

Join the NM TESOL Board!

We are actively recruiting ESL professionals from PreK-Adult Education to serve on the NM TESOL Board. Below is a description of duties for all of the positions. If you are interested in any of the open positions, please email us at nmtesol@gmail.com. If you have any questions, please feel free to contact a current Board member.

OPEN

The President's primary job is to lead the association, for example, by conducting meetings, representing the association to other professional associations and government offices, and taking a major role in organizing conferences.

Vice President performs all the duties and responsibilities of the President in the absence of, or as directed by, the President. In addition, this person takes responsibility for professional development activities and chairs the annual conference. May be assigned special projects by the President.

OPEN

Secretary: sets up board meetings and records the minutes needed for organizational activities; submits a copy of the minutes for approval at each board meeting; and maintains an updated contact list of board members. In addition, this person may be asked to assist with other tasks such as writing and editing materials and e-mailing the membership.

Treasurer has responsibility for maintaining the association's financial records and serves as liaison with the association's accountant, and other duties. Knowledge of QuickBooks is preferred but not required.

OPEN

Web Coordinator has responsibility for the association's email, online presence, social media, and other duties.

OPEN

Membership Coordinator has responsibility for checking our incoming email and maintaining the membership database including sending the welcome email. In addition, the Membership Coordinator works on publicizing NM TESOL to attract more members.

Newsletter Editor: The Newsletter Editor is responsible for creating the association's newsletter as well as soliciting content.

In addition to being willing to fulfill the basic duties outlined above, the candidates must meet these criteria:

- They must be willing to become a member of NM TESOL (if not already a member).
- If elected, they must be willing to serve in the position for the duration of their two-year term.
- If elected, they must be willing to take part in monthly NM TESOL Board of Directors meetings, which are generally conducted online using Zoom. The meetings are generally for 45-minutes monthly with a break in the summer.