



**BAAL Executive Committee (EC)
Terms of Reference and monthly tasks (2018)**

▪ <u>Chair</u>	2
▪ <u>Secretary</u>	5
▪ <u>Treasurer</u>	10
▪ <u>Media Coordinator</u>	15
▪ <u>Meetings Secretary</u>	16
▪ <u>Membership Coordinator</u>	17
▪ <u>Newsletter Editor</u>	18
▪ <u>Postgraduate Liaison and Development Officer</u>	19
▪ <u>Publications Secretary</u>	23
▪ <u>Seminars Coordinator</u>	25
▪ <u>SIG Coordinator</u>	29
▪ <u>Web Editor</u>	32
▪ <u>Ordinary Member</u>	33
▪ <u>CLIE representative</u>	34

The role of BAAL Chair

(updated August 2017 by Tess Fitzpatrick and Dawn Knight)

1. Take the lead role, in consultation with the Executive Committee, on BAAL policy, initiatives, and activity.
2. Ensure that the Association maintains and promotes a broad view of applied linguistics and is regarded as the appropriate learned society for all UK scholars concerned with “the theoretical and empirical investigation of real-world problems in which language is a central issue” (Brumfit 1995:27)
3. Promote contact with AILA and other national applied linguistics associations throughout the world, and with learned societies in other relevant disciplines in the UK.
4. Ensure that BAAL engages with national decisions and debates on language policy and makes appropriate representations to governmental and other bodies.
5. Represent the interests of applied linguists in consultations about funding councils and other government bodies, especially on matters relating to research assessment.
6. Ensure that BAAL is appropriately represented on various bodies, and plays a prominent role in relevant professional associations in the UK such as the Academy of Social Sciences, and the University Council for General and Applied Linguistics.
7. Work with the Executive Committee to make judicious use of the Association’s resources to support applied linguistic activity, and to maximize opportunities for all members, including students and international scholars, to benefit from the BAAL community and to participate in BAAL activities.
8. Work with the Treasurer, Secretary and other EC members to monitor and manage the relationship and performance of BAAL’s administrators (e.g. Dovetail).
9. Maintain general communications: hand on messages from outside bodies/individuals to the EC or the membership (e.g. notice of meetings, research opportunities, etc.); respond where necessary or raise issues with EC.
10. Organize nominations to various bodies (e.g. the Academy of Social Sciences).
11. In liaison with the secretary agree agendas for the three Executive Committee (EC) meetings and the AGM.
12. Support, recognize and where necessary guide the activities and efforts of EC colleagues.
13. Chair meetings of the Executive Committee and the Association’s AGM.
14. Promote and sustain attention to equality, diversity, inclusion and fairness in all aspects of BAAL’s activities and communications

Also, at the annual conference the following announcements need to be made:

- At the start of the conference -
 - AGM - and possibly elections
 - Prizes (Book, Poster and Richard Pemberton)

BAAL EC invited colloquia
Scholarship students

- And at the end of the conference:
 - Results of elections
 - Prize winners
 - Thanks to any EC members stepping down
 - Thanks to LOC
 - Handover to new Chair (where applicable)

Note – the BAAL Chair is a signatory to the BAAL account. This should be organized at the September meeting.

Expenses - BAAL pays travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). It also, where necessary, covers the cost of one BAAL representative (the Chair or Chair's representative), attending AILA. You need to complete a form from the treasurer and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

Reference:

Brumfit, C. J. 1995 'Teacher Professionalism and Research' in G. Cook and B. Seidlhofer (eds.) Principle and Practice in Applied Linguistics. Oxford: Oxford University Press.

.....
BREAKDOWN OF MONTHLY TASKS:

- **January:**
 - With Secretary, finalise agenda for January EC meeting
 - Chair EC meeting
- **March:**
 - Ensure that Chair's Action Points from January meeting have been completed or are in hand
- **April:**
 - Prepare nomination for Fellowship of the Academy of Social Sciences June deadline (AcSS deadlines may change – please check)
- **May:**
 - With Secretary, finalise agenda for May EC meeting
 - Chair EC meeting
- **June:**
 - submit nomination for Fellowship of the Academy of Social Sciences June

deadline (AcSS deadlines may change – please check)

- **July:**
 - Ensure that Chair's Action Points from May meeting have been completed or are in hand
- **August:**
 - With Secretary, finalise agenda for September EC meeting and AGM
- **September:**
 - Chair EC meeting
 - Attend annual conference, fulfilling duties associated with this
- **October:**
 - Prepare nomination for Fellowship of the Academy of Social Sciences
December deadline (AcSS deadlines may change – please check)
- **November:**
 - Ensure that Chair's Action Points from September meeting have been completed or are in hand
- **December:**
 - submit nomination for Fellowship of the Academy of Social Sciences
December deadline (AcSS deadlines may change – please check)

