

actate

ACT Association for the Teaching of English Vice President Role Statement

Focus

The vice-president works closely with and supports the president of the Association.

Link to AATE Key Result Areas (KRAs)

This role links to the AATE KRAs of performing a leadership and advocacy role in implementing English curriculum, pedagogy and professional standards, facilitating effective professional collaboration, effecting good governance and maintaining effective business practices.

Summary of Position

- Attending approximately six executive meetings each year
- Editing ACT*iv*ATE, the Association's journal
- Supporting the president and standing in as president when necessary
- Coordinating at least one professional learning session per year in co-operation with another member/s of the executive
- Assisting in furthering the aims of the organisation in a practical way when needed, eg helping with mailouts, collection of monies at in-services, providing information for website
- Contributing to planning the yearly professional learning calendar of ACTATE
- Raising ACTATE's profile within the profession, eg through media liaison and by word-of-mouth advertising of ACTATE PD
- Representing ACTATE in public forums when required

Time Commitment

Approximately one hour per week over a year

Endorsement

I understand the requirements, expectations and commitments inherent in this position and agree to fulfil them to the best of my ability.

Signed

Date