

The International Association for Language Learning Technology (IALLT)



POLICY AND PROCEDURES MANUAL

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

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MEMBERSHIP

- As specified in Article II of the IALLT Bylaws, there are two classes of memberships: individuals (voting) and commercial (non-voting).
- Individual members shall be entitled to online access to the IALLT webinar archives, reduced fees for IALLT meetings and publications, access to the members-only partition of the IALLT website, and receive members-only email announcements and other benefits as established by the Board.
 - Individual members have the right to opt out of targeted mailings from exhibitors and/or commercial members when they create their membership profile.
- Commercial members designate an individual to receive IALLT communications, including 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 receive discounted rates for advertising in the IALLT conference programs and *The FLT*MAG. The amount of the discount is determined by the Board.
- Commercial members may be featured on 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 and the conference app.
- Commercial members learn of opportunities to sponsor IALLT activities (conference events, workshops, etc.) before other commercial entities.
- Annual dues are determined by the Board.
- The membership year runs for one year from the month in which membership dues are received.

BOARD OF DIRECTORS

- The Board of Directors is elected by the membership and consists of the President, the President-Elect, the Secretary, the Treasurer, and the Programs Director. The official transition from the old to the new Board of Directors 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 during any year when there is no conference, hold monthly or bimonthly conference calls, and communicate frequently via email or other electronic media. The annual face-to-face meeting, which occurs during the Leadership Summit meeting or at the IALLT conference, constitutes the annual Board and Council business meeting for that year. 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 will 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 through the IALLT website.

President

- The President shall serve a term of two (2) years in that office.
- The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation.
- The President shall, when present, preside at all meetings of the members and the Board.
- The President shall have authority, subject to such rules as may be prescribed by the Board, to appoint Council members as he or she shall deem necessary, to prescribe their powers, duties, and compensation, and to delegate authority to them.
 - The President shall send letters of appointment to supervisors of all newly-elected and newly-appointed Board and Council members in a timely fashion.
 - The President shall assist with onboarding of new Board and Council members as appropriate and shall provide ongoing support as needed (e.g., invite to join board meetings, shadow their predecessor, etc.).
- The President oversees the areas of intellectual property and the IALLT survey.
- The specific positions reporting to the President are:
 - Intellectual Property Coordinator
 - Survey Coordinator
- After completing the full term as President, the President receives a lifetime IALLT membership.

President-Elect

- The President-Elect shall become President upon the conclusion of the prior President's term of office.
- The President-Elect shall serve a term of two (2) years in that office.

- In the absence of the President, or in the event of the President’s death, inability, or refusal to act, the President-Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.
- The President-Elect is responsible for gathering and disseminating organizational news and acting as a liaison with regional groups.
- The President-Elect works with the immediate IALLT Past President and Website Manager during the IALLT elections to coordinate online voting and ensure security and fairness during the voting process.
- The President-Elect is responsible for and oversees the work related to all publications produced by the corporation, including website planning.
- The President-Elect shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.
- The specific positions reporting to the President-Elect are:
 - LLTI Editor
 - Publicity Coordinator
 - Website Manager
 - Graphic Designer
 - *The FLTMAG* Editor-in-Chief

Secretary

- The Secretary shall serve a term of two (2) years.
- The Secretary keeps the minutes of all Board meetings, Board and Council meetings, and any general member meeting where IALLT business is to be transacted.
- The Secretary posts the approved minutes to the IALLT website.
- The Secretary sees that all notices are duly given in accordance with the IALLT Bylaws.
- The Secretary is the custodian of the organization’s records, maintains a current list of IALLT Board and Council members and their terms, and maintains a current list of conferences where IALLT has a presence.
- The Secretary is responsible for updating the IALLT PPM to reflect current IALLT policies and procedures.
- The Secretary screens, reroutes, or answers emails that come to info@iallt.org.
- The Secretary serves as a backup administrator for the LLTI listserv.
- The Secretary maintains the Wikipedia entry on IALLT.
- The Secretary chairs the Scenic Route Mentorship Program Committee and the Graduate Student Discussion Groups (“IALLT Learning Lounges”) Committee, both of which include the Membership Coordinator and one or more Graduate Student Representatives.
- The Secretary solicits Board and Council reports prior to annual Board meetings and consolidates them in one document.
- The Secretary updates conference grant applications and corresponds with applicants as necessary.
- The Secretary works closely with the IALLT Publicity Coordinator and Website Manager.
- The Secretary performs all duties incident to the office and such other duties as from time to time may be assigned by the President or the Board of Directors.
- The specific positions reporting to the Secretary are:

- o Graduate Student Representatives

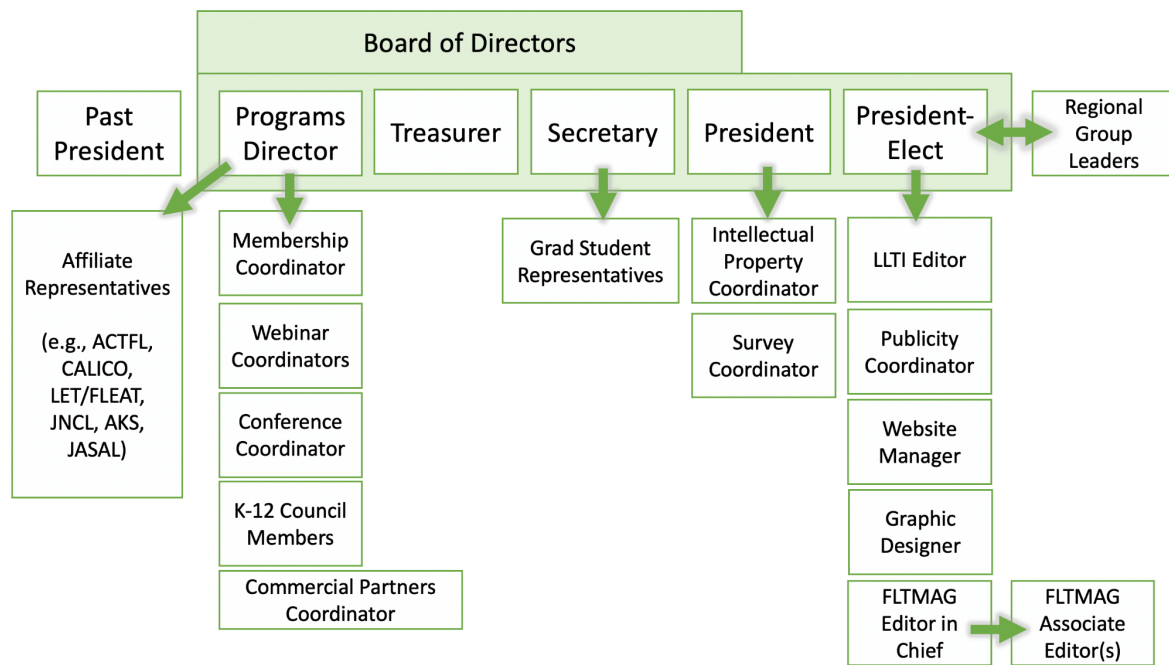
Treasurer

- The Treasurer shall serve a term of four (4) years.
- The Treasurer is responsible for all funds, monies due, and the deposit of such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of the IALLT Bylaws. This includes signing financial agreements
- The Treasurer prepares regular financial reports for Board review and approval (see also [Budget](#)):
 - o The Treasurer prepares a general financial report for each Board of Directors meeting.
 - o The Treasurer prepares a detailed report for the annual member meeting.
- The Treasurer shall provide a status report to the Board every 6 months.
- The Treasurer shall initiate an account review to occur just prior to the Board and Council meeting during a conference year, and the written report shall be available for Board review prior to said meeting.
- The Treasurer shall file the entity annual report as required by the State of Wisconsin Department of Financial Institutions in December of each year.
- The Treasurer shall keep an inventory of IALLT equipment.