The role of BAAL Secretary

Updated by Dawn Knight, July 2018

1. Weekly

- 1.1.** Maintain communications: hand on messages from outside bodies/individuals to the Chair, the EC or the membership (e.g. notice of meetings, research opportunities, etc.); respond where necessary or raise issues with EC/Chair.
- 1.2.** In conjunction with Chair arrange for nominations to various bodies (sometimes time does not allow for full consultation with EC, let alone the BAAL membership; this is a concern that needs to be kept alive).
- 1.3.** Write letters on behalf of BAAL or draft letters for Chair to various bodies (e.g. the Office for National Statistics re language and Census 2011)
- 1.4.** Promote and sustain attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications
- 1.5.** Act as a main point of contact with Dovetail
- 1.6.** Maintain the EC Dropbox account

2. Preparation and follow up for EC Meetings - January, May and September each year

- 2.1.** Ensure place, date and time are fixed for each EC Meeting. There are three meetings per year – January, May and September (the September meeting is just before the BAAL conference at the place of the conference). A venue and room, lunch and coffee needs to be organized for each of these. The September meeting venue, coffee, lunch and annual exec dinner is organized by the LOC.
- 2.2.** Prepare agenda in conjunction with EC/Chair (note that at the May meeting we need to set up post graduate committee to judge the Richard Pemberton best PG paper and ensure LOC organize a panel of judges (e.g. the plenary speakers/leaders of invited colloquia) to judge the best poster. Sept EC generally has a slot for future Local Organisers to come in and introduce themselves)
- 2.3.** Remind EC officers to send in their reports to you one month before. Combine these into a single file, add them to the Dropbox folder and send details of how to access them to members of the EC.
- 2.4.** Arrange two minute takers for each meeting in advance (from the Ordinary members).
- 2.5.** Ask the two minute takers to send you a composite set of minutes and action points within two weeks of the meeting.
- 2.6.** Circulate the draft Minutes and action points among the EC (and ask Web Editor to place on the website).
- 2.7.** Amend the draft minutes at subsequent meeting and upload them on to Dropbox.

3. Preparation and follow up for AGM Meetings (August onwards) and elections (September each year)

- 3.1.** Ensure place, date and time are fixed by liaising with the BAAL Meetings Secretary who will check with local organisers that we have a slot in the Conference for our AGM (best time is late Friday, assuming a Thurs midday to Sat midday conference. A time slot of approx an hour to an hour and a half is needed).
- 3.2.** Get reports from all EC officers and BAAL nominated Applied Linguistics editor (if he/she is not attending in person). Remind EC people that for Sept they need to produce 2 written reports – one for EC and one for AGM. Put all reports on to Dropbox.
- 3.3.** In August send out to BAAL membership draft agenda for AGM and inform people that the draft minutes and actions from the previous year and the current annual reports are on/will be on the website. Explain that the AGM will focus on the chair's and treasurer's reports but all the committee members will be there to answer any questions relating to the reports.
- 3.4.** Confirm minute takers and make sure they ask all speakers from floor to identify themselves, so they can be cited in the minutes.
- 3.5.** Ask Web Editor to put draft minutes and action points on BAAL members Website.
- 3.6.** Welcome and brief new members and ensure their emails are added to the Jiscmail exec mailing list (as well as exiting members taken out). Provide Ordinary Members with the role description (the Secretary is responsible for maintaining this list throughout the year).

4. Elections to EC (held at AGM):

- 4.1.** At May EC check all outgoing members of the EC and line up Ordinary Members of EC to stand for officer posts in Sept (except for PG Officer candidates who because of the nature of PG study will not normally have been on the EC); encourage general BAAL members via BAAL Mail to stand as Ordinary Members of the EC (normally not a problem, but there is merit in contacting competent people).
- 4.2.** Remind BAAL Membership by BAALmail in July/August of upcoming elections. Provide role descriptions and invite those interested to contact current post holders. Warn them that they will need to be ready to stand up at the AGM and say why they should be elected. If they are not attending their 'case' can be read out.
- 4.3.** Before the Conference starts, post notices for elections in a prominent place at the Conference Reception, and ensure the "lined up" Officer vacancies are filled in. Each candidate for all EC posts needs a proposer and seconder, both of whom must be members of BAAL. Names to be written in caps + signatures. Those proposed must have agreed to be proposed and you will need their contact details in order to inform them that they need to make a short speech if there needs to be an election. Write on each of the election notices that notices will be removed at 12.00

midday Friday (or in time to organize ballot papers for an election if the posts are contested).

