

CATE/ACFÉ Executive Committee
Job Descriptions
2019 (Discussed July 2019)

The duties in blue are duties as established and outlined in the CATE/ACFÉ Constitution. The assignment of the duties listed in black may vary dependent on availability, location, etc. of the person holding the respective Office position. Discussed duties are in Red.

President

- presides over all meetings of the Executive Committee and the Association
- exercises general direction over the activities of the Association
- represents the Association in liaison with other organizations
- takes a leadership role with the editing of the CATE/ACFÉ Polygraph series
- Organizes and chairs the CATE/ACFÉ keynote address at the annual conference
- Chairs the committee selecting the Contributions to Research in TE Award winner
- is responsible for the New Book Display at the annual conference
- serves on Board of WFATE

Vice-President

- functions as CATE/ACFÉ Program Chair
- performs all duties of the President in the event of the absence, incapacity, or resignation of the President
- organizes the CATE/ACFÉ dinner at the annual conference
- Liaise with Presidents of SIGs regarding any communication between the SIGs and CATE/ACFÉ
- serves on Board of WFATE

Past-President

- Supports the president in assuming the role and in making decisions with regards to the association
- chairs the Committee for the CATE/ACFÉ Thesis and Dissertation Recognition Award
- organizes the bi-annual CATE/ACFÉ working conference
- Edits or co-edits the publication of the working conference papers
- serves on Board of WFATE

Secretary-Treasurer

- has custody of and maintains the records of the Association [this should include minute taking] and custody of the funds of the Association
- confirms payments issued against the funds of the Association with Tim Howard

Communications Director

- is responsible for updating and maintaining of the CATE/ACFÉ website
- arranges conference call meetings of the CATE/ACFÉ Executive Committee
- helps publish the CATE/ACFÉ newsletter on the website
- Obtains ISBN's for publications and lists them with Libraries and Archives Canada.
- Is responsible for engaging members using social media

Graduate Student Representative(s)

- promotes CATE/ACFÉ membership with graduate students
- organizes the CATE/ACFÉ graduate event at the annual conference (i.e., panel, symposium, networking, keynote)

Members-at-Large (2)

- support the work of the CATE/ACFÉ Executive Committee
- lead planning and organization of
 - the CATE/ACFÉ Invited Panel at the annual conference
 - the CATE/ACFÉ Pre-Conference at the annual conference (if
- assist the Vice-President with
 - organizing the CATE/ACFÉ dinner held during CSSE

Member-at-Large—Francophone (1)

- support the work of the CATE/ACFÉ Executive Committee
- assist the executive in the development and maintenance of a bilingual environment within the association
- assist the Vice President with bilingual proposals / presentations for the annual conference
- develop and support French-language initiatives within CATE/ACFÉ

Committee Representatives

- CATE/ACFÉ representation on CSSE New Scholar Committee (elected position)
 - Represent CATE/ACFÉ in review of New Scholar award
- CATE/ACFÉ representation on CJE (elected position)
 - Attend meeting of CJE board at annual conference and represent CATE/ACFÉ in any relevant activities and decisions related to the journal
- Contributions to Teacher Education Research Award Committee Member (3 elected positions)
 - Review any nominations and participate in decision of selection of a winner