Programs Director

- The Programs Director shall serve a term of two (2) years.
- The Programs Director oversees Affiliate Representatives and prepares exhibit hall materials for IALLT and affiliate conferences.
- The Programs Director works closely with the Publicity Coordinator.
- The Programs Director oversees Special Interest Groups (SIGs).
- The specific positions reporting to the Programs Director are:
 - o Membership Coordinator
 - o Webinar Coordinators
 - o Conference Coordinator
 - o K-12 Council Members
 - o Commercial Partners Coordinator
 - o Affiliate Representatives

IALLT ORGANIZATIONAL CHART



This chart also appears on the Board and Council page on the IALLT website.

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 IALLT Leadership Summit	Immediate Past President submits names of two committee members and the election process schedule to the Board for its approval. The schedule will vary depending upon the date of the biennial conference. (See section on distribution of ballots below.)
June-Sept	A Call for Nominations is distributed via the website 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 the voting process, and online voting may be a part of the voting apparatus. Online voting will be coordinated with the President-Elect and Website Manager to ensure security and fairness.
February-Apr	Ballots are due.
March-May	Election results are announced via LLTI, the website, 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 Board of Directors by the Past President.
- 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 newly-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. The Treasurer will keep an inventory of IALLT equipment.
- The President assists with onboarding of new Board members as appropriate and provides ongoing support as needed (e.g., invite to join board meetings, shadow their predecessor, etc.).

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.
- The budget report shall be approved at the annual business meeting.
- Expenses over \$1,000 must be approved by the Board prior to a 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.
- The Board of Directors will consider, on a case-by-case basis, any request by members of its Board of Directors for financial support to attend the IALLT conferences or meetings (especially international meetings) where the Board member will represent IALLT, usually not to exceed one conference per fiscal year. If the member is presenting a keynote address or if the conference or meeting is deemed important to IALLT and its future, this will be a positive factor in deciding whether to support this request. Support for this attendance will normally be limited to \$500 (U.S.) and will depend upon the Board's decision as to how important this meeting or conference is to IALLT and whether IALLT has the funds. Reimbursement will be restricted to defraying costs associated with necessary travel and accommodation. Meals, entertainment, and other expenses are not eligible for reimbursement. Requests are to be made in writing with cost estimates well in advance of the event. If the final reimbursement request exceeds the initial estimate by more than \$200, the IALLT Board must vote to approve the additional amount. All votes will exclude the officer seeking reimbursement.

Account Reviews and Audits

- An account review shall occur just prior to the Board and Council meeting during a conference year, and the treasurer's written report shall be available for review prior to said meeting.
- Audits shall occur as stipulated by federal regulations. Current regulations ([January 2014](#)) specify a full audit must occur if IALLT revenues exceed \$750,000 annually.
- IRS filing requirements must be observed per federal and state regulations.
- The President and President-Elect will review all financial accounts quarterly.

COUNCIL

- Council positions are volunteer positions.
- Council members include the Past President, regional group leaders, affiliate representatives, member services coordinators, and publicity and publications committee members (see [Appendix II](#) for position descriptions). While position descriptions generally refer to Council positions in the singular, these offices can be shared by multiple individuals.
- 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. Decisions for renewal will take place at the annual business meeting.
- Term of service is two (2) years, renewable by mutual agreement by the Board and the appointed Council member.
- Council members are expected to attend the annual business meeting in person. If that is not possible, they are expected to attend virtually.
- Council members will submit annual reports of their activities in accordance with procedures established by the Board.
- Council members may be reimbursed for expenses that have been approved in advance by the Board.

Regional Groups

- Regional groups operate independently of IALLT.
- Regional groups maintain affiliate status of IALLT when:
 - Regional group leader is a member of IALLT.
 - Regional group conducts at least one formal meeting per year.
 - Regional group leader (or representative) updates IALLT Board of annual activities as requested.
- Regional groups liaise directly with the IALLT President-Elect to share information of interest for both groups.
- Active affiliate status of regional groups ensures:
 - IALLT Council membership for regional leaders.
 - Virtual group presence on the IALLT website if desired.
 - IALLT conference space/time for regional group meetings.
 - Opportunities to liaise and collaborate with the IALLT Board.
 - Eligibility for Regional Keynote Speaker Grant of up to \$500 from IALLT (depending upon availability of funds) to help defray the cost of having a keynote speaker at the regional group's annual conference.
 - Each regional group may receive this funding no more than once per calendar year. The regional group must submit a request to the IALLT Board at least three (3) months prior to the conference, including a brief biography of the speaker, a short abstract of the presentation, and a budget. The speaker cannot be a member of the regional group making the request. The keynote topic should address in some way the main interests of the IALLT community: language learning and technology.

- The spirit of this grant is that the proposed keynote speaker might be someone from outside of IALLT, or an IALLT member from a non-contiguous regional group for whom the costs associated with their travel (transportation, lodging fees, honorarium, etc.) might present a financial burden to the regional group.
- The regional group must agree to secure the permission of the speaker to record and distribute the presentation, which will then be available on the IALLT website as a member benefit. The regional group is responsible for ensuring that all issues regarding copyright, intellectual property, FERPA, and IRB have been addressed. IALLT will reimburse the regional group for the promised funding amount -after- the event has passed and when the audio/video files are made available for use on the IALLT website.

Affiliate Representatives

- Requests to become an IALLT Affiliate Organization are reviewed by the IALLT Board of Directors on a case-by-case basis. The current IALLT affiliate representatives 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 typically 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. When possible, there will 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 website.
- Affiliate representatives are subject to the guidelines provided by the Programs Director, and as described in [Appendix II](#).
- Affiliate representatives shall seek out potential authors and distribute guidelines for publication in *The FLT MAG* or as part of the webinar series.
- Proposals to conduct IALLT sponsored conference sessions shall be approved by the affiliate representative in consultation with the Programs Director.
- Only IALLT members qualify to present IALLT sponsored sessions.
- Affiliate representatives are responsible for their own travel expenses and registration fees.

CONFERENCES

Conference Sites

- Proposals to host a conference will be submitted to the Board three (3) years in advance during the academic year when there is no conference, demonstrating clear evidence that the host institution has the facilities and support necessary to host such a conference.
- Alternatively, the Conference Coordinator may submit a proposal for a conference site that does not involve an official host institution.
- Proposals will be reviewed by the Board.
- Site and planning visits will be conducted by the Conference Coordinator as directed by the Board.
 - The Conference Coordinator will submit a proposed budget in advance to the Board for travel to and from the conference site as part of the preparation process in non-conference years. The Board will approve the budget proposal, entirely or in part, at their discretion.
 - Travel, lodging, and meals will be reimbursed to the Conference Coordinator at reasonable rates, subject to prior approval, for transportation, lodging, and per diem expenses.
 - Costs for travel to the conference site over the approved total amount may be declined for reimbursement by the Board.
- Announcement of the next conference site will be made no later than two (2) years in advance of the biennial conference.

Conference Planning Guidelines

- The Program Chair and Program Committee shall be appointed by the Board. The Program Committee shall be comprised of the Programs Director, the Conference Coordinator, representatives of the previous and forthcoming conferences, a representative from the current conference local committee, a Publicity Coordinator, and an IALLT member-at-large. The Program Chair will cast a tie-breaking vote if needed.
- 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 of the work of the Program Committee on a regular basis.
- The Board must approve the conference budget prior to the conference.
- Any accommodations, travel, or meals to be paid for by IALLT will be at economy rates.
- Presenters at the IALLT conference must be members of the organization unless they are an invited presenter or a member of an affiliated international group.

Graduate Student Conference Attendance Grants

- The Graduate Student Conference Attendance Grants, given in memory of former IALLT President-Elect Ursula Williams, are for the express purpose of assisting worthy candidates to attend the IALLT biennial conference and may not be put to any other use.
- Grants with a maximum value of \$500 each will be awarded. The number of awards depends upon the number of applications and 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 toward conference accommodation and reimbursed after the conference. Receipts must be provided. Alternatively, the grant may be directly applied toward conference registration.

