



INFORMATION AND BOARD MEMBER RESPONSIBILITIES

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I. INFORMATION AND GENERAL EXPECTATIONS

Board Member Expectations

Elected officers and appointed members of the UFLA Executive Board are expected to:

- Attend and participate constructively during board and organization meetings.
- Cooperate with others to meet the organization's goals.
- Become familiar with and follow the organization's bylaws and policies.
- Perform or complete assigned tasks in a timely manner.
- Provide assistance when asked.
- Communicate with board members in a respectful manner.
- Demonstrate conductive a productive board .

Board Activities

Meetings: The UFLA Board meets once per month during the academic year—from September through May. The meetings will be announced and convened by the UFLA President (or a designee), who will determine the date, time and place of each meeting, will set an agenda for each meeting and will ensure that proper minutes are taken and then reported to the Board in a timely way.

Usually, the Board meets immediately following the Annual meeting to select, with input from session evaluations, the "Best of UFLA" that will represent the state at SWCOLT.

The last Board meeting of the academic year (in May) has traditionally been convened at a restaurant.

The following should be included in each regular meeting:

- The President will call the meeting to order.
- Minutes from the previous meeting will be amended, if necessary, and approved.
- The Executive Secretary/Treasurer will give a brief report of the Association's finances. This reported is informational and does not need to be approved by vote.
- Projects, duties, and assignments from previous business will be reviewed.
- New business or action items may be discussed.
- Information items may be shared—particularly by AAT and university representatives.
- The President will adjourn the meeting and announce the next meeting.

Minutes: The UFLA Secretary (or a designee) will record the minutes of all Board meetings (Bylaws, Art. III-4C).

These will, at a minimum, include the following:

- The date, time and place
- A list of members who are present
- Brief notes on or a copy of the financial report
- Any motions made (and who made them) and the outcome of all votes taken
- Any project, duty, or assignment that requires action by a Board member
- Description of Board discussion or information items may also be included

Under usual circumstances, the minutes will be distributed to all members of the Board within one week of the meeting.

Elections: The Bylaws call for the election of two Board officers each year: UFLA President Elect and UFLA Secretary (Art. III-1). In addition, any change to the Bylaws must be approved by a majority of UFLA members (Art. VIII).

Officers are elected at or before the Annual Meeting and results are announced during the Annual Meeting. Likewise, votes on amendments to the Bylaws must be made in association with the Annual Meeting. If the election takes place by mail in or email ballot, these must be distributed to the entire UFLA membership at least ten days before the Annual Meeting (Bylaws Art VIII).

A call for nominations for President Elect and Secretary should be published in the UFLA Newsletter or otherwise communicated to the membership. UFLA Board members may also make nominations. The UFLA Board should review all nominations and approve acceptable candidates for the ballot—unacceptable nominees may be excluded at the Board's discretion.

Financial Responsibility

IRS Status: Since August 2, 2011, the Utah Foreign Language Association has been classified as a public charity and is exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. As a non-profit organization, contributions are deductible under section 170 of the Internal Revenue Code. In addition, UFLA is exempt from paying Utah State sales tax on qualified purchases.

IRS Employer Identification Number:	87-0485118
Public Charity Status:	170 (b) (1) (A) (vi)
IRS Accounting Period Ending:	December 31
IRS Tax Form 990 Required:	Yes

A copy of IRS Form W-9 is posted on the website.

Each year, Form 990 "Return of Organization Exempt Form Income Tax" must be filed with the IRS. So long as annual gross receipts are "normally \$50,000 or less," Form 990-N may be used. **If this form is not filed each year, UFLA will lose status.** This is an electronic notice or e-postcard. There is no paper form for 990-N. The process for reinstating status is complex, expensive and time consuming.

Utah State Status: The Utah Foreign Language Association is incorporated in Utah as a non-profit organization. Each year, this status must be renewed and fees paid. Failure to maintain corporate status in Utah will result in loss of both state and federal tax-exempt status.



