

## **JOB POSTING**

### **PRESIDENT**

#### **TEXAS FOREIGN LANGUAGE ASSOCIATION**

Executive Board of the Texas Foreign Language Association is currently accepting applications for the position of Director of Finance/Membership TFLA. The Board seeks a talented individual with expertise in world language education and excellent organizational skills. The Director of Finance/Membership will be primarily responsible for maintaining and reporting the financial records of the Organization and keep the Executive Board informed about all financial matters. 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](mailto: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.

#### **President Current Duties in TFLA Constitution (2016)**

The duties of the President shall be as follows:

- The President is the officer ultimately responsible for the governance of the Organization, under the direction of the Executive Director.
- to preside at all meetings of TFLA and its Executive Board
- to carry out the purposes and promote the interests of TFLA
- to work in conjunction with the Executive Director
- to approve and to sign, in accordance with the Executive Director, official contracts of the Organization
- to plan and implement the Annual Conference, in conjunction with the President Elect and the Director of Professional Development, and in consultation with the Executive Director

#### **President as listed in the TFLA "Officer Duties Manual" (2016)**

##### **DUTIES of the President**

The duties of the President Elect are as follows:

- to serve on the Executive Board
- 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
- collaborate and work closely with the President in developing the Annual Fall Conference program and 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 to encourage world language educators to submit proposals for the Annual Fall Conference.
7. Provide the Vice President with session and workshop presenter information for the AFC.
8. 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.)
9. Write letters for the *Journal* and the AFC program with the deadline of May 1. Consult with the President so that content of the letters does not overlap.
10. Select program workshops and sessions in consultation with (and final approval by) the President and Director of Professional Development.
11. Assist the President in selecting and inviting the keynote speaker for the AFC.
12. Send acceptance letters to all session and workshop presenters selected for the AFC by June 1.
13. Send rejection letters to all session and workshop presenters not selected for the AFC by June 1.
14. Compile final program contents and send to the Program Coordinator by September 1.
15. Continue to coordinate plans for the AFC with the Local Arrangements Committee for the AFC.
16. Provide each Local Arrangements Committee member with an updated copy of the Local Arrangements Manual.
17. Work with the Vice President to secure workshop and session facilitators for the AFC.
18. Assist the Local Arrangements Committee during the AFC to coordinate the procurement of audio-visual equipment (projectors and speakers).
19. Compile dates of professional development offerings of the Organization for the Secretary for distribution to national professional organizations.
20. 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 become the property of the Texas Foreign Language Association.**