

TESLing Administration Roles

President	<ul style="list-style-type: none"> • Draft an agenda for the academic year and finalize it with other officers • Call, head, and create agenda for all TESLing administration meetings • Check in with officers between meetings and ask for progress reports • Represent TESLing club when interactions with other organizations, faculty, or sponsors occur (unless under the responsibility of a liaison) • Develop new series, events, or other and appoint coordinators for their execution
Vice President	<ul style="list-style-type: none"> • Performs all the duties of the president in the president's absence • Organize and monitor yearly club officer nominations and election proceedings • Amend the constitution when club decides to do so in coordination with Secretary • Maintain contact with liaisons between meetings and track reports • In the absence of liaisons, fill in liaison position at GPSGA and/or EGSA meetings • TESLing newsletter editor in chief
Secretary	<ul style="list-style-type: none"> • Create calendar of monthly meetings and (keep track of status) • Keep minutes of each monthly meeting and distribute to members • File all necessary documents with the Department of Leadership & Campus Life • Maintain an up-to-date list of members and their contact information • Maintain an up-to-date list of club contacts, sponsors, and others
Treasurer	<ul style="list-style-type: none"> • Record all financial transactions of the organization • Collect dues approved by the membership • Attend annual training module at the Department of Leadership & Campus Life • Provide information about financial aspects of any proposed event • Plan fundraising events or programs
Academic Chair	<ul style="list-style-type: none"> • Coordinate the roundtable series • Nominate the Spring Forum chairs with approval from the administration • Coordinate the SF chairs and assign tasks • Report on proceedings of the Spring Forum organization to the administration • Track conferences and funding opportunities and inform students about details • Manage the duties of the MA and PhD exam prep series coordinators
Social Chair	<ul style="list-style-type: none"> • Propose social events to the administration • Plan and organize events in coordination with other officers • Budget events in coordination with the Treasurer • Publicize events and meetings via email, social media, website, and other means • Take pictures of members, events, and other to update to website/social media • Administration of social media and Gmail accounts

TESLing Leadership Roles

Liaison GPSGA	<ul style="list-style-type: none"> • Attend GPSGA meetings to represent TESLing and foster communication • Forward GPSGA meetings minutes to the Vice President • Be available to explain GPSGA news and events
Liaison EGSA	<ul style="list-style-type: none"> • Attend EGSA meetings to represent TESLing and foster communication • Forward EGSA meetings minutes to the Vice President • Be available to explain EGSA news and events
Professional Development Series Coordinator	<ul style="list-style-type: none"> • Plan topics for workshops in collaboration with President • Invite faculty to present at PD workshop • Select dates, times, location, and format • Coordinate execution of series and report back to administration
MA Exam Prep Series Coordinator	<ul style="list-style-type: none"> • Create a student group(s) • Plan session goals and objectives • Select dates, times, location, and format • Coordinate execution of series and report back to administration
PhD Exam Prep Series Coordinator	<ul style="list-style-type: none"> • Create a student group(s) • Plan session goals and objectives • Select dates, times, location, and format • Coordinate execution of series and report back to administration