



New England Regional Association for Language Learning Technology

[Up to NERALLT Entry Page](#)

[Up to Index Page of this
Section](#)

NERALLT Board Positions and Electoral Process

<http://www.nerallt.unh.edu>

The NERALLT Board shall consist of nine members:
five elected officers, three appointed officers, and the immediate Past President.

I. Elected Positions:

1. President:

- Conducts the business and planning of the Association in collaboration with the Board, IALLT, and other regional groups.
- Presides at bi-annual business meetings with the membership.
- Meets annually with the Board to discuss operational matters and plan for future advancement.
- Serves as liaison with the IALLT Regional Group Coordinator, and represents the region on the IALLT Council.

Term: The President shall serve a two (2) year term. The President-Elect (Vice-President) shall become President upon the conclusion of the incumbent President's term.

[Suggested requirements for candidacy: Must be an IALLT member in good standing, must have been a NERALLT member for at least two years.]

2. President-Elect (Vice-President):

- In the absence of the President, presides and performs the duties of the President with all the powers of and subject to all the restrictions upon the President.
- Assists with coordination of NERALLT programs and Association business at the direction of the President and Board.

Term: The President-Elect shall serve a two (2) year term and shall automatically become President at the conclusion of the incumbent President's term of office.

[Suggested requirements for candidacy: Must be an IALLT member in good standing, must have been a NERALLT member for at least two years.]

3. Secretary:

- Takes, transcribes, maintains, and distributes minutes for the Association's business and all Board meetings.
- Assists Newsletter Editor in to gathering appropriate information for the newsletter,

such as membership meeting proceedings and relevant news.

Term: The Secretary shall serve a two (2) year term.

[Suggested requirement for candidacy: must have been a NERALLT member for at least one year.]

4. Treasurer:

- Collects and deposits membership dues and meeting fees and pays bills.
- Maintains paper and electronic records.
- Prepares written bi-annual financial reports for general business and Board meetings.

Term: The Treasurer shall serve a two (2) year term.

[Suggested requirements for candidacy: Must have been a NERALLT member for at least one year. Experience managing financial records and use of spreadsheets.]

5. Program Coordinator:

- Oversees the planning of bi-annual meetings.
- Sends information about upcoming meetings to other organizations and works with the Board to market NERALLT.

Term: The Program Coordinator shall serve a two (2) year term.

[Recommended experience: Must have been a NERALLT member for at least one year. Prior experience chairing and/or hosting a NERALLT meeting.]

II. Appointed by the President, with approval of the Board:

6. Membership Coordinator:

- Maintains the membership database.
- Prepares and distributes membership renewal notices.
- Prepares meeting name tags.
- Prepares written report of membership state for general business and Board meetings.

Term: The Membership Coordinator shall serve a two (2) year term.

[Recommended requirements for candidacy: Must have been a NERALLT member for at least one year. Experience with databases (e.g FileMaker Pro).]

7. Newsletter Editor:

- Collects newsworthy information from the Board members, membership, program coordinators, Board members, and other relevant sources.
- Produces a quarterly newsletter by editing articles and designing layout.
- Sends final draft to President for review.
- Disseminates newsletter electronically to membership and Coordinates posting of newsletter on the Association's website with the Webmaster.

Term: The Newsletter Editor shall serve a two (2) year term.

[Recommended experience: newsletter or publication experience, knowledge of desktop publishing, graphics, and photo editing.]

8. Webmaster:

- Maintains and updates the Association's website by adding new links, archiving historical information and deleting obsolete pages.
- Updates design of website to improve usability as needed.

- Coordinates publication of newsletter with the Newsletter Editor.
- Coordinates posting of upcoming meetings with the program chairs and hosts.

Term: The Webmaster shall serve a two (2) year term.

[Recommended experience: the successful creation, design and/or management of a web site.]

9. Past President:

- Assists new President through smooth transition.
- Chairs nominating committee to determine new officers.
- Provides support and advice to the Board in all matters pertinent to the health of the Association.

Term: The Past-President shall serve a two (2) year term.

III. Electoral Process:

New terms shall begin on July 1 prior to the IALLT meeting of that year, unless someone must vacate a post, and then the Board appoints someone to take that position on an “interim” basis.

The Past President presides over a nominating committee and solicits nominations for officers in election years. The Past President informs the membership of all slots via a special bulletin. [To be done by Feb. 1 of the election year (2007, 2009, etc.) Solicitation includes the description of officer positions.]

The Election slate, which includes background information about each nominee, will be sent electronically to the membership prior to the Spring Meeting.

Voting shall take place in person at the Spring general business meeting (every two years). Election results will be reported in the post-Spring Meeting newsletter. The new officers and Past-President will “meet” (can be done virtually) to decide on appointed officers. A separate call for interest is done prior to the Spring Meeting.