7. In conjunction with the PD Director, make corrections, as needed, to the Call for Proposal form. (The deadline for proposals will be May 1 of each year in which an Annual Fall Conference is held.)
8. Select program workshops and sessions in consultation with (and final approval by) the President and Director of Professional Development.
9. Assist the President in selecting and inviting the keynote speaker for the AFC.
10. Collaborate with the Director of Professional Development to compile the Annual Fall Conference Program.
11. Continue to coordinate plans for the AFC with the Local Arrangements Committee for the AFC and provide each Local Arrangements Committee member with an updated copy of the Local Arrangements Manual.
12. Write letters for the *Journal* and the AFC program with a deadline of May 1. Consult with the President so that the content of the letters does not overlap.
13. Pass on all records, calendars and pertinent information to the incoming President Elect immediately following the AFC.

NOTE: All documents, materials and publications created for TFLA by the President Elect becomes the property of the Texas Foreign Language Association.