



IALLT

*The International Association
for Language Learning
Technology*

IALLT POLICY AND PROCEDURE MANUAL

The following represents decisions made by the Executive Board of IALLT from 1991 to 2006, in addition to the Articles of Incorporation and Bylaws of the organization.

Revised June 2007

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MEMBERSHIP

- As specified in Article II of the IALLT Bylaws, there are two classes of voting memberships: educational and student (full-time status); and one non-voting membership class: commercial members.
- Educational and student members shall be entitled to online access to the IALLT Journal, reduced fees for IALLT meetings and publications, access to the members-only partition of the IALLT website, receive members only email announcement and other benefits as established by the Board.
 - Educational and student members have the right to opt out of targeted mailings from commercial members when they create their membership profile.
- Commercial members designate an individual to receive IALLT communications, including online access to the IALLT Journal, reduced fees for IALLT meetings (when available) and publications. The designee will have the right to participate in discussions at IALLT business meetings.
 - Upon agreement to the site's usage policy the individual designated by the Commercial Member has access to the members-only partition of the IALLT website.
- Commercial members have the right to one free set of printed, one-time use only mailing labels for targeted mailings to IALLT members. Commercial members may purchase additional one-time use only mailing labels at a price determined annually by the Board.
- Commercial members receive discounted rates for advertising in the IALLT website and in IALLT conference programs. The amount of the discount is determined annually by the Board.
- Commercial members are linked to the IALLT website per agreement with IALLT.
- Commercial members have the right to distribute materials with IALLT conference registration packets.
- Commercial members have the right to present one exhibitor session at the IALLT conference.
- Commercial members are listed in the IALLT conference program.
- Commercial members are listed as a special category in the members-only partition of the IALLT website.
- Commercial members learn of opportunities to sponsor IALLT activities (conference events, workshops, etc.) before other commercial entities.
- Annual dues are determined by the Executive Board.
- The membership year runs for one year from the month in which membership dues are received.
- Institutional and Library Subscribers to the IALLT *Journal* are not members of IALLT.

EXECUTIVE BOARD

- The Executive Board is elected by the membership and consists of the President, the President Elect, the Programs Director, the Treasurer and the Secretary. The official transition from the old to the new Executive Board takes place at the business meeting of the biennial conference.
- Board positions are volunteer positions.
- The Board will meet before and after the biennial conference and at least once face-to-face during any year when there is no conference, hold monthly or bi-monthly conference calls, and communicate frequently via e-mail. This annual face-to-face meeting, which occurs during the Summer Leadership Meeting or at the IALLT conference, constitutes the annual business meeting. The President will solicit agenda items for conference calls and meetings from the Board and Council. Guests may be invited at the discretion of the President.
- Minutes of all Board meetings and conference calls will first be distributed to members of the Board for clarification and/or correction. Comments should be sent to the Secretary who will finalize the minutes. After approval by the Board, minutes will be made available to the Council and the membership at large.

ELECTIONS

- The immediate past president nominates two members to serve on the election committee and chairs the committee. The Board approves the nominees.
- The election process begins a year before each conference:

Prior to SLM	Immediate Past President submits names of two committee members and election process schedule to the Board for its approval. Schedule will vary depending on date of biennial conference. (See section on distribution of ballots below)
June-Sept	A Call for Nominations is distributed via the web site and by email to IALLT members.
October-Dec	Nominations close.
January-March	Ballots and candidates' biographies are distributed electronically to voting members not more than 150 days nor less than 60 days prior to the upcoming annual meeting. Members will also receive email notice regarding voting process, and online voting may be a part of the voting apparatus. Online voting will be coordinated with the webmaster to ensure security and fairness.
February-Apr.	Ballots are due.
March-May	Election results are announced via LLTI, the web site and email to the membership, or by other electronic means.
Conference	New officers are installed during the biennial conference business meeting.

- Job descriptions and a list of responsibilities are to be distributed to all nominees to office on the Executive Board.
- There must be an official job description for each member of the Board and Council.
- Letters of appointment are to be sent by the President to supervisors of all newly-elected and appointed Board and Council members in a timely fashion.
- Equipment purchased by IALLT for use by an officer will remain the property of IALLT and will revert to IALLT at the end of that officer's term of office to be used by the new holder of that office or any other IALLT office; if the piece of equipment is not needed by any of the IALLT officers, it may be sold to the person who has been using it at its depreciated value.

BUDGET

- The Treasurer shall submit a record of each month's disbursements to the President for inclusion in the agenda of the upcoming Board meeting and incorporation into the minutes. If the Board does not meet in a given month, those records shall be included in the next meeting.
- A detailed budget report shall be prepared by the Treasurer and reviewed by the Board prior to the annual business meeting.
- A detailed budget proposal for the next fiscal year shall be prepared by the Treasurer and reviewed by the Board prior to the annual business meeting.
- The Managing Editor of the Journal shall submit the Journal's annual budget request one month prior to the business meeting at which annual budgets shall be discussed.
- The budget report and plan shall be approved at the annual business meeting.
- Expenses over \$1000 must be approved by the Board prior to commitment of funds.
- The Treasurer shall provide a status report to the Board every 6 months.

Expenses

- Requests for reimbursement of expenses shall be submitted cumulatively rather than individually .
- Expense vouchers shall be submitted quarterly.

Account Reviews and Audits

- An account review shall occur every two years just prior to the Annual Leadership Meeting during a conference year, and the accountant's written report shall be available for review prior to said meeting.
- Audits shall occur as stipulated by federal regulations. Current regulations (November 2001) specify a full audit must occur if IALLT revenues exceed \$100,000 annually.
- In the event IALLT takes in proceeds of \$25,000 or more in a fiscal year IRS filing requirements must be observed per federal regulations.

COUNCIL

- Council positions are volunteer positions.
- Council members include regional group leaders, affiliate representatives, the host of the next biennial conference, and member services coordinators (see appendix for position descriptions) and editors of IALLT publications.
- Council members have access to the agendas of all Board conference calls in advance, provide suggested agenda items, and have access to finalized minutes of the meeting.
- Council members are expected to attend the Annual Business Meeting.
- Council members will submit annual reports of their activities in accordance with procedures established by the Board.
- Council members, with the exception of regional group leaders who are elected by their regions, are approved by the Board and appointed by the President.
- Term of service is as agreed upon by the Board and the appointed Council member.
- Council members may be reimbursed for expenses that have been approved in advance by the Board.

