



National Association of Language Advisers

Role descriptions for executive officers

This is a brief summary of the essential functions of officers. Detail is deliberately limited as these are voluntary posts and the purpose of these role descriptions is merely to clarify who does what to ensure the efficient running of the association and to avoid confusion or overlap.

President

To act as an adviser and critical friend to the association
To represent the association externally

Chair

To lead the thinking and activities of the association, including drafting the Activity Plan and consulting with the executive committee
To delegate responsibilities or activities to other members of the executive, by agreement
To respond to requests for the association's view
To encourage recruitment and retention of members
To represent the association externally and/or delegate such to the President or appropriate executive members

Secretary

To confirm venues and prepare agendas and papers for executive meetings and the AGM
To produce minutes of these meetings and circulate them, including to the CO for posting on the website
To co-ordinate the association's response to consultations
To respond to external requests for information about the association, including membership
To be the initial point of contact for new members along with the Treasurer

Treasurer

To handle all payments to and from the association, maintaining effective processes for this
To confirm the list of members and to remind about the payment of subscriptions
To produce accounts
To receive prospective new members' applications, consult with the President, Chair and Secretary, as necessary, about suitability; and process new members' forms and payments



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Communications Officer

- To maintain effective information services for members
- To manage the association's website (in conjunction with the webhost as necessary)
- To alert members to items added to the website
- To maintain the list of members online (in liaison with the Treasurer), including contact details

Regional Convenor

- To maintain a local professional network, including convening regional meetings
- To report on activities and represent the views of members in their region at executive committee meetings; including sending to the Secretary prior to each executive meeting, a brief convenors' report - a summary of their last regional meeting and regional activity undertaken since the last executive meeting.
- To report back to members in their region and to initiate discussion about issues raised at executive meetings
- To liaise with the Treasurer and the Communications Officer to ensure that the list of regional members is accurate

Conference Secretary

Note: It is not expected that the Conference Secretary will undertake these tasks alone but that he or she will manage the process and ensure its fulfilment.

- To form a conference team and organise planning sessions
- To research, confirm and book the conference venue
- To consult with executive members and agree the conference programme
- To confirm speakers
- To advertise and promote the conference to members (with the Communications Officer)
- To allocate specific tasks to others who have offered assistance
- To manage all financial aspects (with the Treasurer)
- To oversee all practical arrangements before and at the conference

Co-opted members

- To contribute to the thinking and activities of the executive committee and association
- To support members of the executive committee
- Possibly to take on temporarily a delegated function or office of the association - E.g. Conference Secretary, or a committee member's role in their unforeseen absence.



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Invited observers

Occasionally, members of other pertinent associations or bodies may be invited as Observers to attend executive meetings. Their role would be decided at the time of invitation.

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