

## **AULC Executive Committee responsibilities**

### **Meetings – all members**

In addition to the annual AGM/Conference, there are usually two AULC executive committee meetings a year, one in spring and one in early autumn. The committee also usually meets on the evening before the AGM/Conference.

### **Chair**

- Chairing executive committee meetings and the AGM and organize agendas for these meetings
- Communicating with members, usually via email, to ensure that they are kept up-to-date with information relevant to language centres
- Acting as a point of contact for members who wish to air issues of concern and interest with fellow members
- Lobbying on behalf of members' interests at a national level
- Supporting the hosts of annual conferences
- Representing AULC at national meetings and at Cercles co-ordinating committee meetings

### **Vice Chair**

- Supporting and standing in for the chair as needed
- Contributing to the discussion of key issues and meetings.

### **Secretary**

- Taking minutes at executive committee meetings to be published on AULC website
- Taking notes at annual conference with a view to producing a brief report for AULC website
- Maintaining membership database
- Producing yearly invoice and contact details templates for website and individual invoices on request
- Contacting member institutions to request payment of annual subscription to AULC ± CercleS and chasing up payments throughout the year in collaboration with Treasurer

### **Treasurer**

- Maintaining accurate accounts
- Reviewing payments of annual AULC subscriptions
- Reviewing payment of CercleS subscriptions
- Liaising with and making accurate payments to CercleS
- Making payments for expenses to AULC executive and external bodies

- Liaising with Secretary to maintain accurate membership information

## **SIG Convenors**

### **Technical and Resources - General**

- Attending AGM/Conference and two committee meetings a year.
- Representing the interests of the technical and resources sector at the committee and AGM/Conference.
- Assisting the Conference organisers to have representation from the resources and technical suppliers both commercial and non-commercial.
- Organising a mid-year SiG for technical and resources representatives.
- Monitoring the SiG - JISC e-mail and liaising with members concerning technical or resources issues.

### **Management and Teaching**

- Attending AGM/Conference and two committee meetings a year.
- Representing the interests of the management and teaching sector at the committee and AGM/Conference.
- Liaising with the Conference organisers to include discussion of management and teaching issues in the programme.
- Monitoring the SiG - JISC e-mail and liaising with members concerning management and teaching issues.