

The President:

1. Acts as coordinator for all Committee activities.
2. Sees that each area of responsibility is assigned to a specific Committee Member and that as new problems arise someone is appointed to handle them.
3. Is responsible for calling Committee Meetings on a regular basis throughout the year and for issuing an Agenda before each meeting.
4. Sees that Committee members inform each other of what is going on and that each Committee member has the necessary information to carry out their particular job.
5. Is responsible for calling the AGM and for writing the Agenda for the Annual Business Meeting.
6. Acts as arbitrator and seeks to establish a compromise if there are conflicting opinions within the Committee.
7. Assures that Committee Members comply with their guidelines and perform their duties. Should this not be the case, the President discusses the matter with that member.
8. Keeps the membership informed of decisions taken and goals set by the Committee by means of the President's Report in the ETAS Journal and the President's Annual Report at the AGM (published in the ETAS AGM Supplement for the Journal).
9. Acts as Spokesperson for ETAS.
10. Is responsible for keeping the President's File up-to-date. The President's File includes the Presidents' Reports from AGMs and Business Meeting notes, etc., to be passed on to successive presidents.
11. Together with the Committee, periodically reviews and revises the Committee Guidelines.
12. Attends the IATEFL conference as TA representative on behalf of ETAS, which is usually held in April or May in the UK. ETAS covers the early bird registration, transport and hotel (based on a budget put together in July). The President needs to cover his/her own meals and any other expenses. If the President does not want to or cannot attend the event, the committee will choose a committee member or national council member to go in their place (budget permitting). If the President attends on behalf of any other organization (an employer, for example), the costs need to be split between ETAS and that party. The President will need to be a member of IATEFL to participate in the conference. One can become an IATEFL member when rejoining ETAS, please note the deadline to join IATEFL on the renewal letter.
13. Submits expenses to the Treasurer within 2 months of incurred expenses.
14. Prepares an Annual Report of ETAS activities for presentation at the AGM.
15. Keeps in touch with Administrator on a regular basis and conducts the Administrator's annual appraisal with an additional committee member.
16. Should not normally miss more than 1 meeting a year.
17. Will serve a 2 year term as Past President after the President term(s) are completed.

From the Committee the President will:

- Be informed of any major developments and will receive copies of all correspondence dealing with these matters, in order to assure the free flow of information within the Committee.
- Receive items for Committee Meeting Agendas in the form of proposals to be included on the Agenda.
- Receive an Annual Report for each Committee Member at least 6 weeks before the AGM, outlining the activities which have taken place in that member's areas, to be included with the President's Annual Report.