

All chapter officers must be current AATG members

The following job descriptions are guidelines and are meant to help the incoming officers.

Approved by members present at 2011 Spring meeting, Hot Springs, AR

Last up-dated, May 9, 2011.

I. PRESIDENT (2 year term, alternating K-12 and post secondary)

- Handles all correspondence with and paperwork to national AATG office.
- Stays in contact with the AATG Southwest Region Representative (currently Astrid Klocke: astrid.klocke@nau.edu)
- Stays in contact with the Goethe Institut (GI Chicago in our case)
- Is on the AFLTA Board and handles all paperwork and communication with AFLTA
 - Attends at least two AFLTA board meetings (one in the Fall at UALR and one in Spring in Hot Springs – at least for the next 4 years; not mandatory to attend January meeting which is held at the AFLTA president's residency).
 - Writes AATG report for AFLTA board in March/April
- Writes chapter year-end report to be submitted to National Office (December/January)
- Writes contributions for the AFLTA newsletters (August and January).
- Chapter Executive Board: Shares the chapter executive board composed of the present chapter officers, the past president, and a few members-at-large (planning group to set policies and goals and deals with matters between meetings)
- Chapter Project: president is responsible for organizing the chapter project or forms a committee which is in charge of the event
- In case there is no separate ADHE officer, president does all ADHE paperwork to get hours certified for meetings and makes certificates for meetings. (needs to attend training)
- Contacts school principals when it looks like a program might be closed or when it looks like there might be a new opening.
- Keeps chapter members informed of national and regional events, news, and happenings
- Outreach to the community
- Support for AATG Arkansas members
- Stays in contact with Arkansas Economic Development Commission in Little Rock, AR (AEDC)
- Organizes the spring and the fall meetings in conjunction with the vice president
- Attends the state presidents' assembly at ACTFL (November)
- Serves on testing committee to interview finalist for state nominees
- Is a member of the testing committee which nominates teachers and students for national awards
 - **Duden Award (outstanding Teacher)**
 - President will take nominations from the floor at the spring meeting for the outstanding teacher of the year award (Duden award)
 - members present at the spring meeting will vote
- Writes letters on behalf of the chapter for any pending legislation that would affect us
- Encourages everyone in the chapter to register their programs on the national interactive database, German Learning Opportunities Website (GLOW): <http://www.learngerman.us>.
- Does all work that no one else can/wants to do

II. Vice-President (2 year term, alternating K-12 and post-secondary)

- State and Regional Language Festivals: Comes up with poems for levels 1-3 of AFLTA regional competitions (to be printed in the August AFLTA Bulletin) and extemporaneous reading passages for levels 1-3
- Organizes the immersion session at the spring AFLTA session (April)
- Shadows and assists the president to find out how to do the job in the next year. A kind of pre-on-the-job training.

III. SECRETARY

- Writes meeting minutes and sends them out within the week following the meeting
- Maintains membership list
- Acts as membership chair (for which you compare the list of members in the state with the list of programs and contact those who aren't in both).
- Helps web-master with maintaining web page

IV. ADHE Liaison

- Does all ADHE paperwork to get hours certified for meetings and makes certificates for meetings. (Needs to attend phone training)
- Must be a K-12 teacher

IV. Web Master

National Guidelines: Each chapter is expected to include the following on its website:

- List of chapter officers and contact information
- Chapter constitution
- Information on chapter meetings and registration (either to submit online or to print out)
- Link to national AATG site
- Link to regional Goethe Institute site
- Link to AATG Professional Development Consultant List
- Link to site of the state foreign language association
- Link to site of the regional FL associations (i.e., Northeast Conference, Central States, etc.)
- Information and, where applicable, nomination forms for Awards (e.g., Certificate of Merit Award, Outstanding German Educator, etc.)
- Information on testing (contact information for chapter testing chair and information on the AATG National Exam) Chapter Officers' Handbook
- Information on submitting online teaching resources (link to info on the national AATG website)
- Author of pages (i.e., webmaster) and contact info
- When the site was last updated

Strongly recommended that each chapter include the following on the chapter's website:

- Link to German *Partnerstädte* (for cities in chapter)
- Link to homepages of chapter members
- Chapter newsletters
- Link to elementary, middle, high school German program websites in chapter
- Link to university/college German department websites in chapter
- Information on GAPP and possible links to GAPP websites developed by chapter members
- Minutes of chapter meetings (perhaps including Treasurer's Report)
- Arkansas guide lines.
 - Creates and maintains a Facebook page