- All graduate students who are sufficiently advanced in either a traditional graduate program or a graduate-level certificate program, and who have a demonstrated commitment to researching, implementing, and/or supporting the integration of technology in teaching language, literature, and/or culture are eligible to apply for a grant.
- Applicants should (1) complete the [online grant application form](#), and (2) arrange for a letter of support from an individual with permanent university (or equivalent) position qualified to evaluate the applicant's suitability for the award. The letter of recommendation should be sent to the IALLT Secretary (secretary@iallt.org) by the same specified deadline as the application. Adjudication will be made by the IALLT Board or their nominees, and the results will be announced to applicants within one calendar month of the submission deadline.
- In a document of not more than 500 words, applicants should describe their program of study and future career plans, as well as their activities as developers, teachers, and/or administrators of technologies that are used to support the learning of language, literature, and/or culture. Applicants should explain any other travel assistance that they have access to in the form of a simple written statement. Applicants must agree to become student members of IALLT and are expected to attend all days of the main conference. Prior recipients are eligible to apply in subsequent years, but priority will be given to first-time applicants.
- Successful candidate(s) are invited to submit a proposal to the IALLT Conference Program Committee for some type of formal presentation at the next conference (see the deadline for conference proposal submission), or to submit an article to *The FLTMAG* for publication consideration. The Board reserves the right to publicize the successful applicants' names in appropriate publications.
- IALLT will seek ongoing corporate support for these grants. Individuals (member or non-member of IALLT) are also encouraged to make donations toward the fund.

K-12 Educator Conference Attendance Grants

- The IALLT K-12 Educator Conference Attendance Grants are intended to encourage a greater exchange of ideas, best practices, and concerns among all levels of instruction. The grant is for the express purpose of assisting worthy candidates from K-12 settings to attend the IALLT biennial conference and may not be put to any other use.
- Grants with a maximum value of \$500 each will be awarded. The number of awards depends upon the number of applications and 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 toward conference accommodation and reimbursed after the conference. Receipts must be provided. Alternatively, the grant may be directly applied toward conference registration.
- All current K-12 teachers of world languages and cultures with a demonstrated commitment to the use of instructional technology are eligible to apply. Instructional

and/or media specialists who support K-12 teaching of world languages and cultures are also eligible.

- Applicants should (1) complete the [online grant application form](#), and (2) arrange for a letter of support from a supervisor (department chair, principal, etc.) or colleague who is qualified to evaluate the applicant's suitability for the grant. The letter of recommendation should be sent to the IALLT Secretary (secretary@iallt.org) by the same specified deadline as the application. Adjudication will be made by the IALLT Board or their nominees, and the results will be announced to applicants within one calendar month of the submission deadline.
- In a document of not more than 500 words, applicants must express their interest in attending the IALLT conference and outline their experience as it relates to the use of technology in the teaching of world languages. These include, but may not be limited to, activities as developers, teachers, or administrators of technologies which are used to support the acquisition of world languages. Applicants should demonstrate financial need in the form of a simple written statement. Applicants must be members of IALLT or agree to become members by the date of the biennial conference and are expected to attend all days of the main conference. Prior recipients are eligible to apply in subsequent years, but priority will be given to first-time applicants.
- Successful applicants will be invited to present at the IALLT conference and to submit an article to *The FLTMAG* for publication consideration. The Board reserves the right to publicize the successful applicants' names in appropriate publications.
- IALLT will seek ongoing corporate support for these grants. Individuals (member or non-member of IALLT) are also encouraged to make donations toward the fund.

Conduct of the Annual Business Meeting

- An annual business meeting, open to all members as required by the Articles of Incorporation and the Bylaws, shall occur during the biennial conference and at the Leadership Summit 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 Program Chair.
 - Program Chair recognizes Program Committee members.
 - President delivers "State of IALLT" address.
 - President recognizes outgoing members of the Board. Awards/certificates are presented to outgoing Board and Council members. Any special awards are also given, such as lifetime achievement awards.
 - Closing remarks by the President and handing over of the gavel to the new President.
 - New President gives a framed certificate or plaque to outgoing President.
 - New President comments on beginning of presidency.
 - New members of the Board of Directors are officially installed.

- Presentation of an award to the conference host, invitation to the upcoming conference, and the Talking Stick ritual.
- Closing remarks, announcements.

Talking Stick Ritual

- Text to be read at ceremony:

The talking stick has been used for centuries by many native North American groups, as a means of letting everyone speak their mind during council meetings, and of giving everyone a just and impartial hearing. According to tradition, the stick is imbued with spiritual qualities that call up ancestral spirits to guide them in making good decisions. Even if they could decipher the “story” each stick contains, members of other bands would not speak it; so powerful is the meaning. When matters of great concern come before the tribal council, the leading elder holds the talking stick and begins the discussion. When finished, (s)he holds out the talking stick, and whoever wants to speak next takes it. In this manner, the stick is passed from one individual to another until all who want to speak have done so. The stick is then passed back to the elder for safekeeping.

The IALLT talking stick was created by people of the Coast Salish aboriginal nation in British Columbia, Canada, and was presented to IALLT at the closing ceremony of the 1997 conference (IALLT/FLEAT III) in Victoria by the hosts of the conference. A similar stick was presented to the LLA of Japan, co-sponsors of FLEAT. It is intended to be passed from the current conference host to the next, under the direction of the outgoing and incoming IALLT Presidents, as a means of demonstrating that the discussion will continue at the next conference.

Note: It is highly unusual for these talking sticks to appear outside of the band that creates them. Great care should be taken to safeguard this priceless gift.

- Talking Stick is passed in this order:
 - Current Conference Host or Program Chair
 - Outgoing President
 - Incoming President
 - Upcoming Conference Host or Program Chair

Conference Expenses and Reporting

- The Conference Coordinator 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.
- Within six months after the conference, the Conference Coordinator will provide to the Board a written report and balance sheet listing all expenses and revenue.

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.

Journal Archives

- The *IALLT Journal* archive will be available on Open Journal System (currently hosted by the University of Kansas) via the IALLT website.

The FLTMAG

- *The FLTMAG* is an online publication of IALLT, managed by the Editor-in-Chief.

Monographs

- IALLT will periodically publish monographs in web or print form that are consistent with its mission.
- The Monograph Series Editor(s) shall be appointed by the President-Elect. They will be responsible for:
 - Ensuring the overall consistency, quality of content, and editorial standards of IALLT.
 - Determining the appropriate size, format, platform, number of print copies, etc., likewise for final approval by the Board.
 - Managing ISBN numbers related to their volume and the publishing platform.

Language Center Handbook Publication and Workshops

- The Language Center Handbook will be made available for purchase on the IALLT website.
- Editor(s) of the handbook report to the President-Elect.
 - A committee will be nominated to oversee the development and production processes of the handbook publication. The committee will consist of the Editor(s) of the publication in question and up to two other members chosen by the Editor(s).
- Biennial conferences shall include workshops or presentations covering the contents of this publication.
- The Language Center Handbook is considered a monograph.

Website

- IALLT shall maintain a partitioned website. General interest and organizational documents shall be maintained on the public partition. The members-only partition may contain companion website areas for the IALLT publications, membership information, and other benefits of organizational membership.

- Current IALLT news and information are published on the IALLT website and 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 is available in the members-only partition of the IALLT website. The directory includes the member's institution and email address.

Webinars

- IALLT will present to the membership a regular series of webinars on relevant topics. IALLT webinars are more than presentations with an online audience. They are an expression of the objectives of the IALLT organization concerning professional development and current issues relevant to IALLT members.
- Live webinars are open to the general public, and archived webinars are offered as a member benefit.

SURVEYS

- A full survey of the membership and the status of the profession shall be conducted on a regular basis with results to be reported at the biennial conference.
- The frequency and content of surveys and questionnaires shall be approved by the Board. The content and process of the surveys should adhere to human subjects research protocol.
- Survey results will be made available in aggregate 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.

AWARDS

- Awards are presented during the annual business meeting of the conference.
- Awards include the Ruth Trometer Lifetime Achievement Award, President's Award, the Harold H. Hendricks Award for Sustained Leadership in IALLT, the Henderson Plenary Award, the Henderson and Sheppard Memorial Awards, *The FLTMAG* Awards, and other individual awards proposed by the President and approved by the Board (e.g., outgoing *The FLTMAG* Editor-in-Chief, completed publications' editors, etc.).