- 4.4. Ask the Local Organiser who does the “housekeeping” stuff at start of conference to make an announcement about EC elections
- 4.5. Remove the election notices at 12.00 midday Friday/agreed times.
- 4.6. Ensure candidates are ready to say a couple of sentences about themselves at the AGM. People may also stand *in absentia* but have never been successful in an election.
- 4.7. For any posts that are contested (usually only PG Officer and Ordinary Members), prepare ballot papers (ask Local Organiser office to print & copy (x 60) a ballot paper with names.)
- 4.8. Run the election at the end of the AGM. Remind those present that only current BAAL members may vote.
- 4.9. Collect and count the votes and use simple majority i.e. “first past the post”.
- 4.10. Arrange for the new post holders to be present & announced at the closing session.
- 4.11. Get contact details from all the new post holders, and make sure they know the date of the January EC meeting.
- 4.12. Make sure that new EC people are entered into the exec mailing list, and old ones deleted.
- 4.13. Brief new members of the exec and make sure they understand how the committee works etc.

5. Constitutional changes (constitution available on the website)

If changes are to be made the secretary needs to send a message with the proposed change to the BAAL membership at least two weeks before the AGM (e.g. with the draft agenda and reports). For example:

At the Annual General Meeting, the Executive Committee is going to propose two changes to the Association's constitution. Any proposed changes to the constitution have to be announced to the membership at least 14 days in advance of the AGM, and this e-mail fulfils that condition.

The BAAL Executive Committee proposes two amendments to the BAAL constitution which relate to the need for a new post of Media Co-ordinator and a consequent reduction in the number of Ordinary Members. They relate to section 4c of the constitution. We propose the following 2 amendments.

Amendment 1 - The sentence of 4c which currently reads:

The Annual General Meeting shall elect the following officers: a Chairperson, a Secretary, a Meetings Secretary, a Membership Secretary, a Publications Secretary, a Newsletter Editor, a Web Editor, a Treasurer, a Special Interest Groups Co-

ordinator, a Seminars Co-ordinator and a Postgraduate Liaison and Development Officer (who must be a student at the time of election). The tenure of any Officer shall be three years, with the exception of that of the Postgraduate Liaison and Development Officer which shall be two years. An Officer shall be eligible for re-election but the continuous tenure of any Officer shall be limited to two terms of office.

should be changed to

The Annual General Meeting shall elect the following officers: a Chairperson, a Secretary, a Meetings Secretary, a Membership Secretary, a Publications Secretary, a Newsletter Editor, a Media Co-ordinator, a Web Editor, a Treasurer, a Special Interest Groups Co-ordinator, a Seminars Co-ordinator and a Postgraduate Liaison and Development Officer (who must be a student at the time of election). The tenure of any Officer shall be three years, with the exception of that of the Postgraduate Liaison and Development Officer which shall be two years. An Officer shall be eligible for re-election but the continuous tenure of any Officer shall be limited to two terms of office.

Amendment 2 - The sentence of 4d which currently reads:

*(d) The Officers specified in (c), together with **six** Ordinary Members, shall constitute the Executive Committee. The Ordinary Members shall serve for two consecutive years, with three normally elected at each Annual Meeting. No Ordinary Member of the Executive Committee may serve as such for more than two terms consecutively. The Executive Committee shall manage the Association's affairs between Annual General Meetings and shall have power to co-opt up to three other members at its discretion to serve until the next Annual Meeting.*

should be changed to

*(d) The Officers specified in (c), together with **five** Ordinary Members, shall constitute the Executive Committee. The Ordinary Members shall serve for two consecutive years, with three normally elected at each Annual Meeting. No Ordinary Member of the Executive Committee may serve as such for more than two terms consecutively. The Executive Committee shall manage the*

Association's affairs between Annual General Meetings and shall have power to co-opt up to three other members at its discretion to serve until the next Annual Meeting.

6. Organization of a new Chair – the Jan meeting (if the chair is departing in the September of that year)

The current procedure is to draw up a short list of names sent to the chair or secretary by members of the exec. The members of the exec then vote (through for example

Survey Monkey software) for their preferred candidate. The secretary then invites the candidate to stand for chair at the AGM (although rarely contested this position is an elected one).

7. Other tasks

Prepare reports for the three Executive Committee (EC) meetings and the AGM and, where appropriate, the online newsletter (the deadlines for the online newsletter editor are January, May and September with precise dates and reminders sent by the newsletter editor). See the website for samples of both types of report.

