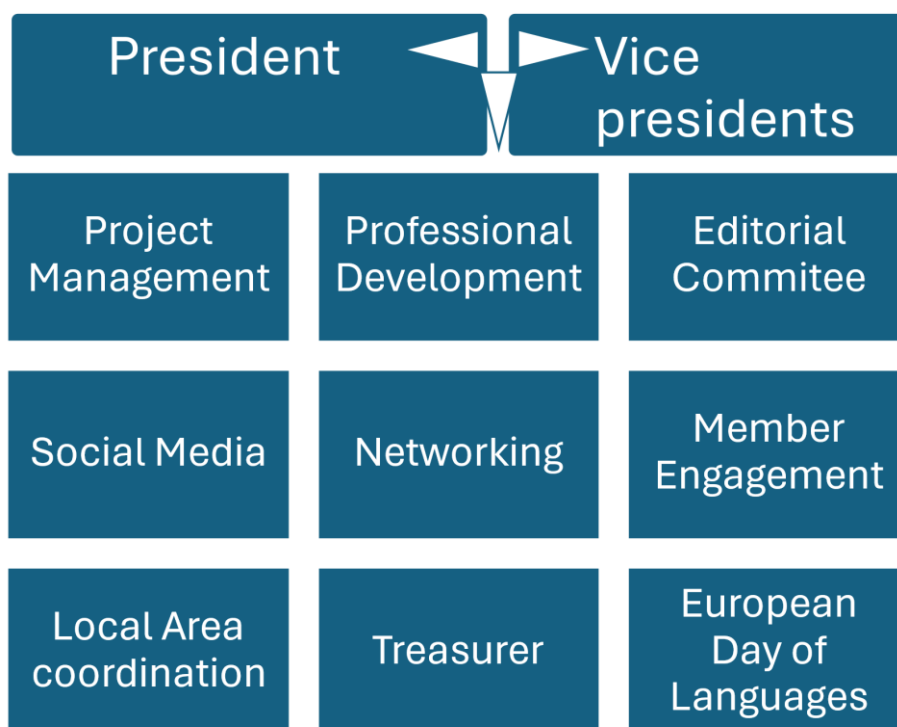


**HOW WE MANAGE OURSELVES**

**ELTAM Structure and Roles**

ELTAM is governed by the President elected by its membership. The work of ELTAM is carried out by volunteer committees of members (Committees) led by the elected Board Members. Committees are all responsible to the President.

**ELTAM Structure**



## ROLES AND RESPONSIBILITIES OF ELTAM BOARD MEMBERS

### PRESIDENT

#### KEY RESPONSIBILITIES

The President will:

- Lead ELTAM and oversee its policies and practices
- Act as an authorized representative in accordance with the Statute
- Develop and successfully execute ELTAM's strategic plan consistent with ELTAM's vision and mission
- Represent ELTAM to government, the media, other educational bodies and the community
- Officiate at ELTAM events and meetings where required
- Maintain a working knowledge of the activities of Committees
- Call special meetings if necessary
- Coordinate ELTAM's annual performance evaluation
- Report to the membership and prepare an annual report
- Periodically consult with the Board/Committee members on their roles and help them assess their performance

#### Profile

The President should be an individual member of ELTAM and demonstrate:

- A high degree of professional leadership
- Knowledge and understanding of ELTAM's mission, services, policies, and programs and concern for the development of the organization
- Ability to represent and speak on behalf of ELTAM in a range of public contexts
- Willingness to contribute to the governance of ELTAM and take responsibility for its compliance to legal requirements
- Ability to promote the professionalism of English teachers and to be responsive to the needs of members in the development of that professionalism
- Ability to work harmoniously and productively with others
- An interest and ability in developing certain skills (if required) to further the aims and reputation of the profession

## VICE PRESIDENTS

### KEY RESPONSIBILITIES

The Vice Presidents will:

- Assist the President in developing and executing ELTAM's strategic plan consistent with ELTAM's vision and mission
- Coordinate and consult with the Board/Committee members on their roles and assignments
- Carry out special assignments as requested by the President
- Perform the duties of the President in the President's absence
- Represent ELTAM to government, the media, other educational bodies and the community, when required
- Act as the spokesperson for ELTAM when the President is not available
- Officiate at ELTAM events and meetings, where required
- Assist the Board/Committee members in conducting new member orientation

### Profile

The Vice Presidents should be an individual member of ELTAM and demonstrate:

