**CATE/ACFÉ Executive Committee**

**Job Descriptions**

**2019 (Proposed)**

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. Proposed 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
* Chairs the committee selecting the Contributions to Research in TE Award winner
* is responsible for the New Book Display at the annual conference
* chairs the CATE/ACFÉ keynote address 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
* chairs the CATE/ACFÉ Invited Panel at the annual conference
* 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.

***Graduate Student Representative(s)***

* promotes CATE/ACFÉ membership with graduate students
* organizes the CATE/ACFÉ graduate panel at the annual conference (if applicable)

***Members-at-Large (2)***

* support the work of the CATE/ACFÉ Executive Committee
* assist the Vice-President with

- organizing the CATE/ACFÉ keynote address at the annual conference

- organizing the CATE/ACFÉ Invited Panel at the annual conference

- organizing the CATE/ACFÉ Pre-Conference at the annual conference (if applicable)

- 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
* 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