AFFILIATE REPRESENTATIVES

- Requests to become an IALLT Affiliate Organization are reviewed by the IALLT Executive Board on a case-by-case basis. The current IALLT affiliates are international or national organizations and advocacy groups whose goals are complementary to our own. Any organization wishing to become a recognized affiliate with IALLT should have the integration of technology in language learning as one of its primary concerns.
- Affiliation typically means that IALLT will appoint someone who is a member of both IALLT and the affiliate organization as a representative to attend conferences, sit on advisory councils (if appropriate), and coordinate communications and activities between the organizations.
- Certain exchanges of exhibitor space, advertising, journal articles, and conference sessions may be arranged, but no direct financial support can be given to affiliate organizations or its members, due to the all-volunteer, non-profit basis upon which IALLT is organized.
- IALLT may engage in joint operations or practices with affiliate organizations from time to time, with details regarding conduct and duration of said engagement approved by the Board. There shall be an informal but well-organized IALLT meeting as part of the affiliate conference sessions. Standard wording for the program may be obtained from the Programs Director or from the IALLT web site.
- Affiliate representatives are subject to the guidelines provided by the Programs Director, and as attached in Appendix II.
- Affiliate Representatives shall seek out potential authors and distribute guidelines for publication in the IALLT Journal.
- Only IALLT members qualify to present IALLT-sponsored sessions.
- Proposals to conduct IALLT-sponsored sessions shall be approved by the affiliate representative in consultation with the Programs Director.
- Affiliate representatives are responsible for their own travel expenses and registration fees, except in the case of JNCL for which IALLT covers half of the registration fee.

REGIONAL GROUPS

- Regional groups should sponsor at least one formal meeting during the year and distribute one newsletter, in print or electronic form.
- Courtesy copies of regional newsletters shall be sent to all regional leaders and members of the Board. These may be in electronic form.
- Regional Group Leaders must be members of IALLT in good standing.
- Regional leaders are members of the Council.
- Regional leaders are requested to provide the President-Elect with regular updates about their activities.

CONFERENCES

Conference Sites

- Proposals to host a conference will be submitted to the Board three years in advance during the academic year when there is no conference.
- Proposals will be reviewed by the Board and Council at the annual Leadership Meeting.
- The proposal should demonstrate clear evidence that the host institution has the facilities and support necessary to host such a conference.
- Announcement of the conference site will be made two years in advance at the biennial conference.

Conference Planning Guidelines

- The Planning Committee includes the Treasurer, President-Elect, Programs Director, and the hosts of the last and the next conference, and other members as deemed appropriate.
- The Program Committee Chair shall be appointed by the Board. The Chair shall assemble a Program Committee to be approved by the Board and comprised of the hosts of the last and next conferences, a member of the Journal Editorial Board and an IALLT member-at-large.
- The Program Committee is responsible for soliciting and selecting proposals for workshops, speakers and sessions, and organizing the final conference program.
- The Board must be kept informed on a regular basis.
- The Board must approve the budget one year prior to the conference.
- Conference organizers need to ensure that guest speakers travel by economy class.
- Campus visits are required prior to the approval of a conference site.

Graduate Student Conference Grant

- The GSCG is for the express purpose of assisting worthy candidates to attend the IALLT biennial conference and may not be put to any other use.
- Up to three scholarships with a maximum value of \$500 each will be awarded, depending on the availability of funds. Qualifying expenses include travel to, and registration at the conference; any remaining amount up to the maximum value awarded may then be applied towards conference accommodation. It is preferred that payment be made against original invoices directly to the source, however, on presentation of original receipts IALLT may reimburse the individual recipient.
- Candidates must be IALLT members and graduate students sufficiently advanced in their postgraduate work to have a demonstrated commitment to supporting, researching or practicing the use of technology in second language acquisition are eligible to apply.
- Applicants must follow the proscribed process for consideration. Adjudication will be made by the Board or its designees.

Conduct of the Annual Business Meeting

- An annual business meeting, open to all members, shall occur during the biennial conference and at the Summer Leadership Meeting.

Conduct of Ceremonies at the Biennial Conference

- Most official conference ceremonies take place at the banquet/membership meeting. Typically, they are divided up over the course of the evening, interspersed with the meal. These include:
 - President introduces conference chair. .
 - Conference chair recognizes conference planning and program committee members.
 - President delivers "State of IALLT" talk.
 - President recognizes outgoing members of the Board. Awards/certificates are presented: outgoing board members, outgoing council members, special awards
 - Closing remarks by president and handing over of the gavel to the new president.
 - New president gives a framed certificate to outgoing president.
 - Comments on beginning of presidency.
 - New members of the Executive Board are officially installed.
 - Closing remarks, announcements.

- The presentation of an award to the conference host, invitation to the upcoming conference, and the Talking Stick ritual take place on the last day of the conference, exact times to be arranged by the host and the Board.

Conference Expenses and Reporting

- The host institution is responsible for all conference hosting expenses.
- When possible conference hosts will receive from previous conference host \$5,000 seed money. If such seed money is received, it should then be transferred to the next conference host within 6 months following the end of the conference.
- The conference host shall be responsible for preparing and presenting to the Board a preliminary post-conference accounting of expenses and revenue in the form of a written report or spreadsheet at the mid-point between the conference and the next annual business meeting.
- The upcoming conference host will prepare and present to the Board a preliminary estimate of conference expenses and revenue in the form of a written report or spreadsheet prior to the annual business meeting preceding the conference.
- The host institution shall provide IALLT with accounting of final revenue and expenses within one year after conference.
- All new membership fees shall revert to IALLT at the end of the conference.

PUBLICATIONS

- Publications under the name of IALLT are considered to be the property of IALLT. Authors may choose to assign or retain copyright on their individual works. All rights are protected under copyright law. Should a vendor sponsor a publication, that vendor will have only distribution rights.
- Publication prices are approved by the Board. Literature must be distributed with descriptions of the publications and clear indications of the terms for these prices.
- IALLT publications and back issues of the *Journal* may be purchased when available.

Journal

- The *Journal* will be available online. Completely new contents for the journal will appear online at least twice per year. Publication to be announced via membership list.
- Resignation from the position of the *Journal* Editor-in-Chief requires a minimum of six months' notice.
- Current members (including non-voting) and subscribers may access all online Journal content.

Language Design Kit and Management Manual

- The Language Center Design Kit and the Lab Management Manual will be made available on the members-only partition of the IALLT website.
- Editors of the Language Center Design Kit and the Lab Management Manual report to the President-Elect.
 - A committee will be nominated to oversee the development and production processes of the Management Manual and the Language Center Design Kit. The committee will consist of the Editor of the publication in question and up to two other members chosen by the Editor.
- The modules will be updated on an ongoing basis and published on the web. A paper version will be published every two years, to be available at the biennial IALLT conference.

Monographs

- IALLT will periodically publish Monographs in web or print form that are consistent with its mission.
- The Monograph Series Editors shall be the President-Elect and the Journal editor (ex officio). They will be responsible for:
 - ensuring the overall consistency, quality of content, and editorial standards of the series as a whole;
 - receiving and soliciting publication suggestions;
 - recommending individual monograph publications and editors the Board; and
 - determining, in consultation with the editor(s) of individual publications, the appropriate size, format, platform, number of print copies etc., likewise for final approval by the Board.

