

NORTHWEST INDIANA CHAPTER  
AMERICAN ASSOCIATION OF TEACHERS OF FRENCH

# ADDENDUM

## OFFICER DUTIES

A. The officers of the Northwest Indiana Chapter shall be a President, Vice President, Treasurer and a Secretary. Only AATF members in good standing may be nominated and serve as officers.

1. The duties of the **President** shall include the following:

- call and preside over meetings of the chapter
- approve all orders drawn against funds of the chapter
- appoint the National French Contest Administrator as well as chairpersons of various committees (advocacy, mentoring, nominating committee, scholarship, etc.)
- publish one or two chapter newsletters per year, in consultation with other chapter officers
- attend the IFLTA board meetings or appoint a designee
- communicate with the President of the AATF-Indiana Chapter regarding IFLTA Teacher of the Year nominations, IFLTA conference workshop and other AATF business
- attend the AATF national convention whenever possible
- inform and mentor the chapter Vice President
- send a report of meetings to the National Bulletin as desired by the chapter

The term of office of the President shall be two years. He or she shall succeed to office automatically from the position of Vice President.

2. The duties of the **Vice President** shall include the following:

- preside over meetings and act in the place of the President in the absence of the latter
- attend or appoint a designee to the August IFLTA board meeting in Indianapolis to participate in the selection of the Teacher of the Year

If the President becomes unable for any reason to complete the term, the Vice President shall succeed to the presidency and complete the President's term. Then s/he shall enter upon his/ her own regular term as President.

The term of office of the Vice President shall be two years.

3. The duties of the **Treasurer** shall include the following:

- be responsible for the chapter's bank account(s)
- keep detailed financial accounts of receipts and disbursements
- provide a written financial report (current balance as well as an account of all deposits and withdrawals) to chapter members at the business meetings of the chapter
- provide a written financial report to National Headquarters upon request
- forward to the Secretary the chapter Reimbursement Reports received from National so that the Secretary may keep an up-to-date list of active members
- order give-away items through National Headquarters to be distributed at the fall business meeting

The term of office of the Treasurer shall be two years and this officer may be re-elected.

4. The duties of the **Secretary** shall include the following:

- keep the minutes of business meetings
- keep an up-to-date list of active members of the chapter using the chapter Reimbursement Reports received from National Headquarters
- make the necessary mailings to members
- serve as custodian of the constitution and chapter records
- report the results of chapter elections to the Regional Representative and to National Headquarters

Whenever possible, the duties of the Secretary may also include maintenance of the chapter's website presence.

The term of office of the Secretary shall be two years and this officer may be re-elected.

Approved at the Fall Business Meeting, September 15, 2007.