

PNCFL Officer Duties

President

- Alerts board members of upcoming, important information and deadlines through email
- Composes broadcast emails to notify members of important information
- Leads monthly conference calls and annual meeting
- Oversees final edits of *Lingo* (with Executive Director)
- Periodically contributes articles to *Lingo* on topics of interest to the profession
- Names all committees, charges them with duties, and receives their reports
- Serves on editorial board⁺

Vice President

- Works closely with board and president to ensure a smooth transition to presidency
- Assists the president in the various duties as assigned
- Assumes the duties of president if/when circumstances arise which prevent the president from performing his/her duties
- Serves on editorial board⁺

Past President

- Leads the vice president election nomination committee
- Provides history and past perspective on conference calls and email discussions
- Serves on editorial board⁺

Executive Director

- Serves as the chief executive officer of the Board and is responsible for maintaining PNCFL's nonprofit status
- Composes emails to board members regarding upcoming, important information and deadlines
- Composes broadcast emails to notify members of important information
- Schedules conference calls and meetings; collects agenda items; sends agenda to board members
- Serves as a liaison between ACTFL and PNCFL
- Periodically contributes articles to *Lingo* on topics of interest to the profession
- Oversees final edits of *Lingo* (with President)
- Collaborates with other regional foreign language organizations; meets with regional executive directors and Modern Language Journal at ACTFL
- Serves on editorial board⁺

Treasurer

- Oversees all financial transactions
- Balances and validates bank records
- Collects dues and other revenue
- Submits payment to vendors
- Submits taxes and prepares yearly CT-12 form
- Prepares budget and budget reports
- Provides reimbursement for PAWS presenters

- Collaborates with executive director, administrative assistant, and past and current presidents regarding financial planning
- Generates invoices
- Maintains membership database (with Executive Assistant & Editor)

Publications Director

- Receives submissions from editorial board
- Approves submissions and completes final edits
- Contacts potential advertisers
- Designs layout
- Works with printing company, approves proof, and submits mailing list

Executive Assistant

- Composes emails to board members regarding upcoming, important information and deadlines
- Records minutes during conference calls and meetings; sends minutes to board for approval
- Receives nomination forms for PNCFL awards; assembles judges for review panel and oversees review process; orders plaques for awards; arranges ceremonies awards at fall conferences; notifies winners
- Receives nomination forms for vice president election; compiles article based on these materials for inclusion in *Lingo*
- Assists board members with travel
- Files papers and correspondence
- Monitors PNCFL email account and responds to inquires
- Maintains Web site: posts *Lingo* online; updates and posts PNCFL announcements; performs routine updates; posts conference information
- Maintains membership database (with Treasurer)

ACTFL Representative

- Attends ACTFL annual convention
- Attends ACTFL board meetings
- Prepares regional report concerning PNCFL and submits report to ACTFL
- Submits regional report concerning ACTFL to board members, particularly *Lingo* editor for publication

JNCL-NCLIS Representative

- Attends Delegate Assembly and Legislative Day
- Forwards legislative updates to executive board for distribution to general membership
- Provides content to *Lingo* editor regarding national language policy

State Representative

- Reports to state organization regarding PNCFL activities and deadlines
- Alerts state members to PNCFL services and actively seeks to expand the membership
- Provides content to *Lingo* editor regarding state activities

+Editorial Board (President, Past President, Vice President, Executive Director)

- Composes email to general membership to solicit submissions
- Recommends potential advertisers
- Collects submissions and ensures geographical balance
- Provides its own content if not enough submissions are received to fill an entire issue
- Recommend which articles to publish and submit them to publications direction, including notations such as “accept as is” or “accept with revisions”

Unless otherwise noted, all members participate in monthly conference calls and attend the annual board meeting.