Website

- IALLT shall maintain a partitioned website. General interest and organizational documents shall be maintained on the public partition. The members-only partition shall contain digital IALLT publications, consultant entry access, membership information and other benefits of organizational membership.
- Current IALLT news and information is published on the IALLT website and is updated on an as-needed basis. Current news can be defined as minutes of Board meetings, conference notices, election information, calls for papers, and updates on activities.
- An online Member Directory will be available from the members-only partition of the IALLT website. The directory will include the member's institution, department, telephone number and email address.

SURVEYS

- A full survey of the membership shall be conducted every ten years.

- The frequency and accuracy of surveys and questionnaires shall be approved by the Board. The survey shall be conducted according to standard statistical practices.
- A snapshot survey will be conducted at each conference to determine the current status and issues of the organization and membership.
- A notice shall be attached to each survey stating the results will be made available to the membership.

INTELLECTUAL PROPERTY ISSUES

- Discussions of intellectual property issues within the organization generally reflect United States law.
- IALLT does not provide legal counsel on intellectual property issues; referrals may be made to appropriate readings, bibliographies, and/or other professional associations.
- The Intellectual Property Committee serves in a reference capacity and not in a legal one. The incumbents maintain titles of relevant books and other references but need not maintain a complete collection of resources.

AWARDS

- Awards are presented during the annual business meeting of the conference.
- Awards include the Lifetime Service Award, President's Award, Henderson Award, Sheppard Award, the IALLT Showcase Award and other individual awards proposed by the President and approved by the Board (outgoing Journal editor, completed publications' editors, etc.).

Lifetime Service Award

A lifetime achievement award created to recognize a major contribution to the organization over a significant period of time.

1. Recipient is nominated by the President.
2. Board discusses and votes on nomination.
3. President writes a notification letter inviting awardee to attend the conference to receive the award.
4. Registration fee is covered by IALLT.
5. Airfare is covered at advanced purchased coach fares (no last-minute rates!).
6. A framed certificate will be presented to the recipient.

President's Award

An optional award to be given to someone who has been especially valuable during the term of the President.

1. The President selects someone who has provided special support and assistance to the president.
2. Board discusses and approves nomination.
3. Award remains confidential until announcement at the conference.
4. The President will find a way to ensure the awardee's attendance.
5. A framed certificate will be presented to the recipient.

IALLT Showcase Award

Award to be presented to the lab or center submitting a motion video segment which provides the clearest information and which is most appropriate for its purpose, whether it be for training, student orientation, or to introduce the facility.

1. The Showcase Coordinator will post a competition announcement on the IALLT website and on LLTI.
2. Submissions will be reviewed by a committee, including the Showcase Coordinator, to select the top tour or segment.
3. The winner will be announced at the biennial conference.
4. The winning institution will receive a framed certificate.

Henderson Plenary

Given in Robert Henderson's memory, this honor is intended to reward the best presentation and corresponding article at the biennial conference.

1. Conference proposals are invited by the Program Committee Chair.
2. The Program Committee identifies the best proposals (no more than five) from the general conference submissions for Henderson Plenary Review.
3. The Board:
 - notifies potential Henderson Plenary presenters their conference proposal has been accepted, and is under consideration for the Henderson Plenary.
 - requests the presenter to submit a Journal-style expanded abstract based on their presentation for review
4. The Program Committee and Journal Editor reads the papers to select the best one.
5. The Program Committee:
 - notifies the proposer with the best paper they will offer the Henderson Plenary address
 - urges the presenter NOT to read the paper, but to make a presentation based on the paper.
6. The others are thanked and informed they have been selected to present on the regular conference program. These presentations will be identified in the program as a Henderson finalist.
7. The Journal Editor will notify presenters of either:
 - automatic selection for the Journal, or
 - extend an invitation to resubmit the article to the Journal with suggested modifications.
8. The Henderson Plenary presenter will be awarded \$500.

The Henderson and Sheppard Memorial Awards

First awarded during FLEAT III at the University of Victoria, the Henderson and Sheppard Memorial awards were conceived in memory of Robert Henderson and Marie Sheppard, beloved members of IALLT. Bob was a president of IALLT and Marie was a Journal editor. The awards are to be given at the biennial conference to two IALLT members.

1. Recipients are recommended by the Council and selected by the Board.
2. The awards are intended to reward relatively youthful or new IALLT members who show promise as new leaders for IALLT. There are no gender distinctions inherent in the award

recipients. In considering candidates it is important to recognize people who have inclinations related to the international organization rather than local or regional involvement or have made valuable contributions to IALLT publications.

3. The Sheppard Award has traditionally recognized individuals with promise for future Journal or publication involvement.
4. The Henderson Award has typically focused on the promise of administrative and organizational contribution.
5. These awards are for potential rather than past action.
6. Each award is for \$100.
7. Awardees shall be presented with a brief biography about Bob Henderson and Marie Sheppard.

ACTFL Technology Award/ Houghton/Mifflin Technology Award with IALLT

1. The award will be called the Houghton/Mifflin Technology Award in conjunction with IALLT.
2. Ideally, two awards would be given, one for a K-12 entry and one for a university entry. The minimum award amount traditionally given by ACTFL is \$500, plus an engraved plaque.
3. ACTFL convenes the award selection committee. The Committee Chair alternates between ACTFL and IALLT. Awards are selected through the ACTFL award process.
4. In years IALLT chairs the committee, the IALLT Programs Director will act in that capacity and will send out an announcement to LLTI to solicit nominations.

APPENDIX I AWARDS HISTORY

YEAR	CONFERENCE LOCATION	AWARD RECIPIENTS	AWARD
1989	MIT	Wilga Rivers Jackie Tanner	President's Award Lifetime Achievement
1991	UCLA	Kelly Nelson	President's Award
1993	U. of Kansas	Charles P. Richardson Robin McClanahan	Lifetime Achievement President's Award
1995	Notre Dame	Robin Lawrason Sue Otto Roger Sanchez-Berroa LeeAnn Stone Ruth Trometer	Lifetime Achievement Past President Plaque Past President Plaque Past President Plaque Past President Plaque
1997	U. of Victoria	Trisha Dvorak Jackie Tanner Wendy Baker Davis Fawn Whittaker	President's Award Lifetime Achievement Henderson or Sheppard Henderson or Sheppard
1999	U. of Maryland	Ruth Trometer Patty Lamb Claire Bartlett Jacque Kaminski Trisha Dvorak Nina Garrett LeeAnn Stone Cynthia Shearer Pete Smith Karen Landahl Peter Yang	Lifetime Achievement President's Award Henderson Award Sheppard Award Past President Plaque Past President Plaque Task Based Activities Editor Lab Design Manual Editor Journal Editor Associate Journal Editor Henderson Plenary Address
2001	Rice University	Bruno Browning Monika Dressler Gamin Bartle Peter Liddell Read Gilgen Christopher Higgins Jan Marston Rachel Saury Mikle Ledgerwood	President's Award Henderson Award Sheppard Award Henderson Plenary Address Past President Plaque Programs Director Plaque Journal Editor Journal Managing Editor Language Center Design Kit Editor