Ruth Trometer Lifetime Achievement Award

The Ruth Trometer Lifetime Achievement Award, named in honor of Ruth Trometer, recognizes 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. IALLT also covers tickets for the reception, banquet, and closing dinner, as applicable in any given conference year.
5. The Board will approve reimbursement for any reasonable expenses for airfare/mileage and lodging.
6. A framed certificate or plaque will be presented to the recipient.

President's Award

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

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

Harold H. Hendricks Award for Sustained Leadership in IALLT

"The Harold" recognizes demonstrated excellence in leadership over a significant period across multiple areas of IALLT.

First awarded at IALLT in 2019, the Harold H. Hendricks Award was conceived in honor of Harold Hendricks, longtime leader in IALLT. Harold was President of IALLT as well as Programs Director, recipient of several awards, President of SWALLT, and hosted the IALLT conference in 2005. Additionally, he has been a mentor to many IALLT members.

1. Nominees are recommended by the Council and the recipient is selected by the Board, based on continuing dedication to the organization and sustained, outstanding service and leadership.
2. The award is intended to reward committed members of IALLT who have shown leadership in multiple areas of IALLT's mission, such as mentorship, publication, governance, and innovation.
3. The recipient will be presented with a brief biography of Harold H. Hendricks, a message from him, and a framed certificate or plaque at the biennial conference.
4. The recipient is awarded \$150.00.

Henderson Plenary Award

Given in memory of former IALLT President Robert Henderson, this honor recognizes the best abstract submitted for 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 Program Committee Chair
 - a. Notifies potential Henderson Plenary presenters that their conference proposal has been accepted and is under consideration for the Henderson Plenary.

- b. Requests the presenters to submit an expanded abstract based on their presentation for review.
4. The Program Committee reads the expanded abstracts to select the best one.
5. The Program Committee Chair
 - a. Notifies the submitter of the program committee's selection and invites the submitter to present the Henderson Plenary address.
 - b. Urges the presenter not to read the paper, but to give a presentation based on the paper.
6. The other finalists 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 FLTMAG* Editor-in-Chief will request that the finalists submit an article to *The FLTMAG* based upon the presentations.
8. The Henderson Plenary presenter will be awarded \$500.00 and a framed certificate or plaque at the biennial conference. Should a plenary have more than one presenter, each presenter will receive a certificate or plaque but only one check of \$500.00 will be issued.

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 new IALLT members who show promise as new leaders for IALLT. 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 Henderson Award recognizes the potential for administrative and organizational contribution by a current IALLT member.
4. The Sheppard Award recognizes individuals with potential for future *FLTMAG* or other publication involvement.
5. These awards are for potential rather than past action.
6. Each award is for \$150.00.
7. Awardees shall be presented with a brief biography of Bob Henderson or Marie Sheppard and with a framed certificate or plaque at the biennial conference.

The *FLTMAG* Awards

The FLTMAG Awards recognize the best contributions to the journal in two categories: best contribution by a graduate student and best contribution by a K-12 teacher.

1. Graduate students and K-12 teachers who wish to be considered for these awards need to inform the Editor-in-Chief when submitting their contribution online.
2. Generally, only longer submissions (articles or featured articles) will be considered for awards.

3. Winners are chosen by the Editorial Board of *The FLTMAG* according to the following criteria:
 - a. Appropriate use of technology,
 - b. Application to practice,
 - c. Degree of innovation of contribution,
 - d. Writing and clarity.
4. There is one award per category; each award is for \$100.00.
5. If an article was co-written, both authors should be graduate students or K-12 teachers.
6. Awardees shall be presented with a framed certificate at the biennial conference.

APPENDIX I AWARDS HISTORY

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

		Peter Liddell	Henderson Plenary Address
		Read Gilgen	Past President Plaque
		Christopher Higgins	Programs Director Plaque
		Jan Marston	Journal Editor
		Rachel Saury	Journal Managing Editor
		Mikle Ledgerwood	Language Center Design Kit Editor
2003	University of Michigan		
		Karen Landahl	Lifetime Achievement Award
		Roger Sanchez-Berroa	Lifetime Achievement Award
		Irene Starr	Lifetime Achievement Award
		Read Gilgen	President's Award
		Jeffrey Samuels	Henderson Award
		Barbara Sawhill	Sheppard Award
		Jack Burston	Henderson Plenary Address
		David Pankratz	Past President
		Harold Hendricks	Programs Director
		Richard Kuettner	Programs Director
		Lynne Crandall	Secretary
		Patty Lamb	Secretary
		Kathleen James	Secretary
		Lauren Rosen	Treasurer
		Tom Browne	Business Manager
		Samantha Earp	Journal Editor
		Ute Lahaie	Management Manual Editor
		Jack Burston	Language Center Design Kit Editor
2005	Brigham Young University		
		Ursula Williams	Lifetime Achievement Award
		Bruce Parkhurst	(Posthumous) Lifetime Achievement Award
		Marlene Johnshoy	President's Award
		Gus Leonard	Henderson Award
		Ute Lahaie	Sheppard Award
		Rachida Primov	Henderson Plenary Address
		Ken Clark	
		Peter Liddell	Past President
		Jack Burston	DLLS Editor
		Fuqiang Zhuo	IALLT Showcase
2007	Tufts University		
		Thomas Browne	Lifetime Achievement Award
		Read Gilgen	Lifetime Achievement Award
		Nina Garrett	Lifetime Achievement Award

		Harold Hendricks	President's Award
		Sharon Scinicariello	President's Award
		Stacey Powell	Henderson Award
		Hajime Kumahata	Henderson Award
		Heather McCullough	Sheppard Award
		Doug Canfield	Sheppard Award
		Doug Canfield	Henderson Plenary Address
		Claire Bartlett	Past President
2009	Georgia State University		
		Otmar Foelsche	Lifetime Achievement Award
		Peter Liddell	Lifetime Achievement Award
		Edward Dente	Lifetime Achievement Award
		Ron Balko	President's Award
		Ryan Brazell	Henderson Award
		Felix Kronenberg	Sheppard Award
		Sangeetha Gopalakrishnan	Henderson Plenary Address
		Barbara Sawhill	Past President
2011	UC Irvine		
		Ruth Trometer	Lifetime Achievement Award
		Kristy Britt	Henderson Award
		Lance Askildson	Sheppard Award
		Bridget Yaden	Henderson Plenary Award
		Trina Mamarelli	
		Felix Kronenberg	Language Center Design Editor
		LeeAnn Stone	Task-Based Activities Editor
		Ryan Brazell	Webmaster/Editor
		Betty Rose Facer	IALLT Showcase Award
		Ronald Balko	Treasurer
		Mike Ledgerwood	Past President
2013	Pine Crest/Florida Atlantic		
		Evan Rubin	Henderson Award
		Sarah Withee	Sheppard Award
		Arthur Wendorf	Henderson Plenary Award
		Rachel Gilg	
		Martí Quixal	
		Andrew Ross	Management Manual Editor
		Stacey Powell	President's Award, Programs Director
		Ute Lahaie	President
		Mikle Ledgerwood	Past President
		Frank Kruger-Robbins	Conference Host,
		Michael Horswell	Conference Co-Host