A loss of corporate and tax-exempt status may put UFLA officers and others at personal financial risk.

Tax Exempt ID Number: 12498940-002-STC

Banking: UFLA maintains the following accounts at:
 Wells Fargo Bank, 4301 Harrison Blvd., Ogden, UT 84403
 Checking Acct. ...6940
 Savings Acct. ...3538
 Visa Debit Card ...7252

The ability to accept credit card payments is facilitated by Wells Fargo Bank through Authorize.net

Two members of the UFLA Board have access to the accounts: The Executive Secretary/Treasurer and one other member selected/appointed by the Board.

Statement on Collegiality

Collegiality refers to behavior that is professional, cooperative and respectful in a manner consistent with being a productive member of the executive board and organization. Non-collegial behavior is that which does not meet this definition of collegiality and detracts from the productivity of the board itself and other board and organization members. Respectful disagreement and infrequent or isolated incidents of discord should not be designated as non-collegial behavior. Civil discussion related to differences of opinion and diverse views are crucial to the health of any organization. Examples of non-collegial behavior include but are not limited to:

- Speaking badly or offending other board members in front of others
- Speaking badly about the organization in front of others.
- Demonstrating a consistent lack of involvement in board meetings, board responsibilities, or organization events.
- Being generally unwilling to offer assistance to other board members or the organization when expertise, help, or advice is requested.

II. BOARD MEMBER RESPONSIBILITIES

President

The UFLA President is the most visible representative of the Association. The term as President-Elect will end and the new President will take over as President of the Board immediately following the Annual Meeting.

The UFLA President may attend either SWCOLT or ACTFL during the year in office (Policies IV-1).

The President will perform the following duties:

- a. Arrange for and announce monthly meetings
- b. Set an agenda and preside at each month's Board meeting.
- c. Write a "President's Message" for each issue of the UFLA Newsletter and help the Newsletter Editor, as necessary, to produce each issue.
- d. Serve as Chair of the Teacher of the Year Committee. This is a significant responsibility and work should begin early.
- e. Oversee, with the help of the Board, the preparation for the Annual Meeting/Conference, including:
 - Decide on a conference site, date, theme
 - Lead the Board to decide on Dues, Registration Fee, and other costs
 - Create the following Committees or choose a Board member to oversee each activity (see Section IV):
 1. Site Committee
 2. Registration Committee
 3. Program Committee
 4. Evaluation Committee
 5. Publicity Committee

6. Student Marshall Committee

- f. Preside over the Business Meeting and other general sessions at the Annual Meeting

The President should also oversee the following:

- a. Help the Past President advertise and line up Exhibitors for the Annual Meeting.
- b. Monitor and help the Awards Chair, as necessary. Ensure that information is shared with the Board and given to the Newsletter Editor in a timely manner and that plaques are made for recipients of awards.
- c. Help the Newsletter Editor prepare and copy the Conference Program.
- d. Help the Registration Chair to prepare and print name badges, meal tickets, etc.

President Elect

The UFLA President Elect is an elected position; the President Elect takes office immediately after the Annual Meeting.

The UFLA President may attend the SWCOLT Annual Conference during the year in office (Policies IV-1).

The President Elect will perform the following duties:

- a. Assist the President as necessary.
- a. Take charge of and coordinate Exhibitors (publishers, vendors, etc.) who will be part of the Annual Meeting. This involves the following:
 - Receive a list of exhibitor contacts from the previous year.
 - Coordinate with the Webmaster, the Registration Chair and the Executive Secretary/Treasurer to update the Exhibitor application and payment process.
 - Notify publishers and exhibitors well in advance of the Annual Meeting and ask them to participate. Inform them of the site, date, costs, etc.
 - Ask exhibitors if they wish to raffle items at the Annual Meeting or sponsor an award or grant.
 - Coordinate the exhibitor registration and payments with the Registration Chair and/or the Executive Secretary/Treasurer.
 - Finalize the exhibitor list. Inform the exhibitors about specific times, parking and other details.
 - Help publishers and exhibitors arrive and set-up for the Annual Meeting.
- b. Pass a list of exhibitor contacts to the new President Elect.
- c. Serve on the Teacher of the Year Selection Committee (Policies IX).
- d. Serve as acting President if, for any reason, either temporary or permanent, the President cannot complete his or her responsibilities.