2003	U of Michigan	Karen Landahl Roger Sanchez-Berroa Irene Starr Read Gilgen Jeffrey Samuels Barbara Sawhill Jack Burston David Pankratz Harold Hendricks Richard Kuettner Lynne Crandall Patty Lamb Kathleen James Lauren Rosen Tom Browne Samantha Earp Ute Lahaie Jack Burston	Lifetime Achievement Award Lifetime Achievement Award Lifetime Achievement Award President's Award Henderson Award Sheppard Award Henderson Plenary Address Past President Programs Director Programs Director Secretary Secretary Secretary Treasurer Business Manager Journal Editor Managment Manual Editor Language Center Design Kit Editor
2005	Brigham Young U	Ursula Williams Bruce Parkhurst Marlene Johnshoy Gus Leonard Ute Lahaie Rachida Primov Ken Clark Peter Liddell Jack Burston Fuqiang Zhuo	Lifetime Achievement Award Lifetime Achievement Award President's Award Henderson Award Sheppard Award Henderson Plenary Address Past President DLLS Editor IALLT Showcase

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ACTFL Affiliate Representatives

There are two Affiliate Representatives to ACTFL, due to the amount of work required for this large conference. Both representatives will need to meet the following responsibilities and requirements through close communication and cooperation.

Responsibilities

Pre-Conference

- Issue a Call for Papers for IALLT Sessions at each annual ACTFL Conference and via LLTI immediately following the annual ACTFL Conference. (Deadline for submissions should be January 31st.)
- Work with council members to select presentations to be accepted
- Communicate with ACTFL Convention Services Director and IALLT presenters to ensure that ACTFL submission guidelines are met . (Accepted proposals must be submitted by mid-April.)
- Submit a 4th proposal for the IALLT Interest Session
- Arrange for or assist with locating necessary equipment for presenters
- Work with ACTFL Exhibits Manager and IALLT Treasurer to order booth space and fixtures, including table, chairs, carpet, electrical outlets, and any additional signage. (Deadline to order the booth is in July.)
- Post information regarding upcoming ACTFL Conference to LLTI, including a call for booth volunteers
- Arrange for volunteers to be at the IALLT booth during exhibition hours
- Work with the IALLT Programs Director to obtain IALLT brochures, banners, order forms, and related booth display and service materials
- Work with IALLT Treasurer to verify sales procedures.

Conference

- Attend the ACTFL Delegate Assembly to represent IALLT
- Verify during exhibit hall set-up that the IALLT booth has been prepared correctly and arrange for any last-minute corrections or additions
- Verify participation of booth volunteers and provide instructions for booth procedures, especially sales of publications and memberships
- Create, gather, and distribute promotional materials regarding IALLT, including: 1. Fliers of IALLT sessions at ACTFL; 2. Business Meeting Announcement; 3. Call for Papers for next ACTFL; 4. Information about upcoming conferences and regional organizations (biennial or regional); 5. Membership forms
- Prepare and deliver a presentation on IALLT for new and current members, with particular emphasis on the benefits and services of IALLT membership for both K-12 and collegiate populations. Obtain names and addresses of interested attendees.
- At the close of the conference, take down the IALLT booth, verify any cash receipts, and forward all order information and monies to the Treasurer.

Post-Conference

- Solicit summaries from IALLT members attending IALLT sessions, compiling this information into a report for submission to the Spring Edition of the IALLT Journal.
- Return any IALLT supplies, etc. to Programs Director
- Immediately begin preparations for the next call for papers.

Requirements

- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel, including extra days for attendance in the Delegate Assembly and conference exhibit wrap-up.
- Financial ability to pay for last minute charges at booth prior to reimbursement
- Access to a laptop for presentation and use at IALLT Booth
- Ability to lift 20-30 lbs (Booth supply box, brochures)
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members.

During the months of January, February, and March, an average of 1-2 hours per week is required. In June, attendance at the 3-4 day IALLT Summer Leadership Meeting is required. During the month of November, four days in attendance at ACTFL is required.

Position reports to the Programs Director.

Interacts with previous affiliate representatives, IALLT Treasurer, and other IALLT board and council members.

ACTFL Contact Information (last updated December 2002)

ACTFL

6 Executive Plaza

Yonkers, NY 10701-6801

914-963-8830

914-963-1275 (fax)

<http://www.actfl.org>

Convention Services Director

Louise Patierno

lpatierno@actfl.org

Exhibits Manager

Norma Strauss

nstrauss@actfl.org

CALICO Affiliate Representative

Responsibilities

Pre-Conference:

- Send out call for papers for IALLT sessions at CALICO
- Receive, review, select and submit proposals to CALICO for the IALLT sessions
- Work with the IALLT Programs Director to obtain IALLT brochures, banners, order forms, and related booth display and service materials
- Arrange for volunteers to be at the IALLT booth during exhibition hours

Conference:

- Set up and run the exhibit booth at the annual CALICO conference
- Be present at booth as much as possible, answer questions about IALLT and membership, encourage people to join
- Verify participation of booth volunteers and provide instructions for booth procedures, especially sales of publications and memberships
- Prepare and deliver a presentation on IALLT for new and current members, with particular emphasis on the benefits and services of IALLT membership for both K-12 and collegiate populations. Obtain names and addresses of interested attendees.
- At the close of the conference, take down the IALLT booth, verify any cash receipts, and forward all order information and monies to the Treasurer.

Post-Conference:

- Solicit summaries from IALLT members attending IALLT sessions, compiling this information into a report for submission to the Spring Edition of the IALLT Journal.
- Return any IALLT supplies, etc. to Programs Director
- Follow-up with contacts made at CALICO, people interested in joining, answer questions that couldn't be answered on the spot at the conference

Requirements

- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel
- Access to a laptop for presentation and use at IALLT Booth
- Ability to lift 20-30 lbs (Booth supply box, brochures)
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members.

During months of November through March, an average of 2-4 hours per month is required. The months of March or April will also require 3-5 days attendance at CALICO. In June, attendance at the 3-4 day IALLT Summer Leadership Meeting is required.

Position reports to the Programs Director and interacts with previous affiliate representative, IALLT Treasurer, and other IALLT Board and Council members.

