



Northern New England Teachers of English to Speakers of Other Languages

Welcome to the NNETESOL Board!

According to the NNETESOL bylaws, “regional representatives are responsible for ensuring communication with the membership in each state respectively and are to serve as liaison between the respective state members and the organization. Regional representatives are charged with promoting membership in their state and with presenting ideas to the executive board to serve the membership in their state and for the geographic area of the general membership.”

All officers of the Executive Board, including state representatives, must be members of TESOL, our sponsoring organization.

The term of state representative is two years. The terms of the state representatives are staggered so that the senior state representative can guide the junior state representative in his/her tasks.

Duties of State Representatives

Affiliate

- Attend and contribute positively to quarterly business meetings (January, April, June, November) and biennial conferences. The Fall Conference is held in New Hampshire and the Spring Conferences alternate between Vermont and Maine.
- Serve from time to time on various committees and subcommittees (nominations, website, Student Essay Contest, grant, etc.).
- Pass on all the wisdom and state contacts to your successor.
- Promote the Student Essay Contest within your state.

Representation

- Identify and represent interests of your states’ members to NNETESOL. Areas of coverage should be shared and defined, formally and informally, between the state representatives of the same state, i.e. geographically, or by specific entities such as universities, State DOE, K-12 public schools, adult ESOL, Refugee Resettlement, etc.
- Welcome new members personally to NNETESOL.
- Be available to assist members from your state.
- Represent NNETESOL to TESOL, in-state organizations and agencies and to the public.

Recruitment/Membership

- Build up membership within your state.
- Articulate needs of members in your state to Board.
- Follow up on lapsed memberships. Treasurer will give names to you.

Information and Referral

- Be a conduit for news related to regional and national organizations to members within your own state. The website will help here.
- Provide the Board and Newsletter Committee with your state's news and resources.

Newsletter

- Write or solicit articles for the Newsletter, i.e. teacher profiles, book reviews, keynote speaker reviews, etc. Of interest is ESOL programs being offered in your state, news from the state's DOE pertaining to ESOL funding, numbers of ESL students, news from major public school districts, etc.
- Write state reports publicizing your state's events, proposing areas of need, highlighting programs, celebrating success stories, etc.

NOTE: The editors of the NNETESOL Newsletter, "NNETESOL News", depend on the state representatives to supply them with their respective state's ESOL news. These reports are to be typed and presented at the Executive Board Meetings in November, January, April, and June. The NNETESOL News is published three times a year: Winter, Spring, and Fall. Copy is due by January 5th for the Winter edition, by May 5th for the Spring edition, and by September 1st for the Fall edition. If newsworthy events happen in your state between Board meetings and Newsletter deadlines, please email an article about the event to the Managing Editor.

Conferences

- Present at Conferences; help find presenters for conferences.
- Assist in hosting conferences as needed.
- Advertise conferences in your state, i.e. local professional journals, newsletters, learning centers, universities, and local newspapers.
- Senior state representative sets up, mans, and takes down NNETESOL booth when conference takes place in your state. Make arrangements to leave booth items with the senior state representative of the next conference.