



NEW YORK STATE ASSOCIATION OF WORLD LANGUAGE ADMINISTRATORS

NYSAWLA Board of Directors -- Open Positions

2020-2022 TERM

All positions are held for two-year terms.

Nomination Eligibility Requirements for all positions: NYSAWLA member in good standing for two years

President

1. Coordinates all meetings
2. Prepares agendas for meetings
3. Approves all official NYSAWLA correspondence
4. Works closely with webmaster
5. Grants final approval of all official statements made on behalf of NYSAWLA
6. Represents NYSAWLA or designates representation to other educational institutions, organizations, agencies and professional meetings
7. Oversees the organization's strategic planning process
8. Is signatory on all accounts and co-signs all checks with the Secretary-Treasurer

First Vice-President

1. Attends all board meetings
2. Serves as coordinator of the FLACS Exams
3. Oversees co-chairs for steering committees
4. Coordinator of Exam calendar
5. Oversees field testing of exams & feedback
6. Is the contact person regarding exams
7. Oversees all other NYSAWLA committees

Secretary-Treasurer

1. Attends all board meetings
2. Take minutes of the meetings
3. Distribute minutes to executive board
4. Reports treasury financial report for NYSAWLA general meetings
5. Co-signs the necessary checks on behalf of NYSAWLA
6. Assists in registration of meetings and conferences
7. Maintains a membership database and provides board with updated list of members