EuroCALL Affiliate Representative

Responsibilities

Pre-Conference:

- Act as IALLT's liaison with EuroCALL
- Promote reciprocal benefits between IALLT and EuroCALL membership, occasionally review articles for publication, and promote joint projects as sanctioned by the IALLT board.
- Post information about upcoming EuroCALL Conferences or activities of interest to LLTI
- Disseminate information to European institutions, organizations and individuals who might benefit from IALLT services or membership
- Arrange for volunteers to be at the IALLT booth during exhibition hours
- Work with the IALLT Programs Director to obtain IALLT brochures, banners, order forms, and related booth display and service materials

Conference:

- Set-up the IALLT booth in the exhibit hall
- Verify participation of booth volunteers and provide instructions for booth procedures, especially sales of publications and memberships
- Create, gather, and distribute promotional materials regarding IALLT as appropriate
- At the close of the conference, take down the IALLT booth, verify any cash receipts, and forward all order information and monies to the Treasurer.

Post-Conference:

- Report on EuroCALL events, meetings to Board
- Prepare a summary of EuroCALL conference and activities for publication in the IALLT Journal
- Return any IALLT supplies, etc. to Programs Director

Requirements

- Current IALLT membership and familiarity with the organization
- Good contacts with EuroCALL Executive over time
- Strong communication skills
- Financial ability to pay for conference registration, accommodations, and food
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members.

Time requirements average 10 hours per year in addition to conference attendance.

Position reports to the Programs Director and interacts with IALLT President and Board frequently.

LET/FLEAT Liaison

The Foreign Language Education and Technology conference is held every five years, alternating between Japan and North America. The North American conference is held on an odd numbered year and includes the IALLT biennial conference. This position may be held by one person or shared with others, as the circumstances require.

Responsibilities

- Establish and maintain a strong affiliate relationship with representatives of the Japan Association for Language Education and Technology, attending LET meetings when possible.
- Serve as a point person for contact with other Asian organizations, relaying information to the IALLT Programs Director and President.
- Consult with IALLT President on issues arising

Pre-Conference:

- In the year preceding a conference, assist with the Call for Papers and dissemination of conference information to the various organizations.

Conference:

- Assist IALLT Board with hosting LET and other officers attending the North American conference, and assist IALLT Board and members attending the Japanese conference.

Post-Conference:

- Assist IALLT Board with appropriate messages of appreciation
- Prepare a summary of the conference activities for publication in the IALLT Journal
- Solicit information and suggestions from all organizations for improving the next FLEAT conference and report these to the IALLT Programs Director.

Requirements

- Current IALLT membership and familiarity with the organization
- Good contacts with LET (former LLA of Japan) over time
- Sensitivity to Japanese organizational culture
- Strong communication skills
- Attendance at FLEAT (if held during term of office), IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members.

Time requirements average 2-3 hours per month (increase as conference approaches).

Position reports to Programs Director. IALLT President is the most frequent contact.

JNCL Affiliate Representative

Responsibilities

- Represent the interests of IALLT at the Annual Meeting of the JNCL
- Inform member organizations of IALLT's activities and conferences
- Stress the importance of funding for teacher training with technology
- In addition to representing IALLT at the Annual Meeting, serve on the executive Board Meeting of the JNCL which also meets annually
- Provide information to member organizations on the pedagogical applications of technology in FL teaching
- Network with other member organizations and scout for new membership.
- Make Annual reports to the IALLT Board on the Annual Meeting and Executive Board Meeting of the JNCL
- Periodically notify IALLT members of JNCL activities via LLTI or the Journal

Requirements

- Strong writing skills.
- Close contacts with representatives from the JNCL member organizations
- Knowledge of the activities of the Department of Education
- Understanding of issues in FL education and how they relate to issues in technology
- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members.

Time requirements average 40 hours per year.

Position reports to Programs Director. Position has frequent interaction with IALLT President.

Northeast Conference on the Teaching of Foreign Languages Affiliate Representative

Responsibilities

Pre-Conference:

- Arrange exhibitor agreement with NECTFL for IALLT booth
- Arrange for volunteers to be at the IALLT booth during exhibition hours
- Arrange two "Tech Talk" Sessions for the Conference and recruit presenters
- Arrange pre-conference technology workshop(s) for the Conference and recruit workshop presenters
- Work with the IALLT Programs Director to obtain IALLT brochures, banners, order forms, and related booth display and service materials
- Work with IALLT Treasurer to verify sales procedures

Conference:

- Verify during exhibit hall set-up that the IALLT booth has been prepared correctly and arrange for any last-minute corrections or additions
- Verify participation of booth volunteers and provide instructions for booth procedures, especially sales of publications and memberships
- Prepare and deliver a presentation on IALLT for new and current members, with particular emphasis on the benefits and services of IALLT membership for both K-12 and collegiate populations. Obtain names and addresses of interested attendees
- Work closely with the director of the NECTFL in setting up numerous sessions and providing continual tech support for the Conference
- At the close of the conference, take down the IALLT booth, verify any cash receipts, and forward all order information and monies to the Treasurer

Post-Conference:

- Return any IALLT supplies, etc. to Programs Director
- Prepare a summary of the conference for publication in the IALLT Journal

Requirements

- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel
- Ability to lift 20-30 lbs. (Booth supply box, brochures)
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members

Position requires 2 - 3 hours weekly. Position reports to the Programs Director.

TESOL Affiliate Representative

Responsibilities

Pre-Conference:

- Cultivate contacts within the TESOL administration and membership.
- Contact TESOL early and request a room and a date for the IALLT Breakfast session.
- Arrange catering for 20 people and work with IALLT Treasurer for payment.
- Make flyers to advertise the session if TESOL continues to refuse to list the session in the Program Book.

Conference:

- Advertise the IALLT session by posting flyers on bulletin boards, announcing it at CALL IS meeting and other sessions where participants might be interested in language and technology.
- Give a 45-minute breakfast session. Obtain name and addresses of interested attendees.
- Watch for sessions and presenters with topics that may be within the realm of IALLT interest.

Post-Conference:

- Follow up contacts with those who attended breakfast and other members or presenters that may have an interest in IALLT
- Write a report to the Programs Director for submission to the IALLT Journal.

Requirements

- Current IALLT membership and familiarity with the organization
- Current TESOL membership
- Member of TESOL CALL interest session
- Ability to pay for catered breakfast, which is later reimbursed with receipts by IALLT business manager.
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel.
- Attend TESOL annual conferences
- Ability to present at TESOL to give more visibility to IALLT (TESOL does not offer IALLT sponsored sessions.)
- Strong communication skills
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings for IALLT Board and Council Members.

During the months preceding and just after the conference and just after average of 4–8 hours per month is required. Attendance at TESOL is required. During the month of June, attendance at the 3-4 day IALLT Summer Leadership Meeting is required.

Position reports to the Programs Director and works closely with IALLT Treasurer.