Note – the BAAL secretary is a signatory to the BAAL account. This should be organized at the September meeting.

Expenses - BAAL pays travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form from the treasurer and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

The role of BAAL Treasurer

Updated by Steve Morris July 2017, with an addition made by Dawn Knight, September 2017

The aim of BAAL is to support Applied linguistics activities through funding research and supporting meetings. For funding summary see <http://baal.org.uk/funding.html>. To this end the Treasurer is involved with

1) Meetings Secretary and annual conference

- Providing a float for Local Organising Committee (LOC) of Annual Conference when requested. In the past this has been £5,000 paid around January.
- Receiving repayment of float at around Easter the following year and banking any surplus. LOC should send you accounts. Try to put across the desirability of a conference making a surplus.

Each conference is very different. The Treasurer has no involvement in running the annual conference. The LOC holds its own cheque book. The Meetings Secretary has a LOC handbook with guidance on scholarships for conference attendance.

BAAL pays travel expenses for Meetings secretary, and a fee of up to £1,000 plus expenses to the Admin assistant for Meetings Secretary (when it is desirable to employ one), payable in July.

At each conference there are 1-2 invited colloquia which BAAL subsidizes (£1000 per colloquium is given to the EC member convening the colloquium to be distributed as they see fit. Also, all panel members of the colloquium receive free BAAL membership for a year).

At the conference payments need to be made for the poster prize (£50.00), the Richard Pemberton postgraduate prize (£50.00) and any scholarships.

2) BAAL EC Seminars co-ordinator

The BAAL EC Seminars co-ordinator calls for proposals for the BAAL/CUP seminar series and proposes 4 to be supported (finalized electronically in consultation with the executive between October and January). Selected organisers request treasurer for money (a £750 grant and an optional £500 refundable float). Latter is often not requested.

Seminar organisers are required to submit a report for the newsletter and send in a balance sheet to show how they spent the money. Keep a note of 4 events selected and make sure records are in accounts sent to accountant.

CUP supports this with £1125 grant (Csilla Clarke) in August each year, matched by £1125 from BAAL, with an optional £500 refundable float. (i.e. each seminar organizer receives £750.00 per seminar with contributions of £375.00 from CUP and £375.00 from BAAL. Often need to remind Seminar convenors to ask for it. CUP has direct payment bank details.

The BAAL/Routledge seminar operates in a similar way with BAAL matching the £750 received by Routledge, making a total of £1,500 available for one annual seminar.

3) SIGs and EC SIG co-ordinator

There are guidelines on setting up a SIG on the web. They sometimes develop from BAAL/CUP seminars. SIGs are approved at EC meetings, and once approved for a probationary year SIGs are eligible for a start-up grant of £200 on submission of a budget proposal for their first meeting.

SIGs are required to submit accounts to SIG Co-ordinator for onward transmission to BAAL accountant at end of financial year 31st May. Request cashbook, receipts, bank statements and any completed chequebooks. They are charged a £25 fee by the accountant which is sent to the SIG Co-ordinator. They are considered to be subsidiaries of BAAL for accounting purposes and accumulated funds belong to BAAL. The treasurer will advise in the case of problems and liaise with BAAL accountant as necessary.

Current SIGs are:

- Corpus Linguistics
- Health and Science Communication
- Intercultural Communication
- Language, Gender and Sexuality
- Language and New Media
- Language in Africa
- Language Learning and Teaching
- Language Policy
- Linguistics Ethnography
- Linguistics and Knowledge about Language in Education
- Professional, Academic and Work-based Literacies [PAWBL]
- Testing, evaluation and assessment
- Vocabulary studies

4) Publications Secretary /secretarial assistant

The Publications Secretary / secretarial assistant will send £35 entry fees for BAAL Book prize from publishers for banking, (usually around 25 entries). Suggest you make this easier by giving direct banking details to Publications Secretary to send out to Publishers with invitation to submit books. By the first week of January when all cheques should have been received inform publications secretary whether everyone has paid up or not.

BAAL may pay the Publications secretarial assistant £300 plus postage costs, payable in July.

5) Membership Secretary and Dovetail Management consultants

Membership subscriptions handled by the Membership secretary and Dovetail Management Consultancy (Andy Cawdell). Dovetail send monthly spreadsheets of monies paid in by email and has the paying book to bank any income received as a cheque. Dovetail are not a signatory of the BAAL account.

Dovetail also send a quarterly invoice for their fees plus expenses: July, November, January, April. Treasurer makes payment through BACS.

6) Applications for funding

The Applying Linguistics Fund has in the past awarded **up to £10,000 to applicants**. Decisions are made at the May meeting of the EC. The person/people receiving the award will be informed by the fund coordinator and advised to request money from the Treasurer.

