

Executive Positions Opening at the Next AGM

BC TESOL is looking for members to fulfill the following positions on next year's executive. These positions will be filled at our next AGM- the October PSA Day Conference:

- President
- Treasurer
- Vice-President
- Members at large

Here is a brief description of each role and responsibilities.

<p>Tasks for President:</p>	<ul style="list-style-type: none"> -chairs general and executive meetings -sets (with input) agenda for meetings -appoints special committees as needed -represents PSA to outside groups (or names a substitute) -deals with correspondence -per capita grant application -carries out plans set by previous committees (as appropriate) -maintains knowledge of the PSA's finances -reports goals and objectives to BCTF and plans AGM -attends executive meetings
<p>Tasks for Vice-President: assists president as required</p>	<ul style="list-style-type: none"> -keeps on file copies of reports and records for ready reference -works with nominations chair -in secretary's absence, assumes those duties -chairs conference or finds chair/co-chairs; maintains contact with conference committee and supports preparations as needed; reports to executive on progress -attends executive meetings
<p>Tasks for Treasurer: monitors budget</p>	<ul style="list-style-type: none"> -submits/completes payment requisitions as needed -fulfills all responsibilities as per PSA Guidebook, Section 4: Finance -processes checks from conference -attends executive meetings
<p>Tasks for Members-at-Large:</p>	<ul style="list-style-type: none"> -attend executive meetings -recruit members -chair committees as required -write/solicit for newsletter -promote/distribute conference information -assist conference chair -take up duties with regard to ongoing projects and representations

The Executive Committee meets face-to-face 3 times a year, and 3 times a year we Skype. Please contact our president should you be interested in joining the Executive Committee.