

**CATE/ACFÉ Executive Committee**  
**Job Descriptions**  
**Updated September 2019**

The duties in blue are duties as established and outlined in the CATE/ACFÉ Constitution. The assignment of the duties listed in black may vary dependent on availability, location, etc. of the person holding the respective Office position.

***President***

- Presides over all meetings of the Executive Committee and the Association
- Exercises general direction over the activities of the Association
- Represents the Association in liaison with other organizations
- Takes a leadership role with the editing of the CATE/ACFÉ Polygraph series
- Organizes and chairs the CATE/ACFÉ keynote address at the annual conference
- Chairs the committee selecting the Contributions to Research in TE Award winner
- Co-plans the CATE/ACFÉ dinner at the annual conference
- Coordinates with publishers and is responsible for New Book Display at the annual conference
- Serves on Board of WFATE

***Vice-President***

- Functions as CATE/ACFÉ Program Chair
- Performs all duties of the President in the event of the absence, incapacity, or resignation of the President
- Co-plans the CATE/ACFÉ dinner at the annual conference
- Liaises with Presidents of SIGs regarding any communication between the SIGs and CATE/ACFÉ
- Serves on Board of WFATE

***Past-President***

- Supports the president in assuming the role and in making decisions with regards to the association
- Chairs Committee for the CATE/ACFÉ Thesis and Dissertation Recognition Award
- Organizes the bi-annual CATE/ACFÉ working conference
- Edits or co-edits the publication of the working conference papers
- Serves on Board of WFATE

***Secretary-Treasurer***

- Takes custody of and maintains the records of the Association [this should include minute taking] and custody of the funds of the Association
- Confirms payments issued against the funds of the Association with CSSE Director of Administration (Tim Howard)

***Communications Director***

- Responsible for updating and maintaining of the CATE/ACFÉ website
- Arranges conference call meetings of the CATE/ACFÉ Executive Committee
- Publishes the CATE/ACFÉ newsletter on listserv, the website and social media
- Obtains ISBN's for publications and lists them with Libraries and Archives Canada.

- Engages members using various forms of social media

#### ***Graduate Student Representative(s)***

- Promotes CATE/ACFÉ activities, initiatives and membership with graduate students
- Organizes the CATE/ACFÉ graduate event at the annual conference (i.e., panel, symposium, networking, keynote, and so on)

#### ***Members-at-Large (2)***

- Supports the work of the CATE/ACFÉ Executive Committee
- Leads planning and organization of
  - the CATE/ACFÉ Invited Panel at the annual conference
  - the CATE/ACFÉ Pre-Conference at the annual conference (if
- Assists the Vice-President with
  - organizing the CATE/ACFÉ dinner held during CSSE

#### ***Member-at-Large—Francophone (1)***

- Supports the work of the CATE/ACFÉ Executive Committee
- Assists the executive in the development and maintenance of a bilingual environment within the association
- Assists the Vice President with bilingual proposals / presentations for the annual conference
- Develops and supports French-language and bilingual initiatives within CATE/ACFÉ

#### ***Committee Representatives***

- CATE/ACFÉ representation on CSSE New Scholar Committee (elected position)
  - Represents CATE/ACFÉ in review of New Scholar award
- CATE/ACFÉ representation on CJE (elected position)
  - Attends meeting of CJE board at annual conference and represents CATE/ACFÉ in any relevant activities and decisions related to the journal
- Contributions to Teacher Education Research Award Committee Member (3 elected positions)
  - Reviews any nominations and participates in decision for selection of recipient