There are also annual applications from CLIE (Dick Hudson) for funding for the Linguistic Olympiad (£2000)

7) Membership of professional bodies

- AILA: payable in January in dollars (depending on BAAL membership numbers)
- UCML: payable every 3 years.
- Academy of learned societies for the Social Sciences: payable annually.
- UCGAL.

In total £5,043 in 2017

8) Sponsorship of attendance of BAAL exec reps on professional bodies

Travel expenses are paid for those attending relevant meetings of the following: AILA (BAAL chair)

- ACSS Academy for Social Sciences (Tess Fitzpatrick until 2018) UCGAL (Angela Creese until 2018)
- UCML (Bernadette O'Rourke until 2017)

9) Sponsorship of attendance at CLIE meetings

Travel expenses for 4 BAAL representatives at CLIE meetings (October, February, May) paid alternately by BAAL and LAGB. Costs for speakers paid by BAAL and LAGB alternately

10) Sponsorship of attendance at BAAL/CUP seminars

In cases where there are no executive members attending a BAAL/CUP seminar travel expenses will be paid for a member to attend one day of the seminar in order to make a presentation about BAAL.

11) Publishing of conference proceedings

Costs associated with copy editing (up to £300.00) are available.

12) Banks

The Bank accounts are

Lloyds Easy Saver: *****26

Lloyds Business Extra: *****08

Lloyds Business Extra: *****16

All at Lloyds East Dulwich Branch.

13) Signatories

Signatories are Chair, Secretary and Treasurer. Cheque requires one signature only. Any changes should be made at the September meeting, when everyone is together. The account is handled by business and charities branch. Cheques payable to Treasurer need to be authorised by Chair or Secretary as well.

14) Accountant

Accounts have to be sent to Kurban Abji (46 Westbourne Road, Luton, Beds, LU4 8JD, Tel 01582 735816, Fax 01582 413533) at the end of the financial year 31st May for preparation for September meeting AGM. BAAL fee to accountant is £825. SIGs are charged £25 fee by accountant, which they send to SIG Co-ordinator. They are considered to be subsidiaries of BAAL for accounting purposes.

It is best to send papers in groups according to the area of activity to encourage the accountant to tell the story we want. However, the accounting system means that the timing of cheques going in and out leads to liabilities and other things that do not add up to this!

15) Charity Commissions

BAAL is a Charity and has to submit accounts for financial year ending in May by the end of March each year. A list of current trustees (EC members) with personal details is also required. Update these details at January meeting. As a charity, BAAL does not charge VAT, but has to pay VAT in the normal way, i.e. for services like Dovetail. Separate annual submissions need to be made to the Wales/England Commission and the Scottish Charity Commission. These are prepared in conjunction with Dovetail who submit them on our behalf.

16) Other Running costs

- Public liability insurance Annual in July.
- Executive committee meetings in September, January and May (travel and lunch/refreshments during the day). For the Conference: registration plus accommodation plus one additional night and meal for the exec (on the evening of the exec meeting). If it is cheaper for executive members to travel to the venue the

night before the executive meeting (e.g. if it is in Scotland) then 2 nights can be paid for.

- Zen Internet Services: £ 65.85 in 2017 for annual subdomain and domain charge for baal.org.uk

Other tasks

Attend the three Executive Committee (EC) meetings and the AGM and prepare reports for. See the website for samples of report. The Treasurer, as with all members of the EC, is also responsible for promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications.

Expenses

BAAL pays reasonable travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

The role of BAAL Media Coordinator

Updated by Claire Hardaker, July 2018

The media coordinator serves as the pivotal point of contact between BAAL and the media, broadly defined (e.g. social networks, online media, broadcast media, etc.). The media coordinator is responsible for:

- Coordinating and mediating media outreach as a means for maintaining the image of BAAL
- Updating the media with newsworthy events and activities related to the association (and specific members of it)
- Directing external bodies to specific subject specialists when requested.

The media coordinator should ideally have some previous experience of working with or in the media.

Specific duties include:

- Monitoring and administrating the main BAAL social network accounts (e.g. Twitter, Facebook, blog)
- Writing social media content, press releases, and news reports about the work of BAAL
- Answering enquiries from media representatives (or pointing them to an appropriate individual who can)
- Developing media networks and contacts
- Keeping up-to-date with all issues that affect the organisation
- Serving as a point of contact for BAAL members with issues related to the media
- Reporting to the Executive Committee and Annual General Meeting
- Serving as an officer of the Executive Committee, attending regular meetings and being involved in discussions and decisions
- Promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications.