Past President

The UFLA Past President is an elected position; a current President becomes Past President immediately after the Annual Meeting.

The Past President will perform the following duties:

- b. Assist the President as necessary.
- c. Arrange for a keynote speaker, including stipend, travel and lodging arrangements.

Secretary

The UFLA Secretary is an elected position; the Secretary takes office immediately after the Annual Meeting.

The Secretary will perform the following duties:

- a. Take and keep minutes for each Board Meeting (See section above).
 - If unable to attend a meeting, either arrange for someone else to take minutes or notify the President, or both.
 - Send the minutes to all Board members as soon as possible after the Board meeting—preferably within one week.
 - After the minutes are approved at the next Board Meeting, amend them as necessary.
 - Send a copy of the minutes, as amended and approved, with a copy of the financial report, to the UFLA Recorder/Historian and to any other member who desires a copy.
- b. Prepare and distribute ballots for the annual election of UFLA President Elect and Secretary and then tally and report on results of said election.
- c. Prepare and distribute ballots for changes to the Bylaws or other issues as directed by the UFLA Board.
- d. Update the Bylaws, General Policies and Board Responsibilities documents whenever the board makes a change. Coordinate with the UFLA Recorder/Historian and the Webmaster to keep these changes up to date.
- e. Give all of the year's records, papers, notes and minutes to a newly elected Secretary at the end of the Annual Meeting.

Executive Secretary / Treasurer

The Executive Secretary/Treasurer is appointed by the Board for a renewable term of three years and receives a stipend of \$600 per year, generally payable in December (Policies II-2). The Executive Secretary/Treasurer does not vote on matters pertaining to his or her compensation (Bylaws IV-6).

The Executive Secretary/Treasurer is responsible as fiduciary for all UFLA funds and has primary access to all accounts (see Section I, Financial Responsibility). At all times, a second member of the Board should also have signature and access rights to all accounts (Bylaws IV-5; Policy II-2).

The Executive Secretary/Treasurer completes or oversees the following:

- a. Ensures that UFLA maintains status as a non-profit organization with the State of Utah and pays annual corporate fees or other costs associated with that status.
- b. Reports annual financial activity to the IRS and pays any taxes or fees due.
- c. Makes a financial report at each meeting of the UFLA Board that includes income, expenses and balances since the last report. The Board may at any time ask for other information or detail. Sends a copy of this report to the Secretary so that it can be kept with the minutes.
- d. Prepares an annual financial report to be shared with all UFLA members.

- e. Maintains careful and complete records of the finances of the Association, this includes:
 - Oversight of checking and savings accounts, or any other accounts or securities held in the name of UFLA.
 - Monthly reconciliation of these accounts.
 - Making prompt payment of any bills or amounts due by the Association.
 - Collecting funds due to the Association.
 - Reporting any funds that may escheat to the State of Utah when necessary.
 - Keeping receipts for expenses, travel reports, AAT support requests, etc., for at least three (3) years or indefinitely if he or she has filed a fraudulent tax return or entangled in illicit or fraudulent activity (see IRS booklet “How Long Should I Keep Records?” <https://www.irs.gov/businesses/small-businesses-self-employed/how-long-should-i-keep-records>).
- f. Maintains the credit card access portal at *authorize.net*. Promptly resolves any problems or issues with this service.
- g. Stays in close communication with the UFLA Proficiency Testing Coordinator to make payments to the coordinator and raters.
- h. Stays in close communication with the Registration Chair for each Annual Meeting to ensure that funds are properly collected and deposited in a timely manner.
- i. Distributes support funds to AATs when they submit for them.
- j. For travel approved by the UFLA Board or its policies, reimburses reasonable costs for travel, food and lodging.
- k. Pays the annual stipend to the Newsletter Editor and Executive Secretary/Treasurer.
- l. Prepares a budget report of projected income and expenses or past income and expenses when requested by the Board.

