



Dear CALL-IS Community,

Have you ever thought about taking on a leadership role in the CALL-IS?

We would like to announce our Call for Nominations for the following positions:

- **CALL-IS Chair Elect (three-year service period as Chair Elect 2023-24, Chair 2024-25, Past Chair 2025-26); nominations for Co-Chairs Elect are welcome.**
- **Steering Committee Members-at-Large (three positions with a three-year service period, 2023-2026).**

Please read the information below to familiarize yourself with the roles, the expected service responsibilities, and how to submit nominations.

Nominee Qualifications:

- Be current TESOL members and CALL-IS myTESOL community members
- Have previous involvement with the CALL-IS, the Electronic Village, and/or the Electronic Village Online (EVO) sessions
- Be effective team members with strong collaboration and organizational skills
- Commit to attending all TESOL annual conventions during the three-year term of service (either in person or virtually).

The duties of the Chair Elect, Chair, and Past Chair positions:

- The term of office shall be from the close of one annual TESOL Convention until the close of the next annual Convention.
- The Chair and Chair-elect shall each hold office for one year. At the end of the term, the Chair-elect shall become the Chair and the Chair shall become the Immediate Past Chair.
- Two Co-chairs-elect may be elected to share the position and the responsibilities. The Co-chairs-elect will share terms as stated for the Chair and Chair-elect: one year as Co-chairs-elect, one year as Co-chairs, and one year as Past Co-chairs, sharing responsibilities as defined for each position. At least one of the Co-chairs-elect will be present at the annual TESOL convention in person.
- The duties of the Chairs shall be as follows:
 - **Chair-elect**
 - Organizing the CALL-IS Academic Session
 - Organizing the CALL-IS InterSection sessions with other Interest Sections
 - In the temporary absence of the Chair, presiding at business meetings of the CALL Interest Section and its Steering Committee.
 - If membership is adequate to warrant two representatives, serving as a CALL-IS Delegate to the annual Interest Section Council meeting (either the Chair-elect or one of the Co-chairs-elect). If membership is adequate to warrant three representatives and there are Co-chairs elect, both shall serve.
 - Organizing the CALL-IS Social Gathering/Dinner after Open Meeting
 - Assisting the Chair

- Assuming the responsibilities of the Chair in the following year and the Past Chair two years hence
- **Chair**
 - Appointing members of all CALL-IS committees with oversight from the Steering Committee
 - Serving as a CALL-IS Delegate to the annual Interest Section Council meeting
 - Finalizing the CALL-IS portion of the TESOL convention program, subject to approval by TESOL
 - Chairing CALL-IS meetings
 - Overseeing the year-round schedule of tasks in preparation of the TESOL convention
 - Assisting the Past Chair with the events schedule for the Electronic Village and Technology Showcase
 - Organizing the CALL-IS Hot Topic sessions
- **Past Chair**
 - Serving as events coordinator of all Electronic Village and Technology Showcase events
 - Preparing the EV Schedule in collaboration with the Steering Committee and Electronic Village & Technology Showcase Event Leads
 - Preparing and posting the Call for Proposals for the Electronic Village and Technology Showcase
 - Serving as an additional CALL-IS Delegate to the annual Interest Section Council meeting, after the Chair-elect, as membership warrants
 - Serving on and chairing the CALL-IS Nominating Committee
 - Writing the annual reports in line with TESOL's request (eg. Open Meeting Minutes, Self-Assessment)
 - Assuming the duties of the Chair, if possible, should the Chair be unable to serve the remainder of his/her term
 - Assisting and advising the Chair and Chair-elect in their duties

The duties of the Steering Committee are:

1. To determine policies for the operation of the CALL-IS
2. To conduct long-range planning for the CALL-IS, developing projects and programs necessary to achieve the goals of TESOL and CALL-IS
3. To support the Chair and Chair-elect in efforts to obtain close liaison with other TESOL groups and other professional organizations having similar concerns
4. To establish committees as required and to give them specific direction and instructions; to approve the appointments of all members by the Chair

The Steering Committee consists of the Officers (Chairs), nine Members-at-Large, and the Newsletter Editor(s). So far as practicable, the membership of the Steering Committee shall represent the professional interests and geographic diversity of the CALL-IS.

Members-at-Large of the Steering Committee hold office for three years. The term of office is from the close of one annual TESOL Convention until the close of the annual Convention three years hence. Usually, three members are elected annually.

The Steering Committee meets at least once during or just prior to the annual TESOL Convention. Electronic meetings are conducted approximately two to three times annually.

Members-at-Large are expected to work collaboratively on the planning, organization, and implementation of the Electronic Village (EV) and Technology Showcase events. Members may also

volunteer to lead or assist with special programs and efforts such as webinars, convention session webcasting, social media engagement, and CALL-IS community outreach and support.

How to Submit a Nomination:

The CALL-IS Nominating Committee, the Steering Committee, or any CALL-IS myTESOL community member may nominate a Member-at-Large or Chair-Elect candidate. Self-nominations are allowed. **Please submit all nominations by February 28, 2023. Use this [link to a Google Form](#) to submit nominations.**

Nomination information

- Nominee name, email, organizational affiliation, and position of interest
- A 100-word bio for the election ballot; please mention any previous service to the CALL-IS, Electronic Village, and/or the Electronic Village Online (EVO) sessions and the candidate's motivations for service
- A statement of intent to attend the 2024-2026 TESOL conventions; in person for Chair-elect or in person or virtually for Member-at-Large.
- A short (2 minutes or less) video in which the candidate introduces him/her/themselves to the community and explains his/her/their interest in serving with the CALL-IS. Creating a video is **optional**; however, it is highly encouraged as the videos help the voters get to know candidates a bit before casting their e-ballots.

Again, all nomination information must be submitted by February 28, 2023. Online elections will take place in March, 2023.

If you have any questions, please contact the Nominating Committee members listed below via the MyTESOL [member directory](#) and online messaging feature.

We look forward to hearing from you. Thank you for considering serving the CALL-IS and the wider TESOL community!

Sincerely,

The 2023 CALL-IS Nominating Committee

Marta Halaczkiwicz (marta.hala@usu.edu)

Jane Chien

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Aaron Schwartz