Consultant Coordinator

Responsibilities

- In conjunction with the IALLT Web Committee, design two web pages to support IALLT consulting services, including a public area with information on available consultants (including such specialty areas as facilities design, renovations, laboratory upgrades, and other matters relating to foreign language technology), and a members-only area for initiating an application to be listed as a consultant
- Devise guidelines and a sign-up mechanism for interested member-consultants. The sign-up mechanism will generate the data for the publicly accessible page, in the form of a list of consultants
- Review prospective consultants' contact information, biography and the required short paragraph about special areas of expertise.
- Conduct one exchange with a prospective consultant, and forward the new posting to the webmaster for incorporation in the public list
- Inform prospective consultants that IALLT indemnifies itself from qualitative assessment of the skills of consultants listed and the resource is only intended as a clearinghouse for information and a service to the profession.
- Consult with/report to the IALLT President on project goals and work completed

Requirements

- Current IALLT membership and familiarity with the organization
- Accomplished writing skills and experience editing writing of others
- Familiarity with web design desirable
- Strong communication skills, both written and oral
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members

Estimated time requirements average 1-2 hours per week. Position reports to the President.

Conference Advisor

Responsibilities

- Cultivate, receive and respond to all enquiries from potential IALLT conference hosts, providing information and assistance with developing the formal conference proposal document.
- Refine and keep current documents and checklists to be used by those developing conference proposals.
- Review submitted conference proposal documents and verify site suitability, physical and technological infrastructure, institutional support, and ancillary logistics.
- Verification should normally include a site visit..
- Submit the verified, formal conference proposal to IALLT Board members and assist with any discussions between the IALLT Board and conference host candidate as needed.
- Once a host has been selected by the IALLT Board, work with the host to develop a local committee, assist with planning decisions, verify that key checkpoints are met, coordinate information with the host's regional group or other appropriate IALLT members, and report progress and concerns to the IALLT Board.

Requirements

- Current IALLT membership and familiarity with the organization
- Strong communication skills, both written and oral
- Experience with hosting or planning IALLT or other major conferences
- Attendance at IALLT Biennial conferences and especially at Summer Leadership Meetings, required for IALLT Board and Council Members

Estimated time requirements average 1-2 hours per week. Position reports to the Programs Director(?).

Digital Exchange Coordinator

Responsibilities

In conjunction with the Board, develop and oversee a Digital Exchange Committee, and coordinate IALLT activities related to digital exchange. The committee will include the Webmaster, selected Council Members and/or task force leaders, and selected members at large, especially those who provide digital materials and those experienced in publisher relations. The coordinator or designee will:

- Act as a liaison among IALLT members who wish to share and exchange information and files in digital format.
- Act as a liaison between IALLT members and the publishing industry to facilitate the exchange of digital materials.
- Conduct negotiations with publishers to provide digital files and media to the IALLT membership, either directly, via secure web access, or via mediated and regulated exchange facilitated by IALLT.
- Mediate the exchange of member-created materials and files in digital format, to which owners have copyright and distribution rights.
- Advocate on behalf of members in interactions with the publishing industry.
- Provide feedback to the publishing industry from the membership and to the membership from the publishing industry.
- Provide letters and templates for members to request and obtain permission from publishers to duplicate, distribute, alter, or make use of digital media and files in courses and learning centers.
- Collaborate with members of the IALLT Board and Council on matters relating to distribution of digital media and files.

Requirements

- Current IALLT membership and familiarity with the organization.
- Strong background in distribution of digital information.
- Ability to coordinate activities of volunteer assistants and work in conjunction with others.
- Ability to conduct advocacy for the project and interact effectively with publishing companies.
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members.

Estimated time requirements are 2-6 hours per week, with activity peaks occurring periodically. Position reports to the President-Elect.

Distributions Coordinator

Responsibilities

- Receive and store all extra copies of Journals and other publications (Design Kit, Management Manual, monographs, video tours, etc.) after primary mailing.
- Organize, store and maintain a detailed inventory of all publications.
- Receive sales orders for print materials and requests for display copies from the Treasurer
- Receive and respond to online orders
- Ship orders and requests on a timely basis, normally within 2 weeks of order received.
- Order and maintain a supply of packaging and shipping materials.
- Keep an accurate accounting of shipping and supplies costs and submit detailed invoices to Treasurer for reimbursement.
- Receive all materials (binders, dividers, inserts) and assemble binders as additional publication runs are needed
- Send membership directories to new members as requested by Member Coordinator
- Consult with and report to IALLT Treasurer on project goals and work completed

Requirements

- Current IALLT membership and familiarity with the organization
- Space at least 12 feet long by 1 foot deep by 8 feet high for housing IALLT materials
- Receiving space for shipments of completed publications as well as assembly materials
- Ability to conduct domestic and international shipping procedures
- Detail oriented and strong organizational skills
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members

Estimated time requirement is 2-3 hours per week. Position reports to the Treasurer.

Intellectual Property Committee Chair

Responsibilities

- Stay abreast of IP issues and act as a resource to the IALLT Board, Council, *Journal* Editor, and membership. Consider international law and issues as well as U.S. ones.
- Provide an intellectual property column for each issue of the *IALLT Journal*.
- Gather discussants for a panel at IALLT conferences.
- Maintain an IP/Copyright website.

Requirements

- Current IALLT membership and familiarity with the organization.
- Computing capability appropriate to responsibilities above.
- Accomplished communication and writing skills.
- Ability to coordinate a committee of volunteers.
- Current knowledge of intellectual property issues; continued research in this area.
- Attendance at IALLT Biennial conferences and at Summer Leadership Meeting for IALLT Board and Council Members.
- Access to legal counsel helpful but not necessary.

Time requirements average 2 hours per week; this may increase during publication and planning periods. Position reports to the President.

K-12 Council Member

Responsibilities

- Formulate recommendations for K-12 outreach by IALLT
- Serve as a knowledge base for K-12 issues to the IALLT Board and Council
- Assist IALLT with arranging for the offering of CEUs at association conferences
- Serve as the IALLT representative to New Visions and other related initiatives
- Assist as a K-12 consultant to regional group leaders
- Serve as K-12 columnist for the IALLT Journal, published twice per year
- Consult with/report to the IALLT Programs Director on initiative and project goals, and work completed

Requirements

- Current IALLT membership and familiarity with the organization
- Current K-12 instructor or related work in a K-12 area (preferred)
- Strong communication skills, both written and oral
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members

Estimated time requirements average 2-4 hours per week. May increase during conference periods. Position reports to the Programs Director.

LLTI-Editor

Responsibilities

- Manage the LLTI listserv daily, including reading and posting appropriate contributions
- Inform subscribers of proper procedures for using the service. Make online announcements as necessary.
- Remove and add members
- Evaluate service and consult with President and President Elect on any proposed changes. Proposed major changes are to be discussed by IALLT Board.

Requirements

- Basic computer skills, email skills, listserv management skills
- Adequate computer with a large monitor
- Access to a listserv machine
- Separate email account for the listserv
- Separate archiving mechanism on the listserv machine
- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members.

Time requirements average 2-3 hours per week. Position reports to the President and the President-elect.