The role of BAAL Meetings Secretary

Updated by Alex Leung, August 2018

A detailed list of tasks can be found in the LOC handbook. The meetings secretary has the following duties:

1. Attend and prepare reports for the three Executive Committee (EC) meetings and the AGM: January, May and September.
2. Prepare short reports for the BAAL Newsletters.
3. Scrutinise the bid & budget from potential LOCs, pass it on to the EC for comments and suggestions.
4. Two one-day visits to the next two conference sites: in November/ March, to the venue of the current LOC and to that of the LOC two years away.
5. Circulate the CFP on online mailing lists including but not limited to, Linguistlist, BAAL, AILA, AAAL, LAGB and other Applied Linguistics counterparts around the world if possible.
6. Invite the future LOC to exec meeting and dinner on the Wednesday evening before the conference (June/ July).
7. Recruit volunteers to assist with conference abstract vetting (March/ April).
8. Oversee the organisation and running of the annual conference.
9. Emails to the current and future LOCs where appropriate: only if they have any queries.
10. Emails to BAAL mail: in May to find a host for the conference two years away (where necessary) and to provide information for interested institution(s) to prepare for their conference bid. January to March, to send the all-call for abstract submissions.
11. Recruit an administrative helper (if required): to help accept abstracts, send them to reviewers, collate ratings from abstract reviewers, send emails to submitters, prepare a database of delegates and a simple version of the abstract booklet, etc. They are paid a fee of up to £1,000 plus expenses, payable in July. This helper may be recruited to work with the MS or directly with the LOC (i.e. to be based at the conference site) as required.
12. Collate and pass on EC registration details and accommodation requirements for the annual conference in May/ June.
13. Remind next year's LOC to pass on promotional materials to current LOC (July/ August).
14. Respond to any general inquiries about the annual conference.
15. Update the handbook.

Expenses -BAAL pays travel expenses for conference site visits as well as exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form from the treasurer and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

The role of BAAL Membership Co-ordinator

Updated by Jessica Briggs, July 2017

The Membership Secretary's responsibilities are:

1. Throughout the year, to encourage recruitment of new members and to work with the BAAL Committee in developing initiatives that will enhance BAAL's membership base. In particular work with Postgraduate liaison and development coordinator to increase postgraduate membership.
2. To maintain the statistics of membership and report these at BAAL annual meetings. Detailed reports are sent to the BAAL Secretary in January, May and August of every year. The reports need to include the latest statistics and information about Individual, Associate and Institutional members.
3. To work closely with the BAAL Administrator to contact new and returning members throughout the year, and to respond to any membership related queries.
4. To liaise with the BAAL Administrator about sending reminders for membership renewals in January, checking and updating reminder letters and emails for the current year.
5. To liaise with Associate and Institutional members (tbc) throughout the year.
6. To liaise with the Website Editor to ensure that online membership information is up-to-date and accurate, in particular with regard to the 'Join BAAL' webpage.
7. To liaise with the Publications Secretary in order to manage discount offerings to the membership from Associate Member publishing houses, and to liaise with the Website Editor (and in some cases the SIG Coordinator) to ensure those any discount offerings are clearly communicated to the membership.
8. At regular points in the year, to keep BAAL members informed of benefits of membership. This is done through the mailing list, newsletter or website as appropriate.
9. To maintain the BAAL membership list for distribution via email to BAAL members who request a copy of the list.
10. Attend the three Executive Committee (EC) meetings and the AGM and prepare reports for these as well as the online newsletter (the months for these are January, May and September with precise dates and reminders sent by the secretary and newsletter editor respectively). See the website for samples of both types of report.
11. Promote and sustain attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications

Expenses - BAAL pays travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form from the treasurer and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

The role of the BAAL Newsletter Editor

Updated by Bettina Beinhoff, July 2017

- Attend BAAL executive meetings (usually January, May and September). Travel expenses paid by BAAL; you should aim to attend as many meetings as you can, so this post might be difficult if you don't live in the UK.
- Remind BAALmail list (on JiscMail) and BAAL Exec to send in contributions – see production schedule below
- Solicit articles from people, e.g. appreciations of people's careers when they have been elected to Academy for Social Sciences; obituaries; REF concerns; issues that come up in Applied Linguistics.
- Liaise with reviews editor.
- Produce newsletter using standard desktop publishing software (e.g. Adobe InDesign, Microdots Publisher)
- Liaise with web editor to put the newsletter up on the website
- Promote and sustain attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications

BAALnews production schedule 2017-2018

	Winter issue		Summer issue	
	2017	2018	2017	2018
Call for contributions	30/10/2016	30/10/2017	30/04/2017	30/04/2018
Liaise with Exec and Reviews Editor	15/11/2016	15/11/2017	15/05/2017	15/05/2018
Deadline for contributions	08/01/2017	07/01/2018	30/06/2017	30/06/2018
Produce and publish	w/c 16/01/2017	w/c 15/01/2018	w/c 03/07/2017	w/c 02/07/2018

The role of BAAL Postgraduate Liaison and Development Coordinator

Updated by Owen Minns, July 2018

The main tasks for the coordinator are to:

- Represent the postgraduate members of BAAL.
- In liaison with the membership secretary encourage recruitment of new postgraduate BAAL members.
- Organise the postgraduate Forum that takes place during the annual BAAL conference. To maximise the use of the plenary speakers for the annual conference, the PG rep invites the speakers to give a talk (usually informal style talk) at the symposium/workshop. The theme and format of the forum can be chosen by the Coordinator using the theme of the Annual Conference and the BAAL Facebook group as sources for the theme.
- Organise and help to publicise additional postgraduate research events throughout the year.
- Maintain and develop as appropriate postgraduate networking media e.g. the current Facebook page. Posts on the Facebook page can be obtained from the BAALmail and other departments, highlight any information that seems relevant to postgraduates and early careers (e.g. scholarship offers, jobs, etc.), and use the Facebook page to seek ideas about the postgraduate symposium/workshop for the conference.
- In conjunction with a BAAL EC ordinary member draw up a short list and co-ordinate judges for the Richard Pemberton best postgraduate paper prize (awarded at the BAAL conference) – see notes on p.2.
- Attend the three Executive Committee (EC) meetings and the AGM and prepare reports for these as well as the online newsletter (the deadlines for these are January, May and September with precise dates and reminders sent by the secretary and newsletter editor respectively). See the website for samples of both types of report.
- On monthly basis, the role involves keeping the Facebook page active by posting calls for papers, scholarship and job offers, as well as accepting requests to join the Facebook group and other queries from members. Participate actively in the EC activities and events such as review of applications and vote on issues.
- Expenses - BAAL pays travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form from the treasurer and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

- Promote and sustain attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications

Richard Pemberton Prize

Eligibility: The prize is awarded for the best paper presented at the annual conference, for which all named presenters are registered as postgraduate students at the time of the conference.

Procedure:

(December/January)

1. Liaise with LOC contact in advance of the abstract submission process (usually opens in January) so that there will be an option for presenters to tick whether their paper will be eligible to be judged for the prize (this makes life easier later on).

(June/July/August)

2. Once the abstract submission deadline has passed, liaise with the LOC contact to obtain the names and abstracts of the top 5-10 papers (according to the scores assigned by reviewers). You will need to select a maximum of 7 papers (5 or 6 is fine) to judge, so you may need to draw up a final shortlist if there are too many papers that have been awarded the same score. Ask one or two EC members to assist you in this process.

3. Once the (near) final programme is ready, work out how many judges you will need in order to attend all the short-listed papers. Ideally, don't have too many judges because you need to be able to compare papers. However, you are unlikely to find an EC member who be willing and/or able to come to more than 5 papers.

4. Ask for at least one, and preferably no more than two, EC members to assist you in the judging. Draw up simple judging criteria (make sure you're in agreement over whether you're judging academic merit, style of presentation, etc etc, because opinions vary!).

(At the conference)

5. Judge the papers! And compare notes with your fellow judges. Give the presenter name and title of the winning paper to the Chair to announce at the conference closing. Notify the treasurer of the winner. If possible, get an email and post address from the winner, to speed up the process of sending the winning cheque.

(Afterwards)

6. Contact the winners of both the best PG paper and poster at the conference to contribute their research to the newsletter. Contact details (e.g email contact) of the winners should be sent to the Newsletter Editor.

7. Please also email Guy Cook (guy.cook@kcl.ac.uk) to notify him of the winner. Guy is the former BAAL chair who remains in contact with Richard Pemberton's wife and he is keen to be able to update her each year on the prize.

Breakdown of Tasks on a monthly basis

On monthly basis keeping the Facebook page active by posting calls for papers, scholarship and job offers, as well as accepting requests to join the Facebook group and other queries from members. Participate actively in the EC activities and events such as review of applications and vote on issues.

January

- Prepare Report for Executive Committee meeting.
- Attend executive committee meeting.
- Liaise with LOC contact in advance of the abstract submission process (usually opens in January) so that there will be an option for presenters to tick whether their paper will be eligible to be judged for the prize.

February

- Liaise with local organising committee regarding timing and room size for the Postgraduate Forum at the Annual Conference.