		Judi Franz	Program Chair
		Betsy Lavolette Mimi Li Kelsey White	Ursula Williams Graduate Student Conference Grant Recipients
2015	FLEAT VI - Harvard University		
		Alexander Waid	Henderson Award
		Betsy Lavolette	Sheppard Award
		Christine Poteau	Henderson Plenary Award
		Jeffrey Samuels	President's Award
		Harold H. Hendricks	President
		Edwige Simon	Programs Director
		Kristy Britt	Treasurer
		Gus Leonard	Secretary/Parliamentarian
		Ute Lahaie	Past President
		Thomas Hammond	Conference Host
		Andrew Ross	Conference Program Chair
		LeeAnn Stone	IALLT 50th Committee Chair
		Amanda Romjue Adrion Dula Mark Abalos Rebecca Berber-McNeill Chase Krebs Ju Seong (John) Lee	Ursula Williams Graduate Student Conference Grant Recipients
2017	Concordia College, Moorhead, MN		
		Marlene Johnshoy	Ruth Trometer Lifetime Achievement Award
		Amanda Romjue	Henderson Award
		Angelika Kraemer	Sheppard Award
		Julie Evershed	Henderson Plenary Award
		Harold H. Hendricks	President's Award
		Sangeetha Gopalakrishnan	President
		Sharon Scinicariello	Programs Director
		Kristy Britt	Treasurer
		Gus Leonard	Secretary/Parliamentarian
		Harold H. Hendricks	Past President
		Dan Soneson	Managing Editor, IALLT Journal
		Keah Cunningham	Website Liaison
		Shannon Spasova	Webinar Coordinator
		Ron Balko	Conference Host
		Jonathan Perkins	Conference Program Chair
		Judson MacDonald Paul Sebastian	Ursula Williams Graduate Student Conference Grant

		Xin Chen Becky Lawrence Margaret Godwin-Jones	Recipients
		Tavane Moore Julia Ullmann	K-12 Conference Grant Recipients
2019	University of Oregon		
		Judi Franz Harold Hendricks Bruno Browning	Ruth Trometer Lifetime Achievement Award
		Dan Nickolai	Henderson Award
		Paul Sebastian	Sheppard Award
		Johnathon Beals	Henderson Plenary Award
		Jonathan Perkins	Harold H. Hendricks Award for Sustained Leadership in IALLT
		Edwige Simon	President's Award
		Felix Kronenberg	President
		Sangeetha Gopalakrishnan	Past President
		Patricia Nolde	Conference Program Chair
		Jonathan Perkins	Managing Editor, IALLT Journal
		Edwige Simon	Editor-in-Chief, FLTMAG
		Jeff Magoto Julie Sykes	Conference hosts
		Kaitlin Lucas Intissar Yahia Silvana Domaz Leeseul Park Maria Ocando Finol Margherita Berti	Ursula Williams Graduate Student Conference Grants
		Nathalie Ettzevoglou	K-12 Conference Grant
2021	Virtual / Online		
		Paul Aoki Dan Soneson	Ruth Trometer Lifetime Achievement Award
		Shannon Donnally Quinn	President's Award
		Molly Godwin-Jones	Henderson Award
		Florencia Henshaw	Sheppard Award
		Patricia Nolde	Harold H. Hendrick Award for Sustained Leadership in IALLT
2023	New Orleans		
		Sharon Scinicariello Mike Ledgerwood	Ruth Trometer Lifetime Achievement Award
		Sherry Maggin	Henderson Award
		Wenjing Huang	Sheppard Award

		Claire Frances	Henderson Plenary Award
		Shannon Donnally Quinn	Harold H. Hendricks Award for Sustained Leadership in IALLT
		Stacey Powell	President's Award
		Angelika Kraemer	President
		Andrew Ross	Past President
		Georges Detiveaux	Conference Program Chair
		Samanta Buffa	Ursula Williams Graduate Student Conference Grants
		John Gibbons	
		Lillian Jones	
		Alona Kladieva	
		Nico Norris	
		Wenjing Huang	K-12 Conference Grant
		Cemil Gökhan Karacan & Elif Mollamehmetoğlu	<i>The FLTMAG Awards</i> Best Contribution by a Graduate Student
		Amanda Ferris & Wenjing Huang	Best contribution by a K-12 Teacher
2025	University of Hawai'i at Mānoa		
		Ron Balko	Ruth Trometer Lifetime Achievement Award
		Denis Uebiyev & Joseph Borkowski	Henderson Award
		Russ Hugo	Sheppard Award
		Carol Goss	Henderson Plenary Award
		Betty Rose Facer	Harold H. Hendricks Award for Sustained Leadership in IALLT
		Stacey Powell	President's Award
		Dan Nickolai	President
		Angelika Kraemer	Past President
		Amanda Romjue	Conference Program Chair
		Samanta Buffa	Ursula Williams Graduate Student Conference Grants
		Xi Chen	
		Petra Juna Jennings	
		Yoonmin Kim	
		Sosui Moribe	
		Yoon Hee Nho	
		Emily Tope	
		Yuka Doui	K-12 Conference Grant
		Sonia Rocca	
		James Yoder	
		Blair Richards	<i>The FLTMAG Awards</i>

			Best Contribution by a Graduate Student
		Daniel Verdugo	<i>The FLTMAG Awards</i> Best contribution by a K-12 Teacher

APPENDIX II COUNCIL POSITION DESCRIPTIONS

Past President

- The Immediate Past President assumes this Council position at the end of their term as President and serves for a period of two (2) years.
- Attends the meetings of the Board of Directors as a non-voting advisor.
- Conducts the IALLT elections (see [Elections](#)).
- Performs any other task assigned by the President or the Board of Directors.

ACTFL Affiliate Representatives

There are two affiliate representatives to ACTFL due to the size and nature of their annual conference. Both representatives will need to meet the following responsibilities and requirements through close communication and cooperation with the IALLT Board. Affiliate representatives are expected to:

- Serve as the principal point of contact between both organizations.
- Monitor and share organizational activities and publications that may be of interest to IALLT membership.
- Propose IALLT-oriented presentations and panels at the ACTFL conference.
- Explore shared initiatives across organizations.

Responsibilities

Pre-Conference

- Work with Treasurer to keep organizational membership current.
- Post information regarding upcoming ACTFL conference to LLTI and pass details along to the Publicity Coordinator for posting on social media.

Conference

- Attend annual conference and represent IALLT.
- Attend the ACTFL Delegate Assembly to represent IALLT.
- Gather materials for conference report in *The FLTMAG*.
- Explore avenues to promote IALLT at the ACTFL conference.
- Arrange for informal meetings of IALLT members at the conference and advertise in coordination with the Publicity Coordinator.

Post-Conference

- Follow-up with contacts made at ACTFL, people interested in joining, answer questions that couldn't be answered on the spot at the conference.
- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.

Requirements

- Current IALLT and ACTFL memberships and familiarity with the organizations.
- Strong communication skills.

- Financial ability to pay for accommodations and food, in addition to travel.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Position reports to the Programs Director.

CALICO Affiliate Representative

Responsibilities

A detailed timetable, tasks, resources, and notes for CALICO affiliate representatives can be found here:

https://docs.google.com/document/d/1eAaGjmQU0vOe0uhtVfr8Kgy6kh_zwz2chLgWZMBcWwK/edit#heading=h.cjcxm6jelz85

Pre-Conference

- Send out call for papers for IALLT sessions at CALICO to LLTI and pass it along to the Publicity Coordinator for posting on social media.
- Receive, review, select, and submit proposals to CALICO for the IALLT sessions.
- Create a list of IALLT sessions for distribution online and on paper.
- Work with the IALLT Programs Director to ensure booth space is reserved and to obtain IALLT brochures, banners, 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 online 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 contact information of attendees expressing interest in IALLT and share them with the Programs Director.
- Arrange for informal meetings of IALLT members at the conference and advertise in coordination with the Publicity Coordinator.
- At the close of the conference, take down the IALLT booth and return any IALLT supplies etc. to the Programs Director.

Post-Conference

- Follow-up with contacts made at CALICO, people interested in joining, answer questions that couldn't be answered on the spot at the conference.
- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.

Requirements

- Current IALLT and CALICO memberships and familiarity with the organizations.
- Strong communication skills.
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel.
- Financial ability to pay for last minute charges related to booth operation prior to reimbursement from IALLT.
- 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 Leadership Summit meetings for IALLT Board and Council Members.

During the months of November through March, an average of 2-4 hours per month is required.

Position reports to the Programs Director.

AsiaCALL Affiliate Representative

Responsibilities

Pre-Conference

- Act as IALLT's liaison with AsiaCALL.
- Promote reciprocal benefits between IALLT and AsiaCALL membership, occasionally review articles for publication, and promote joint projects as sanctioned by the IALLT Board.
- Post information about upcoming AsiaCALL conferences or activities of interest to LLTI and pass it along to the Publicity Coordinator for posting on social media.
- Disseminate information to Asian 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, and related booth display and service materials.