Lab Management Manual Editor

Responsibilities

- Evaluate content and design of current Lab Management Manual (LMM) modules to determine which need revision. The LMM addresses the practical considerations of managing a media center in an educational institution, including materials, equipment, facilities, personnel, public service, finance, planning.
- Consider whether current modules are viable and whether new modules are needed.
- Recruit, select, and work with authors to revise/write modules.
- Review and edit new submissions.
- Perform all final editing to make copy publication ready.
- Re/design layout for the LMM that is:
 - Functional and attractive
 - "Portable," i.e., does not require expensive, specialized software
 - Easily converted to PDF format for electronic publication
- Work with Web Editor and Webmaster to publish the LMM on the IALLT web site, available for viewing and downloading to members only.
- If it seems appropriate, work with electronic publications committee to prepare a LMM "best practices" for publication on CD-ROM.
- Coordinate a print publication of the LMM to be available for sale every two years at the IALLT Conference.
- Consult with/report to IALLT President-Elect on project goals and progress.

Requirements

- Current IALLT membership and familiarity with the organization's mission.
- Multi-faceted lab management experience: materials, equipment, facilities, personnel, public service, finance, planning.
- Accomplished writing skills and experience editing the writing of other writers.
- Ability to recruit and work with volunteer authors.
- Ability to review and update modules on a timely basis.
- Ability to attend and represent the LMM project at the IALLT Biennial Conferences and Summer Leadership Meetings.

Time requirements average 1-3 hours per week; and 6-10 hours/week for the 6 months preceding the IALLT Biennial Conference.

This position reports to the President-Elect, and requires ongoing, effective interaction with the Language Center Design Kit Editor, Web Editor, Webmaster and Publicity Coordinator.

Language Center Design Kit Editor

Responsibilities

- Evaluate design and content of IALLT Language Center Design Kit (The Language Center Design Kit is a collection of modules that describe how to design, redesign or build from the ground up a learning center tailored to the needs and constraints of the institution.)
- Select and work with authors to update modules in the LCDK on an ongoing basis.
- Perform all final editing to make copy publication ready. A final draft is to be submitted to the IALLT Board for approval prior to publication.
- Re/design layout for the LCDK that is:
 - Functional and attractive
 - "Portable," i.e., does not require expensive, specialized software
 - Easily converted to PDF format for electronic publication
- Work with Web Editor and Webmaster to publish the LMM on the IALLT web site, available for viewing and downloading to members only.
- If it seems appropriate, work with electronic publications committee to prepare a LCDK "best practices" for publication on CD-ROM.
- Coordinate a print publication of the LCDK to be available every two years at the IALLT Conference. (The print version may include a CD-ROM of the "IALLT Showcase." It may be possible to include this video material in some form on the Web version of the LCDK as well.)
- Consult with/report to IALLT President-Elect on project goals and work completed.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience in design and installation or renovation of a lab.
- Computing Capability.
- Possible knowledge of CD/web authoring for CD/web version of LCDK.
- Accomplished writing skills and experience editing writing of others.
- Ability to recruit and work with volunteer authors.
- Ability to review and update modules on a timely basis.
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members

Estimated time requirements average 4-8 hours per week. This time commitment may increase during publication periods.

This position reports to the President-Elect, and requires ongoing, effective interaction with the Language Center Design Kit Editor, Web Editor, Webmaster and Publicity Coordinator.

Membership Coordinator

Responsibilities

- Process enrollments and renewals in a timely fashion
- Receive renewal/enrollments (paper and online)
- Enter material in IALLT database
- Forward checks to Business Manager
- File and track membership paperwork
- Maintain a personal database of actions
- Send out monthly renewal notices via database query to those with expiring membership
- Devise renewal memos, enrollment memos (welcoming, etc.)
- Conduct/help conduct enrollment drives (Seek new members through LLTI postings, people who purchase publications, etc.) Coordinate these efforts with the Treasurer and the President.
- Answer membership inquiries.
- Consult with/report to the IALLT Treasurer on initiatives, project goals, and work completed

Requirements

- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Experience in data entry (Knowledge of FileMaker Pro helpful but not necessary.)
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members

Time requirements average 1-2 hours per week. Position reports to the Treasurer.

Publicity Coordinator

Responsibilities

- Coordinate publicity for the organization, working in close conjunction with the President, the Programs Director, and the Journal Editor and Advertising Manager.
- Design or coordinate design and prepare for publication such items as brochures or posters
- Monitor and distribute publicity documents to affiliate representatives for affiliate conferences
- Work with affiliate representatives and Programs Director to establish common practices for conference exhibition and booth attendants
- Work with the Journal Editor and Journal Advertising Manager to identify appropriate organizations for advertising.
- Brainstorm, design and develop new public relations ideas, initiatives and projects
- Consult with/report to the Programs Director and the President on initiative and project goals, and work completed

Requirements

- Current IALLT membership and familiarity with the organization
- Familiarity or experience in publicity or outreach efforts, including print and electronic formats
- Ability to coordinate activities of volunteer assistants and work in conjunction with others
- Attendance at IALL Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members.

Estimated time requirements average 1-3 hours per week. Position reports to the President.

COMMERCIAL RELATIONS COORDINATOR [DRAFT FROM 6-19-07. POSITION DESCRIPTION REQUIRES APPROVAL]

Goal for this position: To position IALLT as an important contact and essential resources for every commercial enterprise related to IALLT's mission.

The Commercial Relations Coordinator serves as a single point of contact for all the needs of these commercial enterprises by:

- identifying commercial enterprises related to IALLT's mission and soliciting their participation in IALLT;
- providing information about opportunities for commercial enterprises to connect with IALLT members, including advertising and sponsorship/exhibition opportunities;
- maintaining an electronic presence for commercial IALLT members;
- helping commercial members identify new ways to connect with IALLT members (discounts to IALLT members, work with regional groups, etc.)

Job Description

The IALLT Commercial Relations Coordinator is responsible for IALLT's relations with its commercial members, vendors who advertise in IALLT publications, and exhibitors at IALLT conferences.

The IALLT Commercial Relations Coordinator is a member of the IALLT Council.

The Commercial Relations Coordinator:

- acts as Advertising Manager, i.e., is responsible for soliciting and managing advertising, for the *IALLT Journal* ;
- works with the Treasurer to invoice and collect revenue from advertising;
- is responsible for soliciting and managing advertising for other IALLT publications as determined by the IALLT Board;
- is responsible for soliciting and managing the participation of commercial entities as sponsors and exhibitors for IALLT events, especially the IALLT conference;
- recruits and provides services to IALLT's commercial members;
- creates and maintains the commercial members' presence in the IALLT web.

The IALLT Commercial Relations Coordinator works closely with:

- the *IALLT Journal* Editor and the IALLT Treasurer as Advertising Manager for the *Journal*;
- the Membership Coordinator to recruit and provide services to IALLT's commercial members;

- the Publicity/Public Relations Coordinator to design and manage publicity targeted to vendors and exhibitors;
- the Programs Director to recruit and manage sponsors for IALLT activities;
- the Conference Host to recruit sponsors and exhibitors for the IALLT conference and ensure their needs are met;
- the Web Editor to create and maintain the commercial members' presence in the IALLT web.