- Professional leadership
- Knowledge and understanding of ELTAM's mission, services, policies, and programs and concern for the development of the organization
- Ability to represent and speak on behalf of ELTAM in a range of public contexts
- Willingness to contribute to the governance of ELTAM and take responsibility for its compliance to legal requirements
- Ability to promote the professionalism of English teachers and to be responsive to the needs of members in the development of that professionalism
- Ability to work harmoniously and productively with others
- An interest and ability in developing certain skills (if required) to further the aims and reputation of the profession

## PROJECT MANAGEMENT COMMITTEE

### Razvoj i upravljanje projektima

#### KEY RESPONSIBILITIES

The Project Management Committee is comprised of an active group of volunteers responsible for planning and implementing projects that respond to the needs of ELTAM members in the development of their professionalism and projects in the field of education.

The Project Management Committee will:

- Explore project opportunities and identify project calls relevant to the needs of ELTAM members
- Formulate a plan to meet the objectives of the project, identify the scope of the project, resources necessary to complete it, anticipated time and financial requirements, and a plan for project execution, including risk management and contingency planning
- Write project proposals
- Assign particular tasks, set deadlines and meet regularly with the Committee members
- Monitor project implementation, and make necessary adjustments, if needed
- Evaluate project success
- Liaise with the Treasurer and the Professional Development Committee

#### Profile

A member of the Project Management Committee should be an individual member of ELTAM and demonstrate:

- Willingness to collaborate in writing project proposals and implementing projects
- Interest in researching project opportunities
- Sound understanding of project management, including risk and contingency planning
- An interest and ability in developing project planning, management, monitoring and reporting skills;
- Responsiveness to the needs of ELTAM members
- Ability to work harmoniously and productively with others

## PROFESSIONAL DEVELOPMENT COMMITTEE

### Razvijanje i koordinacija programa profesionalnog usavršavanja

#### KEY RESPONSIBILITIES

The Professional Development Committee is comprised of a group of volunteers who develop and promote ELTAM's professional development activities to ensure the quality and appropriateness of the experience of English language teachers.

The Professional Development Committee will:

- Identify professional development needs of ELTAM members
- Research best practice in teaching and its informing theories
- Collaborate with professional development/teacher training institutions and individual trainers to identify professional development opportunities
- Design and/or identify professional development programs that meet professional development needs of ELTAM members
- Prepare professional development programs, including individual teacher training workshops and annual conferences, and submit a program accreditation application to the Bureau for Education Services
- Plan and implement professional learning activities, including providing logistical support for the implementation of training programs (premises, equipment, catering for participants, handouts, evaluation forms, supplies, online facilitation, etc.)
- Monitor and evaluate the implementation of offered professional development programs
- Prepare evaluation reports, including evaluation forms, participant lists, agendas, completed certificates, etc., and share them with the Bureau for Education Services
- Collaborate with the Ministry of Education, the Bureau for Education Services, and other education and teacher training institutions to develop curricula, policy papers, joint projects, etc.
- Provide relevant information on areas of professional needs, programs, activities, etc., to the Project Management and Communications Committees
- Participate in committee meetings online or in person

#### Profile

A member of the Professional Development Committee should be an individual member of ELTAM and demonstrate:

- Good working knowledge of the English curriculum in Montenegro
- Interest in professional development of English teachers
- Willingness to contribute to professional dialogue
- Willingness to collaborate in planning, implementing and evaluating professional development activities
- Responsiveness to the needs of ELTAM members
- Regular participation in committee meetings (physical, telephone, online) and committee work
- Ability to work harmoniously and productively with others

## **EDITORIAL COMMITTEE**

### **Publikacija "Newsletter"-a**

#### **KEY RESPONSIBILITIES**

The Editorial Committee oversees the publication of ELTAM's newsletter, resources and texts to support the work of ELTAM members in the classroom.