Conference

- Set up and run the IALLT booth in the exhibit hall.
- 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 online sales of publications and memberships.
- Obtain names and contact information of attendees expressing interest in IALLT and share them with the Programs Director.
- At the close of the conference, take down the IALLT booth and return any IALLT supplies etc. to the Programs Director.

Post-Conference

- Report on AsiaCALL events, meetings to Board.
- Follow-up with contacts made at AsiaCALL, people interested in joining, answer questions that couldn't be answered on the spot at the conference.

- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.

Requirements

- Current IALLT membership and familiarity with the organization.
- Good contacts with AsiaCALL Executive over time.
- Strong communication skills.
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel.
- Financial ability to pay for last minute charges related to booth operation prior to reimbursement from IALLT.
- Ability to lift 20-30 lbs (booth supply box, brochures).
- Attendance at IALLT biennial conferences and at Leadership Summit 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.

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 and pass it along to the Publicity Coordinator for posting on social media.
- 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, and related booth display and service materials.

Conference

- Set up and run the IALLT booth in the exhibit hall.
- 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 online sales of publications and memberships.
- Obtain names and contact information of attendees expressing interest in IALLT and share them with the Programs Director.
- At the close of the conference, take down the IALLT booth and return any IALLT supplies etc. to the Programs Director.

Post-Conference

- Report on EuroCALL events, meetings to Board.
- Follow-up with contacts made at EuroCALL, people interested in joining, answer questions that couldn't be answered on the spot at the conference.
- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.

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, in addition to travel.
- Financial ability to pay for last minute charges related to booth operation prior to reimbursement from IALLT.
- Ability to lift 20-30 lbs (booth supply box, brochures).
- Attendance at IALLT biennial conferences and at Leadership Summit 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.

LET/FLEAT Liaison

The Foreign Language Education and Technology (FLEAT) conference is held every five years, alternating between Japan and North America. The North American conference is held in 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 (LET), attending LET meetings when possible.
- 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.
- Post information about upcoming LET conferences or activities of interest to LLTI and pass it along to the Publicity Coordinator for posting on social media.
- Disseminate information to Japanese institutions, organizations, and individuals who might benefit from IALLT services or membership.

- Work with the IALLT Programs Director to obtain IALLT brochures, banners, and related service materials for distribution at LET conference.

Conference

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

Post-Conference

- Report on LET/FLEAT events, meetings to Board.
- Assist IALLT Board with appropriate messages of appreciation.
- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.
- Solicit information and suggestions from all organizations for improving the next FLEAT conference and report these to the Programs Director.

Requirements

- Current IALLT membership and familiarity with the organization.
- Good contacts with LET Executive over time.
- Sensitivity to Japanese organizational culture.
- Strong communication skills.
- Attendance at FLEAT (if held during term of office), IALLT biennial conference, and at Leadership Summit meetings for IALLT Board and Council Members.

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

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

JNCL Affiliate Representative

Responsibilities

- Represent the interests of IALLT in at least one of the annual meetings of 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 JNCL meetings, attend the annual Board of Directors Meeting of JNCL.
- Provide information to member organizations on the pedagogical applications of technology in language teaching.
- Network with other member organizations.
- Periodically notify IALLT members of JNCL activities to LLTI and pass it along to the Publicity Coordinator for posting on social media.
- Request funding from the Board prior to attendance at the annual JNCL meeting. Provide documentation of attendance to receive reimbursement. Reimbursements of \$1000.00 or less do not require a Board vote.

- Periodically present or write about language advocacy and policy issues for IALLT publications or meetings.

Requirements

- Close contacts with representatives from the JNCL member organizations.
- Knowledge of the activities of the Department of Education.
- Understanding of issues in language 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 Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 40 hours per year.

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

AKS Affiliate Representative

Responsibilities

Pre-Conference

- Act as IALLT's liaison with the Arbeitskreis der Sprachenzentren (AKS).
- Promote reciprocal benefits between IALLT and AKS membership, occasionally review articles for publication, and promote joint projects as sanctioned by the IALLT Board.
- Post information about upcoming AKS conferences or activities of interest to LLTI and pass it along to the Publicity Coordinator for posting on social media.
- Disseminate information to German institutions, organizations, and individuals who might benefit from IALLT services or membership.
- Work with the IALLT Programs Director to obtain IALLT brochures, banners, and related service materials for distribution at AKS conference.

Conference

- Distribute promotional materials regarding IALLT as appropriate.
- At the close of the conference, return any IALLT supplies etc. to the Programs Director.

Post-Conference

- Report on AKS events, meetings to Board.
- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.

Requirements

- Current IALLT membership and familiarity with the organization.
- Good contacts with AKS Executive over time.
- Strong communication skills.

- Financial ability to pay for conference registration, accommodations, and food, in addition to travel.
- Attendance at IALLT biennial conferences and at Leadership Summit 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.

JASAL Affiliate Representative

Responsibilities

Pre-Conference

- Act as IALLT's liaison with The Japan Association for Self-Access Learning (JASAL).
- Promote reciprocal benefits between IALLT and JASAL membership, occasionally review articles for publication, and promote joint projects as sanctioned by the IALLT Board.
- Post information about upcoming JASAL conferences or activities of interest to LLTI and pass it along to the Publicity Coordinator for posting on social media.
- Disseminate information to JASAL membership through their email list and social media.

Conference

- Work with the IALLT Programs Director to distribute promotional materials regarding IALLT as appropriate.

Post-Conference

- Report on JASAL events, meetings to Board.
- Write a conference report for *The FLTMAG* or identify someone else to write a conference report.

Requirements

- Current IALLT membership and familiarity with the organization.
- Good contacts with JASAL Executive over time.
- Strong communication skills.
- Financial ability to pay for conference registration, accommodations, and food, in addition to travel.
- Attendance at IALLT biennial conferences and at Leadership Summit 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.

Conference Coordinator

Responsibilities

- Cultivate, receive, and respond to all inquiries 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.
- Alternatively, submit a proposal for a conference site that does not involve an official host institution.
- 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 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.
- Arrange certificates of participation for conference attendees on request.

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 at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 1-2 hours per week.

Position reports to the Programs Director.

Graduate Student Representatives

Responsibilities

- Formulate recommendations for graduate student outreach by IALLT.
- Serve as a knowledge base for graduate student issues to the IALLT Board and Council.
- Assist as graduate student consultant to regional group leaders.
- Consult with/report to the Secretary on initiative and project goals and work completed.
- Provide outreach and contact graduate language students and graduate students working at language labs/language centers.
- Serve on the Scenic Route Mentorship Program Committee and the Graduate Student Discussion Groups ("IALLT Learning Lounges") Committee along with the IALLT Secretary and Membership Coordinator.

Requirements

- Current IALLT membership and familiarity with the organization.
- Current graduate student or recently completed a graduate program.

- Strong communication skills, both written and oral.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 2-4 hours per month. May increase during conference periods.

Position reports to the Secretary.

Intellectual Property Coordinator

Responsibilities

- Stay abreast of IP issues and act as a resource to the IALLT Board, Council, *The FLT MAG* Editor-in-Chief, and membership. Consider international law and issues as well as U.S. ones.
- Periodically provide an intellectual property article for *The FLT MAG*.
- Gather discussants for a panel at IALLT conferences.

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 Summit meetings for IALLT Board and Council Members.
- Access to legal counsel is helpful, but not necessary.

Time requirements average 1-2 hours per month. May increase during conference 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 certificates of participation at events.
- Assist as K-12 consultant to regional group leaders.
- Consult with/report to the 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 Leadership Summit meetings for IALLT Board and Council Members.

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 the President and President-Elect on any proposed changes. Proposed major changes are to be discussed by IALLT Board.

Requirements

- Current IALLT membership and familiarity with the organization.
- Strong communication skills.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 2-3 hours per week.

Position reports to the President-Elect.

Commercial Partners Coordinator

The IALLT Commercial Partners Coordinator is responsible for IALLT's relations with its commercial members, vendors who advertise in IALLT publications, and exhibitors at IALLT conferences. May work with a team of local conference organizers preceding the IALLT conference.

