**BAAL Ordinary Member – updated August 2017**

Typical duties include:

* Responding to queries and contributing to discussion/decision making among the EC
* Attending 3 BAAL EC meetings and the AGM each year (and reading all officer reports for these meetings)
* Taking minutes at BAAL EC and AGM meetings
* Taking action to points as stated
* Reviewing abstracts for the Annual Conference
* Refereeing applications to the Applying Linguistics Fund and BAAL seminars
* Undertaking ad hoc tasks that emerge for the EC
* Contributing to and voting on membership issues by email
* Reading and reviewing updates, plans and budgets for future conferences
* Reading and writing short report on at least one book for book review
* Supporting other members of the EC, including providing support for specific officers as appropriate
* (Sometimes) contributing to the BAAL Newsletter
* (Sometimes) representing BAAL at Routledge/CUP BAAL seminars

One of the Ordinary Members will be also oversee and monitor diversity and equality of opportunity in all aspects of BAAL activity and will serve as a point of contact for BAAL members in this regard.

Monthly breakdown of key tasks from 2016-2017

* October - considering issues to raise at University Council for General and Applied Linguistics (UCGAL) meeting
* December - review applications for BAAL CUP seminars
* January - prepare for and attend January EC meeting, collect book(s) and prepare short review(s) by early April
* March - review conference abstracts
* May - prepare for and attend summer EC meeting
* June - review applications for the Committee on Linguistics in Education (CLiE) rep