

JOB POSTING

HISTORIAN

TEXAS FOREIGN LANGUAGE ASSOCIATION

Executive Board of the Texas Foreign Language Association is currently accepting applications for the position of Historian of TFLA. The Board seeks a talented individual with expertise in world language education and excellent organizational skills. The Historian will be primarily responsible for maintaining records and database of conferences, and official records of the Organization. Interested candidates should carefully read the exact duties as specified in the 2016 TFLA Constitution and Officer Job Duties Manual (see below). This position is open to any current, active member of TFLA. To apply for this position, please fill out an electronic [Application](#) in which you will upload a letter of intent and a current resume. If you have any questions about the application process, please email Marie Douglass, TFLA Immediate Past President, at pastpresident@tfla.org. **Applications are due March 25th 2019 at 5:00 pm.**

*One of the goals of the executive board for the 2019 year is to review and revise both the constitution and officer duties manual.

Historian Current Duties in TFLA Constitution (2016)

The duties of the Historian shall be as follows:

- to maintain records of proceedings, correspondence, minutes, conference programs and agendas, journals, and digital media of TFLA events
- to maintain records of previous Honorary members, Executive Board members, scholarship winners, grant recipients, teachers and administrators of the year, and other award recipients
- to maintain a database of previous conference session and workshop presenters
- to be the custodian of all official records of the Organization, including but not limited to:
 - TFLA Constitution
 - TFLA Officer Duties Manual
 - TFLA By-Laws
 - Local Arrangements Manual
 - TFLA Journal
 - Conference programs
 - Forms and criteria for honors, awards, grants and scholarships
- to maintain and update the digital presence of TFLA, in conjunction with the Director of Technology

Historian Duties as listed in the TFLA "Officer Duties Manual" (2016)

DUTIES of the Historian

The duties of the office of Historian are as follows:

- to maintain records of proceedings, correspondence, minutes, conference programs and agendas, Journals, and digital media of TFLA events
- to maintain records of previous Honorary members, Executive Board members, scholarship winners, grant recipients, teachers and administrators of the year, and other award recipients
- to maintain a database of previous conference session and workshop presenters
- to be the custodian of all official records of the Organization, including but not limited to:
 - TFLA Constitution
 - TFLA By-Laws
 - TFLA Officer Duties Manual
 - Local Arrangements Manual
 - Policies and Procedures Manual
 - TFLA Journal
 - Conference programs
 - Forms and criteria for honors, awards, grants and scholarships
- to maintain and update digital records (Google Docs), with the assistance of the Director of Technology

The duties of the office begin at the end of the Annual Fall Conference (AFC) and will continue through the January Board meeting following the end of the two-year term of this office.

1. Attend all TFLA Executive Board meetings.
2. Work closely with the Secretary to maintain a paper and digital record of all motions approved (at meetings and electronically) by the Executive Board.
3. Work with the Secretary to coordinate the annual or bi-annual distribution of Officer Manuals (by office), and the TFLA Officer Duty Manual.
4. Keep a record of all minutes and corrections to the minutes from Executive Board meetings.
5. Work closely with the Immediate Past President to maintain paper and digital records of all officer nominees, award winners, scholarship winners and grant recipients.
6. Work with the Director of Technology to post on the TFLA website names of award winners, scholarship and grant recipients.
7. Work closely with the Vice President to maintain paper and digital records of the Best of Texas presenters and the Top Five “Best of Conference” presenters from the AFC.
8. Maintain a paper and digital file of publications for the Organization.
9. Maintain a paper and digital record of all budgets and final expense reports of the Organization.
10. At the end of the outgoing Historian’s term, pass on all records, calendars, digital files and pertinent information to the incoming Historian immediately following the AFC.

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