

1. Take the minutes for each Committee Meeting and ensure that each Committee Member receives a copy of the minutes and the action sheet containing the “to do” list and due by / done by date. The minutes are to be taken using this procedure:
 - a. They are typed and an electronic copy is sent to the President within one week of the meeting.
 - b. The President corrects them and sends them to the Vice President.
 - c. The Vice President makes any final corrections and returns them to the Secretary, who cleans the final version up and emails them to the Committee and the Administrator within 2 weeks of the meeting.
2. Deal with any EFL correspondence as it arises, any current business is dealt with by the Administrator.
3. Coordinate and edit the AGM and the SIG Day workshop report write-ups. Please liaise with the Publications Chair and refer to the Publications Deadlines in order to meet the deadlines.
4. Inform ETAS members of IATEFL events on the website and inform IATEFL of ETAS Events.
5. Oversee nominations and elections to the Committee, doing the administrative work and ensuring that the nominations guidelines are kept up-to-date.

Nominations:

- a. When a position is vacant, the secretary will send details of the chair’s responsibilities and the text for the nomination form and positions up for election to the web chair to be included in the Spring Journal.
 - b. Nominations for positions are to be sent to the Administrator. The nomination then reaches the secretary, where it is filed, and the information is forwarded to the president and the publications board electronically.
6. Take the minutes of the AGM and ensure that they are published in the AGM special after the AGM. Follow-up any questions/queries from the floor at the Business Meeting.
7. Be guardian of the statutes and ETAS guidelines.
8. Submit an annual report of activities to the President (at least six weeks before the AGM) to be included in the Annual Report at the AGM.
9. The President should be copied into all ETAS emails and correspondence.
10. Should not normally miss more than 1 meeting a year.