

# Chapter Leadership Meeting

NJTESOL/NJBE

## 2019 Conference

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# Active chapters

- 15 active chapters in 3 regions
- Host 4-5 meetings per year
- Membership chairperson keeps track of SIG membership by county- chapter leaders can ask for this to build membership.
- Participate/locally host one of the three Fall regional Edcamps:

North – BCCC in Lyndhurst

Central – Rutgers

South - Rowan

# Chapter Executive Boards

## SUGGESTED

- Officers: chairperson/co-chairs, vice-president, secretary/treasurer, advocacy liaison.
- Commitment: two years in position.
- Hold a summer retreat/planning meeting.
- Attend the chapter leadership meeting at the annual conference.
- Promote attendance at chapter meetings.
- Promote submissions to NJTESOL/NJBE scholarships.

# Chapter Chair/leader

- Attend the Executive Board Retreat.
- Assist onsite at regional EdCamp.
- Secure chapter meeting location.
- Coordinate speakers/activities for chapter meetings.
- Request professional development certificates from executive board officer.
- Submit receipts for reimbursement to chapter chair- snacks, drinks, room rental fees.
- Submit for payment of honorarium for presenters \$50 to chapter chair.
- Solicit proposals for annual spring conference.
- Solicit annual scholarship submissions.

# Chapter leader intent

- Submit the following information to the president of NJTESOL/NJBE

Name

District, County

Years teaching

Accomplishments

Statement of interest

# Secretary/Treasurer

- Advertise meetings on the hotlist.
- Send chapter meeting announcements to county superintendents.
- Organize refreshments & receipts for chapter meetings.
- Maintain a contact list of chapter members.
- Give out professional development certificates at meetings.

# Chapter Budget

Each chapter has a budget of \$500.

This includes honorarium for presenters at \$50 each, refreshments, and room rental fees, or similar fee.

Chapters typically hold 4-5 meetings a year, with a final celebratory meeting.

# Reimbursement

- Submit receipts/payment requests quarterly.
- Receipts for current year must be submitted by December/ end of calendar year for payment.
- Send via email to Board member – Liaison officer and
- Hard copy of forms and receipts to:

Gwen Franks

Business Administrator, NJTESOL/NJBE

230 Ashland Ave.

Cherry Hill, NJ 08003

Once approved by board officer, business administrator will mail the check.



# Possible Speakers

- NJDOE Bureau of Bilingual/ESL Education staff
- Executive Board members of NJTESOL/NJBE
- County Superintendent's office
- New Jersey organizations (Make the Road, SPAN Parent Advocacy Network)
- Professors at local universities

ALL SPEAKERS ARE ELIGIBLE FOR AN HONORARIUM.

# Chapter Goals for 2019-2020

What are your chapter goals for 2019-2020?

How can the Executive Board help?