The Editorial Committee will:

- Produce an annual newsletter, including design, layout, proofreading, editing, etc., meeting the agreed deadlines
- Maintain and develop the quality and quantity of the content
- Ensure that the newsletter reflects the readership, contributes to and extends their professional expertise
- Nurture a network of writers who will submit papers and other content
- Draft the plan of publications for each year and support the work of writers
- Maintain knowledge of the curriculum and pedagogy so that teachers receive the best possible information

#### **Profile**

A member of the Editorial Committee should be an individual member of ELTAM and demonstrate:

- Understanding of how good resources work
- Well-developed IT skills
- Fluent writing
- Ability to proofread accurately
- Willingness to seek out material and to follow up on requests
- Ability to meet deadlines
- Ability to work harmoniously and productively with others

## **SOCIAL MEDIA COMMITTEE**

### **PR i društvene mreže**

#### **KEY RESPONSIBILITIES**

ELTAM's online presence needs to be current and of use for teachers of English. To that end, the Social Media Committee keeps all membership informed of professional development offers, advertises the latest resources written by ELTAM and fosters the development of a connected community through a wide range of social media platforms.

The Social Media Committee will:

- Maintain the ongoing and strategic use of all of ELTAM's social media platforms and ELTAM's website
- Advertise all professional development events for teachers regularly through the year
- Prepare and post information and photo reports from recent events
- Manage online forums of members on issues of educational interest if required
- Liaise with other Committees to provide them with timely support when needed

#### **Profile**

A member of the Social Media Committee should be an individual member of ELTAM and demonstrate:

- Good working knowledge of social media platforms (including Facebook, Twitter, Instagram, etc.)
- Interest in the professional development of English teachers
- Willingness to contribute to professional dialogue
- Willingness and capacity to promote ELTAM at local and international level
- Responsiveness to the needs of ELTAM members
- Ability to work harmoniously and productively with others

## NETWORKING COMMITTEE

### Komunikacija sa međunarodnim partnerima / udruženjima

#### KEY RESPONSIBILITIES

The Networking Committee is responsible for building and maintaining long-term and meaningful relationships with international professionals and professional organizations.

The Networking Committee will:

- Manage and update the database of partner organizations
- Maintain ongoing communication with partner organizations
- Draft and conclude partnership agreements with partner organizations
- Keep partner organizations informed about ELTAM's activities and professional development opportunities (conferences, workshops, webinars, newsletters, projects, etc.)
- Provide support to international speakers and presenters
- Manage and update the database of ELTAM's representatives at partner organizations' events
- Respond to partner organizations' requests, inquiries, complaints, etc.
- Liaise with other Committees to provide them with strategic and timely support when needed
- Help to grow ELTAM's professional network by identifying and approaching potential partners

#### Profile

A member of the Networking Committee should demonstrate:

- Good working knowledge of database management, including data storage, operations and security practices
- Ability to draft and read legal documents, including partnership agreements, memoranda of understanding, etc.
- Ability to speak and write courteously, professionally and tactfully
- Interest in engaging with international professional organizations, including potential members, and expanding the network
- Responsiveness to the needs of ELTAM members



## MEMBER ENGAGEMENT COMMITTEE

### Komunikacija sa članovima

#### KEY RESPONSIBILITIES

The primary responsibility of the Member Engagement Committee is to successfully manage the relationship between ELTAM members or volunteers and ELTAM's mission and purpose.

To that end, the Member Engagement Committee will:

- Manage and update the database of membership data (pre-primary, primary, secondary and private educational institutions)
- Manage and update the database of membership fees
- Manage and update the database of conference/trainings participants and fees
- Develop and implement member satisfaction surveys, registration forms, feedback forms, etc.
- Analyze and report the results to the Board
- Manage correspondence processes with schools and other educational institutions
- Send email/notification letters to inform ELTAM members about the upcoming activities, workshops, webinars, conferences and other opportunities for professional development
- Respond to members' requests, inquiries, complaints, etc.
- Liaise with other Committees to provide them with strategic and timely support when needed

#### Profile

A member of the Member Engagement Committee should demonstrate:

- Good working knowledge of database management, including data storage, operations and security practices
- IT skills (Word, Excel, Power Point, Google forms, etc.)
- Ability to write clearly and concisely
- Ability to speak and write courteously, professionally and tactfully
- Interest in engaging with ELTAM members, including potential members, and expanding the network
- Responsiveness to the needs of ELTAM members
- Ability to work harmoniously and productively with others

## LOCAL AREA COORDINATION

### Koordinacija rada lokalnih koordinatora

#### KEY RESPONSIBILITIES

The primary responsibility of the Local Area Coordination is to act as ELTAM's ambassadors offering professional development opportunities, encouraging meaningful participation and involvement of local teachers in ELTAM's activities, and supporting ELTAM members at the local level.