When a new Executive Secretary/Treasurer is appointed, the following activities must be done **immediately**, certainly within 30 days:

- Change signature cards, email contact and oversight responsibilities for all bank accounts.
- Update UFLA Leadership information with the State of Utah to maintain non-profit organization status.
- Update access and oversight of the *authorize.net* account.

Newsletter Editor

The UFLA Newsletter Editor is appointed by the Board for a renewable term of three years and receives a stipend of \$600 per year, generally payable in December (Policies II-2). The Newsletter Editor does not vote on matters pertaining to his or her compensation (Bylaws IV-6).

The UFLA Newsletter is distributed three times each year: in September, early January and April or May (Policies X).

The Newsletter Editor’s duties include the following:

- a. Compose and distribute three issues of the UFLA Newsletter each year, coordinating with the Executive Secretary and/or recent Conference Registrar to maintain an updated list of current members’ email addresses.
- b. Ensure that each issue of the Newsletter is posted on the UFLA website.
- c. Prepare and publish the program for each year’s Conference, in coordination with the Program Committee, Site Committee, Awards & Teacher of the Year Committees, etc.

- d. Disseminate information to the membership about the Annual Conference, including calls for papers, registration materials, and awards opportunities, etc.
- e. Submit costs for materials, copying and postage to the Executive Secretary/Treasurer for reimbursement in a timely manner.

The USBE World Language Supervisor may help with Newsletter distribution by providing a list of emails for language teachers in the state. This list is usually used only for the Fall issue. University Representatives on the Board may also provide emails for university faculty in foreign languages for the Fall issue.

The UFLA Newsletter often contains the following types of information/articles; this list is exemplary and should not define or limit the scope of the Newsletter or the Editor.

- A “message” from the UFLA President
- An article or blurb from the SWCOLT Representative about the SWCOLT Annual Meeting, scholarship opportunities or other information.
- Information about UFLA or other award and grants.
- A description of the Teacher of the Year awardees at each level.
- A description of Vitality Award and Pat Buckner Award recipients, if any, from the Awards Chair, or a report from those recipients if their projects are completed.
- Information on how to join UFLA or register for the Annual Conference.
- In the appropriate issue, include as much other information as possible about the Conference, such as: a biography of the keynote speaker, a guide to parking at the conference site, a brief description of some sessions (if ready), the conference schedule, etc.
- A list of current UFLA Board members

In all cases, the Newsletter Editor has the right to edit, alter, add or delete items that have been submitted by members of the Board, UFLA members at large or other contributors.

Recorder / Historian

The UFLA Recorder/Historian is appointed by the Board for a renewable term of three years (Policies II-5).

When taking office, the new Historian must take control and possession of any records held by the past Historian, preferably within 30 days.

The Recorder/Historian will perform the following duties:

- a. Keep and organize copies of agendas, reports, minutes, programs and other records. These will include, but are not limited to:
 - minutes of the UFLA Executive Board
 - financial reports, including monthly statements and annual tax reports
 - distribution of awards, grants and scholarship
 - programs and salient details pertaining to annual meetings
 - important correspondence with national and regional organizations
- b. Present a record of documents to the University of Utah Library Special Collections once each year.
- c. Coordinate with the UFLA Secretary and Executive Secretary/Treasurer to keep and maintain the Association’s Bylaws, General Policies, Board Responsibilities and other documents.
- d. Work with the UFLA Webmaster to oversee and maintain the Association’s website.