Responsibilities

- Propose to the IALLT Board a fee structure for commercial partners that includes a list of services provided to the commercial partners.
- Recruit commercial partners with the goal of bringing them to the biennial conference.
- Recruit commercial partners to advertise in *The FLTMAG* or other IALLT publications.
- Attend the biennial conference to plan and oversee the exhibit hall.
- Follow up with commercial partners after the biennial conference to build long-term relationships.
- Work with the Website Manager to create the necessary web page.
- Work with the Publicity Coordinator to create necessary publicity.
- Report progress to the conference planning committee and the IALLT Board.

Requirements

- Current IALLT membership and familiarity with the organization.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 1 hour per week. May increase during conference periods.

Position reports to the Programs Director and requires ongoing, effective interaction with the Membership Coordinator, Website Manager, and Publicity Coordinator.

Survey Coordinator

Responsibilities

- Coordinate IALLT Surveys as determined by Board.
- Review previous surveys.
- Create new surveys based on previous surveys to allow for longitudinal analysis, as well as identify new questions for new iterations.
- Create online versions for distribution.
- Identify target audience (this may include research into language centers and institutions across the U.S., Canada, and internationally).
- Answer inquiries related to surveys.
- Collect data, analyze, and disseminate information, including 1) report to the Board at IALLT biennial conferences and at Leadership Summits, 2) author/co-author a detailed report for publication in *The FLTMAG* or other IALLT publications, 3) present results at IALLT biennial conferences and/or at IALLT Leadership Summits, 4) conduct webinars on results, and 5) in conjunction with the Website Manager, 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.
- Ensure that the survey adheres to IRB protocols; the coordinator of the survey serves as Principal Investigator and must have IRB approval from their own institution.
- Share IRB protocol documents with the Board.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience in database/survey creation and statistical analysis.
- Strong organizational skills and attention to detail.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings 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.

Publicity Coordinator

Timely and accurate dissemination of information about IALLT is crucial for the organization's success. The Publicity Coordinator helps create a coherent publicity strategy and implement it across platforms (including emails, social media, print materials, and on the IALLT websites).

Information about IALLT programs, events, and activities, including those of the regional IALLT groups, that need to be publicized are to be sent to publicity@iallt.org.

The Publicity Coordinator also works with the IALLT Conference Coordinator and IALLT Conference Host to publicize the biennial IALLT conference through print media, social media, at IALLT affiliated conference venues, and on various online portals.

Responsibilities

- Coordinate publicity for the organization, working in close conjunction with the President-Elect, Programs Director, Website Manager, Graphic Designer, Conference Coordinator, *The FLTMAG* Editor-in-Chief, and Webinar Coordinators.
- Create and disseminate regular news updates, including publicity-related emails via the IALLT member email directory and via relevant listserv communications channels (e.g., LLTI, CALICO, FLTEACH listservs).
- Notify Website Manager of needed changes.
- Maintain IALLT presence and information on all official IALLT social media.
- Coordinate with Graphic Designer to design and prepare for publication such items as brochures or posters.
- Serve as representative on Program Committee for the biennial conference and coordinate publicity and promotion efforts.
- Coordinate with the Programs Director the distribution of 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.
- Brainstorm, design, and develop new public relations ideas, initiatives, and projects.
- Consult with/report to the Programs Director and President-Elect on initiatives and project goals and work completed.

Requirements

- Excellent communication and copy editing skills with an attention to detail in written communications.
- Current IALLT membership and familiarity with the organization.
- Familiarity or experience in publicity or outreach efforts, including print and electronic formats.
- Working knowledge of social media functions and online membership platforms.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 1-3 hours per week, 3-5 hours per week during 6 months prior to biennial conference.

Position reports to the President-Elect and frequently interacts with other members of the Board and Council.

Website Manager

The IALLT website is our face to the world and requires constant attention; therefore, this position will coordinate all website activity, communications, and content.

Responsibilities

- Act as the official contact point for all website additions or changes.
- Manage the domains and website security, as well as search engine optimization.
- Communicate with the IALLT Board and Council members to ensure that the website meets the informational and functional needs of the organization and members. Suggest work to be contracted when the scope of any changes exceeds a reasonable volunteer effort.
- Work closely with IALLT Board and Publicity Coordinator to keep news, calendar events, and content fresh and accurate.
- Advise the Board on necessary security or software updates and any other changes that might be necessary to keep the website viable.
- Train content editors to maintain their content areas and give and revoke appropriate access to the website.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience with content management platforms, including designing custom themes.
- Knowledge of CSS and current web design practices (e.g., responsive design).
- Excellent communication skills and ability to respond quickly to requests.
- Knowledge of one or more current web design technologies and platforms.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 1-5 hours per week with increases before IALLT events.

Position reports to the President-Elect and frequently interacts with the Publicity Coordinator, Graphic Designer, and members of the Board.

Graphic Designer

Responsibilities

- Develop design and brand standards (e.g., logos, fonts, layout, etc.).
- Create flyers and promotional graphics as needed, including for conferences and events, publications, *The FLTMAG*, social media, etc.

- Maintain an archive of promotional materials (e.g., logos, key ads, photography, etc.).
- Serve as or appoint a conference photographer.
- Work closely with the Publicity Coordinator to ensure continuity in branding and visual identity.

Requirements

- Excellent IT skills, especially with design and photo editing software.
- Creativity, accuracy, and attention to detail.
- Current IALLT membership and familiarity with the organization and activities.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 2-4 hours per month, 3-6 hours per week leading up to and during the biennial conference.

Position reports to the President-Elect and frequently interacts with the Publicity Coordinator and other members of the Board.

The FLTMAG Editor-in-Chief

Responsibilities

- Recruit and train Editorial Board members and reviewers.
- Appoint and oversee Associate Editor(s).
- Work with the Editorial Board to solicit submissions.
- Oversee the review process.
- Work closely with Associate Editor(s), Editorial Board members, and Website Manager to ensure that articles are uploaded to the site and site is kept up-to-date and functional.
- Work closely with Publicity Coordinator to publicize the journal.
- Work to solicit and place advertisements on the site.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience with language teaching and learning, publishing journal articles, copy editing, project management, and electronic publications.
- Strong communication skills.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

The initial term of *The FLTMAG* Editor-in-Chief will usually be four years, with subsequent terms lasting 2 years.

Time requirements average 3-5 hours per week. May increase during publication periods.

Position reports to the President-Elect and requires ongoing, effective interaction with other positions related to IALLT publications, the LLTI Editor, and the Publicity Coordinator.

The FLTMAG Associate Editor(s)

Responsibilities

- Work closely with the Editor-in-Chief, other Associate Editor(s), and Editorial Board members to solicit submissions and reviewers.
- Work closely with the Editor-in-Chief, other Associate Editor(s), and Editorial Board members to oversee reviews.
- Work closely with the Editor-in-Chief, other Associate Editor(s), and Editorial Board members to upload articles to the site.
- Assist Editor-in-Chief with other special projects or initiatives.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience with language teaching and learning, writing and reviewing articles, copy editing, and project management.
- Strong communication skills.
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Associate Editor terms are two years.

Time requirements average 1-2 hours per week. May increase during publication periods.

Position reports to the Editor-in-Chief of *The FLTMAG* and the President-Elect of IALLT and requires ongoing, effective interaction with other positions related to IALLT publications.

Membership Coordinator

Responsibilities

- Actively seek to increase IALLT membership on an ongoing basis by recruiting new IALLT members from different constituencies, such as higher education, community colleges, and K-12.
- Explore different avenues to reach out to potential members on an ongoing basis.
- Identify and nurture relationships with IALLT affiliate representatives and their conferences, events, groups, and other organizations, and market IALLT to them.
- Coordinate these efforts with the IALLT Programs Director, Publicity Coordinator, regional groups, and the IALLT President.
- Meet regularly with Council positions such as K-12, Graduate Student Representatives, Commercial Partners Coordinator, Programs Director, Publicity Coordinator, and Website Manager.
- Monitor the IALLT member database to verify it is processing enrollments and renewals accurately and verify automatic renewal notices are being sent to those with expiring membership.
- Answer membership inquiries.
- Devise/update yearly the automated renewal and enrollment memos (welcoming, etc.).