The Local Area Coordination Committee will:

- Work proactively with teachers in their area, providing a single point of contact to help them access and use ELTAM's information, resources, support and services they need locally
- Develop and successfully execute a Local Area Coordination plan consistent with ELTAM's vision and mission
- Manage relationships between ELTAM and local schools and community-based organizations and media, among others
- Promote ELTAM's activities in local communities
- Liaise with other Committees to provide them with strategic and timely support when needed
- Respond to local members' requests, inquiries, complaints, etc.
- Gather information about local members' interests, needs, suggestions and/or requests

The Local Area Coordination Officer will:

- Liaise and provide support to Local Coordinators
- Manage and update the database of Local Coordinators
- Provide opportunities to showcase Local Coordinators' activities

#### Profile

A member of the Local Area Coordination Committee should demonstrate:

- Good working knowledge of database management, including data storage, operations and security practices
- IT skills (Word, Excel, Power Point, Google forms, etc.)
- Ability to write clearly and concisely
- Ability to speak and write courteously, professionally and tactfully
- Interest in engaging with ELTAM members, including potential members, and expanding the network at the local level
- Responsiveness to the needs of ELTAM members
- Ability to work harmoniously and productively with others

## **TREASURER**

### **Administracija i finansije**

#### **KEY RESPONSIBILITIES**

The Treasurer will:

- Ensure that ELTAM operates in accordance with its strategic plan and meets its legal and financial reporting requirements
- Liaise with the bank, suppliers, project coordinators, sponsors, foundations, ELTAM's accountant and all relevant stakeholders
- Prepare all contracts (part time contracts, contracts with sponsors, foundations, etc., and contracts with vendors/suppliers)
- Monitor the performance of the Board/Committee members in relation to the Association's financial processes and reporting
- Prepare progress and final financial reports for sponsors, foundations, etc., including all necessary payment documents and financial statements
- Assist the Project Management Committee in budget planning and execution for all current and future projects
- Prepare ELTAM's annual financial report by May 31
- Carry out special assignments as requested by the President

#### **Profile**

The Treasurer should be an individual member of ELTAM and demonstrate:

- Knowledge and understanding of ELTAM's mission, services, policies, and programs and concern for the development of the organization
- Willingness to contribute to the governance of ELTAM and take responsibility for financial management and reporting
- Sound understanding of financial and managerial accounting for non-profit organizations
- An interest and ability in developing financial budgeting, monitoring and reporting skills
- Ability to monitor processes and activities of ELTAM Committees in relation to the processing and reporting of finances
- Ability to work harmoniously and productively with others

## CELEBRATING EUROPEAN DAY OF LANGUAGES AND OTHER IMPORTANT DATES COMMITTEE

### Obilježavanje Evropskog dana jezika i drugih važnih datuma

#### KEY RESPONSIBILITIES

Celebrating European Day of Languages and other important dates Committee is comprised of a group of volunteers who promote celebration of the Council of Europe - European Day of Languages, as well as other important days and events connected with ELT to ensure that teachers use the opportunity to promote activities of their school on national and international level.

Celebrating European Day of Languages and other important dates Committee will:

- Prepare and send info letter to schools about the official celebration of the European Day of Languages
- Prepare and send info letter to the Bureau of Educational Services
- Prepare and send info letter to teachers' associations of other foreign languages and institutions and organizations with the similar aim
- Order promo material from the Council of Europe
- Pack and deliver promo materials for schools which register their activities and send request for the material in the given deadline
- Follow Council of Europe European Day of Languages webpage
- Encourage teachers to register and implement activities in school
- Gather reports from schools about the implemented activities
- Create content for European Day of Languages in Montenegro Facebook page
- Create and submit final report for the Bureau for Educational Services about the celebration of the European Day of Languages in Montenegro
- Prepare presentation on implemented activities for Annual Assembly
- Follow the same procedure for other relevant dates and events
- Participate in committee meetings online or in person

#### Profile

A member of the Celebrating European Day of Languages and other important dates Committee should be an individual member of ELTAM and demonstrate:

- Good working knowledge of the English curriculum in Montenegro
- Interest in professional development of English teachers
- Good working knowledge of social media platforms (including Facebook, Twitter, Instagram, etc.)
- Willingness to contribute to professional dialogue
- Willingness to collaborate in planning, implementing and evaluating professional development activities
- Responsiveness to the needs of ELTAM members
- Regular participation in committee meetings (physical, telephone, online) and committee work
- Ability to work harmoniously and productively with others