

## **Open Call for the 2011 TESOL Annual Convention Program Chair**

**Would you like to be considered for the Convention Program Chair, 2011 TESOL Annual Convention in New Orleans, Louisiana USA?**

### **Position Overview**

The incoming TESOL president-elect who will be elected in January 2009 will select the 2011 TESOL Convention Program Chair (CPC) to be confirmed at the March 2009 TESOL Board of Directors meeting.

The CPC, who is a member of TESOL, is responsible for assembling a *dynamic, well-balanced academic program* for TESOL's annual convention. The individual will serve as the incoming CPC on a three-member convention committee that also includes the current CPC and the past CPC. The committee develops the academic content of TESOL's annual convention. The position entails a three-year commitment to committee meetings, electronic communication, and serving ex officio on the TESOL Board of Directors (2010–2011). Appropriate recognition of the CPC will appear in TESOL's publications and on the Web site. Expenses related to the position will be covered by TESOL.

### **Responsibilities of the CPC**

- Studies needs assessment tools and trends in the English language teaching community to shape the convention's academic program. Continually evaluates the relevance of the current academic program.
- Develops the convention theme and generates a coherent academic program by assuring that diverse, relevant subject matter is represented.
- Interacts with the President, Board of Directors, membership entities (i.e., Interest Sections, Caucuses, and Affiliates), convention committee, and related local site committees on issues related to the *academic program*, and interacts with the Director of Conference Services, and Central Office staff who are responsible for annual convention operations and logistics.
- Attends a minimum of five meetings per calendar year, which include three planning meetings, TESOL's annual convention, and other meetings as needed. Historically, meetings are held during the months of January, March, June, August, and October.
- Serves ex officio on the TESOL Board of Directors from March 2010 to March 2011.

### **Profile**

- Commitment to working with the convention committee for three years
- Understanding of and experience with TESOL's annual convention structure or with similar academic program planning

- Capacity to develop goals, set priorities—and meet deadlines
- Ability to work in a collaborative environment with the TESOL community and to inspire others to build a solid academic program
- Initiative and vision to make the TESOL annual convention academic program the best possible professional development
- Leadership skills, particularly the ability to think critically and creatively

### **Procedure**

- Interested individuals should submit the information listed below via e-mail to [president@tesol.org](mailto:president@tesol.org) with the subject line: CPC Candidate Submission. The deadline is 11:59 pm, Eastern Standard Time, December 15, 2008.
- All interested TESOL Members may submit an application. The incoming TESOL president-elect may encourage potential candidates to submit application materials for consideration. All CPC candidates must submit the required information by the established deadline in order to be considered.
- CPC will be selected by the newly elected 2010/2011 President-Elect with the confirmation of the Board of Directors.
- Confirmation of the CPC will take place at the March 2009 TESOL Board of Directors meeting. The selected individual will attend the convention held March 26–28, 2009, in Denver, Colorado, USA, to begin work with the convention committee. Three nights hotel will be covered by TESOL.

### **Please submit the following information:**

1. Résumé (attached as a separate document).
2. Statement (1,000 words *or less*) to include:
  - a. Three experiences that support required profile listed above
  - b. Prior experiences at TESOL's annual convention in the last five years (i.e., participant, presenter, TESOL leader, or volunteer) and other related experience (i.e., academic, TESOL affiliates, and community service)
  - c. Time management ability, which includes commitment to meeting deadlines, attending meetings, and staying accessible
3. Two letters of recommendation from TESOL members stating how the candidate has exhibited required profile listed above

## **Timeline for selecting the 2011 TESOL Convention Program Chair (CPC)**

- October 1, 2008      Open call for CPC candidates posted on TESOL Web site, in *TESOL Connections*, and other appropriate communications
- As received, CPC candidate information is forwarded to the President-Elect candidates
- December 15, 2008      Call for CPC candidates closed
- January 13, 2009      Results of TESOL election to determine the President-Elect
- January 30, 2009      Newly elected President-Elect submits her/his selection to Board of Directors/Executive Committee for confirmation
- March 24, 2009      CPC selection confirmed. Immediately thereafter, TESOL Annual Convention Manual and related materials are provided to the CPC.
- March 26, 2009      The newly appointed CPC attends annual convention in Denver, Colorado USA and participates at appropriate meetings.