Chapter Leadership Meeting

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?