- e. Ensure, with the Executive Secretary/Treasurer, that the UFLA Executive Board works within the parameters of the Bylaw's and existing policies and remind the Executive Board of precedence and tradition when appropriate.
- f. Keep records and artifacts (either print or digital) of all UFLA Business, including but not limited to:
- g. Ensure that the Executive Secretary/Treasurer pays necessary corporate fees to the state of Utah, pays or files with the IRS and the Utah Tax Commission, and keeps UFLA current in dues or other fees to regional or national associations (SWCOLT, ACTFL) in a timely way.

In addition, the Historian may engage in the following:

- a. Seek out the organization's past documents and records.
- b. Interview previous members and leaders fo the UFLA orally or through correspondence (this may include personal histories on tape or video).
- c. Find and collect news articles that have been written about the UFLA or that pertain to world language education in Utah.
- d. Fill in missing information, when possible, in the lists of past officers and award recipients.

USBE World Language Specialist

As an employee of the Utah State Board of Education, the World Language Specialist will serve as a liaison with the USBE and the UFLA Board. He or she may perform or facilitate the following:

- a. Attend and participate in all UFLA Board meetings and functions.
- b. Help arrange for space at the USBE office, the State Capitol, or with a school or district for monthly board meetings or other association needs, as appropriate.
- c. Distribute certificates or otherwise document teacher participation in UFLA activities for licensure points.
- d. Communicate with the ULFA Board what needs might be addressed though training, testing, or other service.
- e. Inform the UFLA Board and membership of funding and grant or scholarship opportunities for world language teachers.

AAT Representatives

For each specific language association that exists within the state (Policies II.7), the president or ranking officer, or such other person identified by their association, shall be a member of the UFLA Board. These representatives are crucial to the function of the UFLA Board.

- a. Once each calendar year (between Jan. 1 and Dec. 31), each association may request support funds from UFLA. (The specific process is described in Policies V). It is the sole responsibility of the AAT Representatives to request these funds each year.
- b. The representatives should:
 - Attend and participate in all UFLA Board meetings and functions.
 - Provide updates to the Board and/or for the Newsletter about language specific activities or other items of interest.
 - Lend expertise to the Board regarding decisions that impact on the specific language.

- Help with committees as necessary (e.g., poster contest, teacher-of-the-year, awards and grants, etc.) by both encouraging or making nominations and participating in evaluation.
- Inform the membership of the specific language associations of UFLA events and opportunities and, to the extent appropriate, encourage their participation.

University Representatives

Each college or university in the state that has a program for teacher education in foreign languages may have a representative on the board (Policies II.8). These representatives are crucial to the function of the UFLA Board.

- a. The representatives should:
 - Attend and participate in all UFLA Board meetings and functions.
 - Provide updates to the Board and/or for the Newsletter about language related issues or activities at their institutions.
 - Help with committees as necessary (e.g., poster contest, teacher-of-the-year, awards and grants, etc.) by both encouraging or making nominations and participating in evaluation.
 - Inform the faculty and staff at their institutions of UFLA events and opportunities and, to the extent appropriate, encourage participation.
 - In the event that a UFLA Conference or Workshop is scheduled at their institution, work with the UFLA Board to coordinate for the use of facilities, including conference space, classrooms, luncheon or catering, parking, internet access, etc.

SWCOLT Board Member from Utah

The Board of Directors of the Southwest Conference on Language Teaching is made up, in part, of one representative from each associated state. Utah, through the UFLA, has been associated with SWCOLT since its founding. Previous to 2004, SWCOLT Board members were elected by the general membership of SWCOLT. Beginning in 2004, each state has named representatives to serve three year terms on the SWCOLT Board. The UFLA Board, therefore, will name a SWCOLT Board member whenever necessary (Policy II.9; III.1).