Position Requirements

- Current IALLT membership
- Ability to attend IALLT Council meetings held during the Biennial conferences and, in non-conference years, the Summer Leadership Meeting

Showcase Coordinator

Responsibilities

- Coordinate and implement production of the "IALLT Showcase", a multimedia resource featuring short multimedia segments submitted by members.
- Send out call for proposals
- Create a website for information, guidelines, and production recommendations (such as those done by Dick Kuettnner).
- Build a team of evaluators to select submissions for inclusion in the final production
- Notify people who submit materials on the status of their submissions
- Make sure permissions are secured
- Digitize video contributions into optimal motion media format
- Create a CD for both Mac and PC platforms with an appropriate stand-alone application
- Arrange for duplication as necessary
- Create documentation for CD-ROM (minimum system requirements, user instructions)
- Conduct a review with at least 5 IALLT [preferably Council] members to select the "Best" of the Showcase presentations
- Arrange for prizes for "Best" of Showcase winner(s)
- Arrange for display of the CD at IALLT conferences
- Announce winners at the IALLT Conference
- Collaborate with LMM and LCDK Editors to provide motion media supplements for these publications

Requirements

- Working knowledge of digital video, authoring software and hybrid CD-ROM creation.
- Facilities to digitize media and author web or CD-based stand-alone motion media files (for example, Macromedia Director, Media 100, iFinish, MediaCleaner Pro or other software, adequate hardware and CD duplication facilities).
- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members.

Time requirements average 1-2 hours per week, 6-10 hours per week during 6 months prior to biennial conference. Position reports to the President-Elect.

Survey Coordinator

Responsibilities

- Coordinate IALLT Survey when needed as determined by Board (approximately every 10 years for the major survey)
- Review previous surveys
- Compile new survey based on previous surveys to allow for longitudinal analysis, as well as identify new questions for new issues
- In conjunction with the Board, appoint and work with members of the Survey Team, as well as Board and Council
- Identify format of survey (paper, web) and create version/copies for distribution
- Coordinate technical details (server, security, log-in for return) or consult with technical help
- Identify target audience and means of getting survey to them – email, snail mail (this may include research into language labs and institutions across the US and Canada)
- Answer inquiries
- Collect data, analyze, and disseminate information, including 1) author, or co-author, a detailed report for publication in the IALLT Journal; and 2) in conjunction with the Web Editor and the Webmaster, design and implement online access to information generated by the survey.
- Consult with/report to IALLT President on initiative and project goals, and work completed

Requirements

- Current IALLT membership and familiarity with the organization
- Strong Research/Survey/Database/Statistics Background
- Experience in database/survey creation and statistical analysis (knowledge of FileMaker Pro and SPSS helpful but not necessary)
- Strong organizational skills and attention to detail.
- Experience in or access to staff with experience in web delivery of databases;
- Access to a web server to host web-based survey
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members

Time requirements for this position vary considerably, depending on timelines. During survey development and implementation set-up, considerable time will be necessary. Significant time will also be required for data analysis and reporting. Position reports to the President.

Webmaster

Responsibilities

- Maintain and manage the IALLT website and web server
- Coordinate with Web Editor and other IALLT members as to website content
- Solicit input from the Board and Council, including policy setting.
- Solicit and receive help from various Board and Council members as to specific areas of the website.

Requirements

- Excellent computer skills and wide-ranging experience related to website development and maintenance, knowledge of integration of databases and web-based functions, staying abreast of developments in these and related areas.)
- Server space
- Occasional hardware upgrades and knowledge to perform installation
- Current IALLT membership and familiarity with the organization
- Strong communication skills
- Attendance at IALLT Biennial conferences and at Summer Leadership Meetings, required for IALLT Board and Council Members.

Time requirements average 1-3 hours per week. Position reports to the President-Elect, with frequent interactions with other Board members.

Web Editor

Responsibilities

The IALLT Web Editor is responsible for the design and content of the IALLT web (<http://iallt.org>):

- The Web Editor creates a site design for the IALLT web based on accepted design principles and input from the IALLT Board and Council. To design the site, the Web Editor works directly with a team of stakeholders that includes the President-Elect, the Webmaster, the Membership Coordinator, the Publicity Coordinator, and the Electronic Publications Editor for the *IALLT Journal*.
- The Web Editor develops a process for all site content managers to provide input on the structure and design for the content under their purview.
- The Web Editor develops an evaluation plan for regular review of the site's design and usage. The Web Editor maintains and revises the design of the IALLT web based on the results of regular evaluations and input from the IALLT Board and Council.
- The Web Editor ensures that the Board and Council members responsible for maintaining the content of the IALLT web have the necessary tools and skills. The Web Editor reviews the site regularly and suggests revisions and updates.
- The Web Editor supervises the organization and content of the IALLT Wiki.
- The Web Editor and the Webmaster provide data about the use of the IALLT web to the IALLT Board and Council at the annual summer meeting and as requested by the IALLT Board.

The IALLT Web Editor works closely with the IALLT Webmaster, who is responsible for all technical aspects of the IALLT web. The IALLT Web Editor is a member of the IALLT Council.

Design Requirements

- The IALLT web design must address the goals of the IALLT web included in the "Statement of Purpose" passed by Board and Council in the summer of 2004 (see below).
- The IALLT web design must facilitate distributed content creation and maintenance. (It has been agreed that Dreamweaver/Contribute are a feasible method, but the Web Editor may propose another method.)

Position Requirements

- Current IALLT membership
- Experience in website design, including information architecture, site development process, page layout and graphic design, and W3C accessibility guidelines; experience in web-based survey design desirable
- Ability to design and manage pages using CSS
- Familiarity with at least one method of coordinating web sites with multiple contributors
- Ability to coordinate the activities of content creators with varying levels of web-maintenance skills
- Ability to attend IALLT Council meetings held during the Biennial conferences and, in non-conference years, the Summer Leadership Meeting

Because the IALLT web uses PHP, MySQL, and PostgreSQL, familiarity with PHP and SQL is desirable.

Estimated time requirements average 2-4 hours per week. May increase during periods of major modifications. Position reports to the President-Elect.

Purpose of the IALLT Web

The following statement (**with the exception of the phrase in bold**) was passed by consensus at the Summer Leadership Meeting of 2004 in Provo, Utah.

The IALLT web exists to build and serve a professional community by

- serving members as a portal to all the information and resources they seek from IALLT;
- encouraging members to participate in IALLT activities, i.e., internal marketing;
- promoting the growth of IALLT through marketing the organization to prospective members;
- serving vendors **who offer to IALLT members products and services related to IALLT's mission;**
- serving as an archive and public record of IALLT's existence;
- providing services to those interested in language-learning technology.