V. Testing Chair

- Is the chair of the testing committee (3 teachers), which consists of at least one High School teacher and one University teacher
- October:
 - In consultation/collaboration with the chapter President, encourage teachers to participate in the National German Examination.
 - sends out encouraging emails – the more students we have taking the test, the better our chances to win a prize
- November – January: Form awards committee (at least two additional members, at least one should be a high school teacher who does not have a student who applied).
- February – early March
 - Exam scores are sent electronically to the Testing Chair. Eligible students then submit applications.
 - Testing Chair convenes committee to review applications and interview applicants; then writes up a letter of nomination for the student who is chosen and sends the nomination package to AATG in time for the deadline (this year it was March 11)
- March:
 - Testing Chair solicits scholarships and prizes from other institutions such as the German Consulate General in Houston, TX, the Goethe Institut in Chicago, IL, the Austrian Consulate and the Swiss consulate, etc.
 - Testing Chair distributes various materials that can be used as prizes (books, videos, trinkets) and sample letters, press releases, etc. for publicizing the award winners.
 - Langenscheidt Award (outstanding student)
 - Testing committee nominates and selects the recipient
 - Testing chair receives certificates for Langenscheidt Award
- March-April
 - The Testing Chair sends letters to confer the various awards and mails book prizes, and writes to the principals of the schools with students who scored at the 90th percentile or above.
 - Submits a report to the president and to AATG National

VI. TREASURER

- Primary responsible for the chapter's financial affairs
- Minimal familiarity with basic accounting principals and procedures
- Maintains the chapter's bank accounts
- Maintain a cash receipts and disbursement journal
- Provide simple financial statements
- Come up with a budget for the year

IX. CHAPTER EXECUTIVE BOARD (See handbook on web page)

An executive board, composed of the present chapter officers, the immediate past chapter president and a small number of members-at-large, is an effective planning group. The executive board serves to set policies and goals as well as to deal with matters between meetings.

Executive board members should be involved with nominating, awards, membership, chapter testing as well as writing and submitting chapter project grants. The chapter structure is essential in generally supporting the organization, identifying potential leadership and involving as many members as possible in smaller, more limited obligations which can later be expanded as the member becomes more interested in serving the chapter. Committees are an important training ground for future chapter officers. Be sure to invite new teachers in your area and graduate students to become members of AATG and the local chapter.

In addition to sharing the work of coordinating chapter activities with the chapter officers, the executive board should:

- a) work closely with colleagues from different geographical locations within the chapter and from all teaching levels.
- b) encourage colleagues to implement projects jointly and, therefore, more efficiently, in their local area.
- c) enable colleagues to share each other's special skills, e.g., press release writing, artwork, graphic design, technology, community politics, organizational skills, knowledge of grass roots support, materials reproduction, knowledge of current events, teaching methodology.
- d) survey and complete an inventory of all foreign language programs in every pre-collegiate and postsecondary institution in the area to determine how German stands compared to the overall foreign language enrollment in an institution. Included in this inventory should be institutions where German has been discontinued. A future activity might be to rekindle interest in German classes in such schools. Postsecondary members should also help identify teaching assistants/graduate students in German.
- e) encourage everyone in the chapter to register their programs on the national interactive database, German Learning Opportunities Website (GLOW): <http://www.learngerman.us>. GLOW documents information on German programs, tutors, translators, and job seekers. Increase your program's visibility by using this free service!
- f) identify and assist German programs at all levels of instruction that may be threatened with elimination. Chapter members should be encouraged to help the instructor of that program by contacting members of the community to speak for the program, helping to influence members of the board of education or administration of the college/university, organizing an advertising

campaign in the community, writing letters in support of the program, encouraging students to speak for the program and sharing teaching resources.

g) identify German teachers in the area who will be retiring soon. Insure that the program will not be eliminated by assisting the teacher in finding a replacement before the retirement occurs. Send announcements to the AATG office, which will post information to the teaching positions listserv for dissemination (see: <http://www.aatg.org/listserv/34-ger-jobs-listserv>).

h) advocate for *Kinder lernen Deutsch* programs in the area and state.

i) encourage members of the chapter or the chapter itself to contribute to the Endowed Scholarship Fund to support study abroad for students (<http://www.aatg.org/give-to-aatg/35-endowed-scholarship-fund>) or to the Friends of AATG Endowment to support AATG programs and services (<http://www.aatg.org/give-to-aatg/68-friends-of-aatg-endowment>).

j) support and help establish a strong connection between the local chapter and the state foreign language association.