The SWCOLT representative will:

- a. Attend and participate in all UFLA Board meetings and functions.
- b. Attend and participate in all SWCOLT Board meetings and functions. Any reimbursement for travel and lodging not made by the SWCOLT Board or otherwise, should be requested from the UFLA Board (see Policy IV.1.D; IV.2).
- c. Provide updates to the Board and/or for the Newsletter about any conferences, workshops or other training available through SWCOLT.
- d. Inform the Board and membership of calls for proposals, scholarship, funding, or award opportunities through SWCOLT.
- e. Communicate any needs or concerns between the SWCOLT and the UFLA Boards.
- f. In the event that the SWCOLT Annual Conference will be held in Utah, coordinate with the UFLA Board, any local committee that may be set up, the SWCOLT Executive Director and the SWCOLT Board.

ACTFL Delegates from Utah

As a member organization in the American Council on the Teaching of Foreign Languages, each the UFLA may send two or three representatives to the ACTFL Delegate Assembly. The

Board sends one teacher to represent K-12 and another to represent higher education (Policy II,10; III.2). The responsibilities of these ACTFL Delegates are as follows:

- a. Attend and participate in all UFLA Board meetings and functions.
- b. Attend and participate in the ACTFL Delegate Assembly and the ACTFL Conference. Any reimbursement for travel and lodging not made by ACTFL or otherwise, should be requested from the UFLA Board (see Policy IV.1.D; IV.2).
- c. Provide updates to the Board and/or for the Newsletter about any conferences, workshops or other training available through ACTFL.
- d. Inform the Board and membership of calls for proposals, scholarship, funding, or award opportunities through ACTFL.
- e. Communicate any needs or concerns between ACTFL and the UFLA Board or membership.

III. OTHER BOARD FUNCTIONS

Advocacy Chair

The UFLA Board may direct one of its members to take charge of advocacy and publicity. The Advocacy Chair may, at his or her discretion, put together whatever committee or seek whatever help from other board members is necessary. The Advocacy chair will:

- a. Maintain the UFLA Facebook page
- b. Coordinate with the USBE Word Languages Specialist to advocate/educate with state appointed and elected officials as is appropriate or necessary.
- c. Coordinate with the ACTFL Delegates and the SWCOLT Representative.
- d. Publicize the UFLA Annual Meeting and other workshops as appropriate.
- e. Report awards given or received within the state to the media and facilitate interviews with Board members or community members as is appropriate.

Awards

A. Teacher of the Year Awards

The process for announcing, reviewing and selecting the UFLA Teachers-of-the-Year is defined in detail in Policies IX. In order to avoid feeling rushed and to ensure a reasonable number of nominations, the Present Elect should begin this process in the spring of the year prior to the award, that is, almost immediately after being named President Elect.

B. Best of Utah Award

This process is described briefly in Policies X.3. Based on session evaluations and with input from the evaluations committee, the UFLA Board will choose a session to represent UFLA at a following SWCOLT Conference as Best of Utah or Best of UFLA. Travel, lodging and other regular expenses for the presenter will be reimbursed by UFLA. If there is more than one presenter, UFLA will most likely not be able to reimburse costs.

C. UFLA Poster Contest

D. Awards Chair/Grants Chair

The UFLA Board will identify one of its members to oversee the announcement, solicitation, review and awarding of scholarships or grants, etc. These include:

- The Pat Buckner Collaborative Award

- Vitality Awards

The chair will:

- a. Propose due dates for proposals and number of awards with maximum amounts to be awarded to the UFLA Board for approval.
- b. Prepare or update submission materials on the UFLA website and include notices in the UFLA Newsletter.
- c. Oversee the review process; the chair should ask any least one or two colleagues (who may be members of the Board) to help in their review.
- d. Decide which submissions, if any, will receive awards and in what amounts.
- e. Notify award recipients as well as unsuccessful applicants of the outcome.
- f. Ask Executive Secretary/Treasurer to distribute funds according to the details of each winning proposal.
- g. Give information about the award winners to the Newsletter Editor in a timely manner.

UFLA Proficiency Test Coordinator

The process for UFLA Proficiency Testing is defined in Policy XIII.

Webmaster

A member of the UFLA Board will be responsible to maintain UFLA's presence on the internet.

