

# Busan-Gyeongnam Chapter Officer Positions

## President

**General Job Description:** Has the final responsibility to ensure the smooth and effective running of our group and to generally promote the Kotesol organization and its aims and activities.

### **Main Responsibilities:**

1. Presides at meetings. This involves welcoming guests, introducing speakers and giving any sort of general announcements.
2. Organizes speakers for meetings (2 speakers/meeting usually).
3. Represents our group and acts as a spokesperson to larger and other bodies, and disperses this information to the members of the executive and BG-Kotesol in general.
4. Attend the National Council meetings/leadership retreat.
5. Organize executive meetings as needed.
6. Organize an annual symposium/conference of some kind (optional).
7. Has the final responsibility for organizing elections (including appointing an elections officer)
8. Sets the agenda and presides at the Annual Business Meeting (ABM) held in November of each year.

## **Vice-President**

**General Job Description:** acts as the second president, assisting the president in any way required and steps in as the president in case of absence or unforeseen circumstances.

### **Main Responsibilities:**

1. Greet/welcome people at the meetings and to coordinate set-up and clean-up.
2. Make every effort to attend the Leadership Retreat/National Council meetings.
3. Assist the president in finding speakers for our monthly meetings.
4. Serve as the main contact point for our venue hosts (currently ESS).
5. Take notes during executive meetings and post/email the meeting minutes to executives the following week.
6. Assist the secretary/webmaster with communication if necessary.

## Secretary/Webmaster

**General Job Description:** handles general communications of the organization.

### **Main Responsibilities:**

1. Ensure that the [www.kotesol.org](http://www.kotesol.org) Busan-Gyeongnam section is maintained.
2. Send out a monthly email or newsletter to the people on our “interested” spreadsheet informing them of our monthly meeting. This ideally should happen around 2 weeks before the meeting. You can get the updated information about presentations/bios from the president.
3. Distribute a sign in sheet at the monthly meeting asking attendees for their name, and email address. Send an email thanking them for attending and be sure to add the information in the “interested spreadsheet.”
4. Promote the meeting. Use our Busan-Gyeongnam Facebook persona and post the link to the meeting (from the Kotesol website) on the following groups: Busan-Gyeongnam Kotesol, Kotesol, Foreign Professors and University English Teachers in Korea, Busan EPIK, Busan, etc.

## **Treasurer**

**General Job Description:** manages the finances of our organization.

### **Main Responsibilities:**

1. Ensure that speakers are given their stipend. This involves attending all meetings, or appointing someone to take care of the finance stuff in your absence (the president or vice-president).
2. Purchase snacks and drinks/cups for the meeting
3. Ensure that finances are kept up to date and that a report is available in a timely manner when requested (and a formal final report prepared for the business meeting in November).
4. Fill out quarterly RAD form to collect our share of membership dues.

## **Membership Officer**

**General Job Description:** Recruits members and maintains an updated list of members

### **Main Responsibilities:**

1. Work together with the secretary to promote our group.
2. Work together with the secretary and treasurer to maintain an up to date database with members and those interested in our group.
3. Encourage meeting attendees to become paid members of Kotesol.
4. Assist with annual membership drive.
5. Help keep members active and engaged with activity planning.
6. Plan one or two social activities throughout the year in order to introduce our group to potential members.

## **Members-at-Large**

**General Job Description:** Assist in the general running of meetings and other activities, and take part in the decision-making and planning.

### **Main Responsibilities:**

1. To assist at meetings as necessary. This includes welcoming new people, set-up and clean-up and making an effort to attend dinner with our group.
2. A potential duty for a member at large would be proofreading any communications we have before they are sent out to the public.