- Provide the IALLT Board with quarterly membership totals and breakdowns as requested.
- Serve on the Scenic Route Mentorship Program Committee and the Graduate Student Discussion Groups (“IALLT Learning Lounges”) Committee along with the IALLT Secretary and one or more Graduate Student Representatives.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience in engaging with outreach activities.
- Strong communication skills.
- Experience in data entry (will need to be trained on the current membership management system).
- Attendance at IALLT biennial conferences and at Leadership Summit meetings for IALLT Board and Council Members.

Time requirements average 2-4 hours per month. May increase during conference periods.

Position reports to the Programs Director.

IALLT Webinar Coordinators

IALLT webinars are more than presentations with an online audience. They are an expression of the objectives of the IALLT organization concerning professional development and current issues relevant to IALLT members. For that reason, the Webinar Coordinators will need to manage webinars as a showcase for IALLT, where new members are attracted and current members are given the platform to connect their local issues with the global picture.

Responsibilities

- Recruit high-quality presenters for IALLT webinars; be a “presenter and presentation scout”, that is, be someone who is constantly scouring the environment for potential webinars and presenters and nurturing relationships with potential presenters that lead to webinar presentations.
- Coordinate, record, host, and moderate webinars.
- Coordinate scheduling and archiving of webinars on IALLT website.
- Advertise IALLT webinars through the IALLT website, the LLTI listserv, and other professional organizations in coordination with the Publicity Coordinator.
- Choose one webinar per year to be the featured webinar on *The FLTMAG* and coordinate with *The FLTMAG* committee to post it.

Requirements

- Current IALLT membership and familiarity with the organization.
- Experience in hosting and moderating webinars.
- Ability to network internally to IALLT and externally to promote webinars.
- Attendance at IALLT biennial conferences and at Summit meetings for IALLT Board and Council Members.

Time requirements are 3-5 hours per week.

Position reports to the Programs Director.

APPENDIX III POLICY REGARDING USE OF IALLT NAME AND LOGO

The IALLT name (International Association for Language Learning Technology, IALLT) and logo are the property of IALLT.

The IALLT name and logo cannot be used for commercial purposes without the written permission of the Board of the International Association for Language Learning Technology. IALLT does not endorse products and services.

IALLT encourages members of IALLT and members of IALLT's regional groups to publicize the events, products, and services of IALLT to all who may be interested. Members of IALLT and of IALLT's regional groups may, therefore, use IALLT's name and logo in any appropriate way (handout, presentation, etc.) to promote IALLT and/or the regional group. Regional groups may alter, incorporate, and/or edit the IALLT logo as part of the regional group logo.

Questions about this policy and/or the appropriate use of IALLT's name and logo should be addressed to info@iallt.org.

APPENDIX IV DRAFT LETTERS

The following letters are suggestions to be used for new Council members.

Letter Welcoming New IALLT Regional Group Leader

Subject: Welcome from IALLT

Dear XXXX,

It gives me great pleasure to welcome you on behalf of IALLT's Board and Council to the role of regional group leader of [*insert regional group name*]. In this welcome letter, I want to give you an idea of what IALLT can do for you in your role and what you can do to further our joint efforts supporting language educators in the field of instructional technology.

As an IALLT regional group leader, I will be your primary point of contact for any questions, ideas, concerns, and collaborations with IALLT. I will check in with you a few times a year to see if there are any additional ways IALLT can support your region and strengthen our joint efforts. You are encouraged to attend IALLT meetings and events, which will be posted to the LLTI listserv.

Your experiences and insights as a regional group leader are highly valued. As a regional group leader, we also hope you will be able to attend IALLT's biennial Leadership Summit meeting, as

this is a unique opportunity to not only network with IALLT’s Board, Council, and members, but to also influence the direction of IALLT’s work. At the end of every year, you will be asked to complete a short survey informing IALLT of your group’s activities.

To publicize your regional conference, meetings, webinars, and any other events, please send an email to publicity@iallt.org with information for social media portals. You are also encouraged to share your event on the LLTI listserv.

As you may already know, IALLT offers a biennial conference, monthly webinar series, and other activities for its membership. When you hold your annual regional conference and other events, please plan to publicize these services and activities at booths and through other forums to regional members. Electronic and print-based IALLT promotional material such as brochures, flyers, and banners are available for dissemination. Please contact publicity@iallt.org if you have questions. If there are members of your regional group who are interested in presenting in IALLT’s webinar series, please contact IALLT’s webinar team by sending an email to webinars@iallt.org.

You are encouraged to read IALLT’s Policy and Procedures Manual to familiarize yourself with organizational guidelines. A description of the regional group leader position from IALLT’s PPM (dated: XXX) is included in this letter.

If you have any questions, please don’t hesitate to contact me. I hope you enjoy your new role and I look forward to working with you.

Sincerely,

[NAME], IALLT President-Elect

Enclosures:

- Description of the regional group leader position from IALLT’s PPM (dated: XXX):
- IALLT Regional Group Leaders – Roster

IALLT Council Position Letters

There are three letters in this appendix. The person currently holding each council position shall receive one of the three letters in the weeks before their term is over. The regular term limit is two (2) years. The 3 options for each council position are: New Appointment; Acknowledgement and Non-Renewal; Renewal.

Letter #1: New Appointment

Subject: Welcome to the IALLT Council

Dear [NAME HERE],

On behalf of the IALLT Board, I would like to extend our gratitude for your willingness to serve in our organization. As we have previously discussed, the Board nominated you as [POSITION TITLE HERE], which is a Council position. We look forward to working with you over the next 2 years and are excited that we will benefit from your expertise and experience.

The IALLT Policies and Procedures Manual (PPM) states under the section “COUNCIL” that “Term of service is two (2) years, renewable by mutual agreement by the Board and the appointed Council member.” Please review your responsibilities as stated in the current PPM, which is available on the IALLT website (XXX). Please also be aware that you are expected to submit a report and attend annual IALLT Council meetings in person or virtually.

If you have any concerns or questions, feel free to contact me. In addition, please let the Board know (email to president@iallt.org) whether you accept this appointment within a timeframe of 2 weeks after receipt of this message. Thank you!

On behalf of the IALLT Board
[president name here], IALLT President

Letter #2: Acknowledgement and Non-Renewal

Subject: Thank you for your service to IALLT

Dear [NAME HERE],

On behalf of the IALLT Board, I would like to extend our gratitude for your service as [POSITION TITLE HERE]. According to the IALLT Policies and Procedures Manual (PPM), the regular service commitment for your position is 2 years. We would be grateful if you could work with the incoming Council member for this position to ensure a smooth transition. Please transfer all relevant files and share any relevant information (e.g., passwords, projects in progress, etc.).

We hope that you consider serving in an IALLT Council or Board position in the future. As you know, IALLT is completely made up of volunteers and we are grateful for your contributions!

On behalf of the IALLT Board
[president name here], IALLT President

Letter #3: Renewal

Subject: Thank you for your service to IALLT

Dear [NAME HERE],

On behalf of the IALLT Board, I would like to extend our gratitude for your service to our organization as [POSITION TITLE HERE]. The IALLT Policies and Procedures Manual (PPM) states under the section “COUNCIL” that “Term of service is two (2) years, renewable by mutual agreement by the Board and the appointed Council member.”

The Board is respectfully asking if you would be willing to serve another term during [ENTER YEARS HERE]. Officially, the term ends during the [YEAR] conference in [PLACE OF CONFERENCE]. Please review your responsibilities as stated in the current PPM, which is available on the IALLT website (XXX). Please also be aware that you are expected to submit a report and attend annual IALLT council meetings in person or virtually.

If you have any concerns or questions, feel free to contact me. In addition, please let the Board know (email to president@iallt.org) whether you accept this reappointment within a timeframe of 2 weeks after receipt of this message. Thank you!

On behalf of the IALLT Board
[president name here], IALLT President