Required information online:

- UFLA Mission Statement
- UFLA Membership Information
- List of UFLA Board Members and Contact Information
- UFLA Bylaws and Policies

Optional information online:

- Conference & Workshop Information
- Newsletters
- Job Announcements
- Applications for Grants & Awards
- Proficiency Testing Information & Application
- W-9 Form
- AAT Support Form
- Reimbursement Form for Travel, etc.
- Historical Information (Board Minutes, Financials, etc.)

IV. ANNUAL MEETING RESPONSIBILITIES

Site Coordinator

Choose a point person, preferably one who works at the chosen Conference site, to arrange for meeting space, audiovisual equipment, lunch service, parking, etc.

Program Chair

Far in advance:

- a. Ensure that a call for papers/presentations is published in a timely fashion and that a Program Committee is set up.

- b. All presenters must agree that, if accepted, they will become UFLA members and pay Conference registration. All presenters must include their full name, school or institution and email address.
- c. Remind AAT Representatives on the Board and University Representatives, as well as District World Language Supervisors and others, to encourage members of their constituencies to submit proposals.
- d. With approval from the Board, set a schedule for Conference's activities. Once done, send this schedule to the Webmaster and Newsletter Editor so that it may be publicized.

Leading up to the Conference:

- a. Once sessions have been accepted, notify the Registration Chair so that he or she may send out timely reminders to presenters that they must register for the conference.
- b. Work with the Site Coordinator to set the schedule and assign times and rooms for presentations.

A few weeks before the Conference:

- a. Send the completed program details to the Newsletter Editor.
- b. Notify the Site Coordinator of any changes or cancellations.
- c. Notify the Registration of any cancellations.

Registration Chair

Far in advance:

- a. With the board's input and approval set the date of the Conference, dates for registration and costs for dues, registration and meals, etc. Keep in mind that UFLA annual dues run from July through June – these decisions will be best made before July 1.
- b. Set dates and rates for early registration (if any), pre-registration, onsite registration, etc.
- c. Facilitate conference registration at least two months in advance of the annual meeting, preferably earlier.

Leading up to the Conference:

- a. Coordinate with the Executive Secretary/Treasurer to ensure that any payments made are properly credited.
- b. Coordinate with the President Elect to ensure that Exhibitors' needs will be met.
- c. Coordinate with the Awards Chair and the TOY Selection committee to prepare badges and ensure meals, etc., for awardees.
- d. Coordinate with the Student Marshal Chair to ensure that student volunteers have name badges and appropriate meals, etc.
- e. Promptly deposit any funds received (through cash or check, etc.) into UFLA accounts.

Just before the Conference:

- a. Notify the Site Coordinator of counts for meals, overall expected attendance and verify the need for tables, electrical, etc., in the registration area.
- b. Prepare materials for all attendees, including:
 - A conference folder or tote bag
 - The conference program (coordinate with the Program Chair and Newsletter Editor)
 - A printed name badge (including UFLA logo, attendees name and possibly their school or institution, etc.)
 - Badge holders and lanyards
 - Lunch tickets (distinguishing who has ordered vegetarian)
 - Optionally, ribbons for presenters, board members, volunteers, award winners, exhibitors, etc.)

At the Conference:

- a. Supervise the Student Marshals assigned to Registration.
- b. Hand out registration packets.
- c. Be prepared for onsite registration with forms, receipts, cash to make change, extra name badges, holders and lanyards.
- d. Have a printout or electronic file of all who have registered, their requests and amounts paid, etc.
- e. Have a printout of luncheon participants.

After the Conference:

- a. Reconcile the number of attendees with income
- b. Make refunds for timely cancellations
- c. Send invoices to collect funds due

Evaluations Chair

Ensure that each session at the Annual Meeting will be evaluated so that the Board may choose a session as "Best of Utah."

Student Marshall Chair

Ensure that students or other volunteers will be on site during the Annual Meeting to help with evaluations, registration and other needs.

Publicity / Marketing Chair

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