March

- Start to develop theme for the Postgraduate Forum. Draw up list of potential presenters.

April

- Once the abstract submission deadline has passed, liaise with the LOC contact to obtain the names and abstracts of the top 5-10 papers (according to the scores assigned by reviewers) when the programme has been finalised.

May

- Prepare Report for Executive Committee meeting.
- Attend executive committee meeting.
- Finalise theme and draw up list of potential presenters or the Postgraduate Forum.

June

- Contact potential presenters for Postgraduate forum.

July

- Prepare Report for Executive committee meeting.

August

- Using the completed programme, draw up a list of times for the presentations to be judged for the Richard Pemberton Prize. You will need to select a maximum of 7 papers (5 or 6 is fine) to judge, so you may need to draw up a final shortlist if there are too many papers that have been awarded the same score. Ask one or two EC members to assist you in this process.
- Send finalised details of the Postgraduate forum to LOC so they can publicise the Forum. Also advertise the forum in Facebook group and on Social Media.

September

- Attend executive committee meeting.

- Attend Annual Conference.
- Organise and chair the Postgraduate Forum at the annual conference.
- Coordinate scores from judges for Richard Pemberton Prize. Give the presenter name and title of the winning paper to the Chair to announce at the conference closing. Notify the treasurer of the winner. If possible, get an email and post address from the winner, to speed up the process of sending the winning cheque.
- If term as coordinator ends, contact successor and give them admin access to Facebook group.
- Post conference: Contact the winners of both the Richard Pemberton Prize and best poster at the conference to contribute their research to the newsletter. Contact details (e.g email contact) of the winners should be sent to the Newsletter Editor.

Email Guy Cook (guy.cook@kcl.ac.uk) to notify him of the winner of the Richard Pemberton Prize. Guy is the former BAAL chair who remains in contact with Richard Pemberton's wife.

The role of BAAL Publications Secretary

Updated by Bernie O'Rourke, August 2018

The Publication's Secretary acts as a point of contact between BAAL and publishers. This involves liaising with publishers about discount offerings and other initiatives which will be of benefit to BAAL membership. This is ongoing throughout the year and involves liaising closely with the Membership Secretary about discount offerings to the membership from Associate Member publishing houses so that he/she can ensure that any discount offerings are clearly communicated to the membership. The core task of the Publications Secretary involves overseeing the annual BAAL book prize which is announced at the BAAL Annual Meeting. The timeline for managing the book prize is detailed below:

Mid/late October: Contact publishers by mail inviting them to submit books. Eligible titles have to have a copyright of the current year and be mainly in English, but can have been published outside the UK. Textbooks, handbook, monographs and edited volumes are all eligible, but second editions are not. Publishers have to send four copies of each title to you and pay £40 per title, either by cheque, by invoice or bank transfer. (invoices will be issued by the Treasurer.) Some publishers have never submitted anything, but contact them anyway. Expand the list of publishers as you see fit. Some publishers may contact you pro-actively, in which case just judge for the proposed title's eligibility and include them in the list for the following year.

13 December (or the next working day): Deadline for submitting titles. Some publishers may need reminding by email before that, some will ask for an extension. Your absolute deadline is first week of January. Liaise with Treasurer to make sure everyone has paid up.

Mid-January: Bring copies of the nominated books along to the January EC meeting. Each EC member identifies two books and agrees to review them. Identify and contact additional reviewers outside of the EC as required. You should have found all reviewers and sent the books and review forms (see enclosed) out to them by early February. For ease of communication, it is useful to collate a mailing list and send all email communication to that Bcc, with yourself as the visible addressee. NEVER disclose a reviewer's identity to anyone (authors, publishers, other reviewers, colleagues, fellow BAAL EC members etc) at any stage of the review process and not even after the prize has been awarded. (Exception: If a reviewer of the winning title agrees to have their review published in Applied Linguistics, see below.) You can send anonymous reviews to the author or respective other reviewer after getting the reviewer's consent. Reviewers can and should be from all over the world, and if a book is interdisciplinary, reviewers should ideally be from the respective areas. Send one copy to each reviewer on the fastest way possible; BAAL will refund postage and mailing. The absolute deadline is mid-February.

Late March: All reviews should have reached you. Make sure everyone writes ca. 800 words. Most reviewers need reminders; send about three (last week of February, first/second week in March, a few days before the deadline). The absolute deadline should be 31 March.

Late April/Mid-May: Draw up the shortlist by checking which titles have received two recommendations to be shortlisted. Those will usually be the four titles. If there are more, send all anonymous reviews to the Secretary and Chair to help decide which four to select. If there are fewer, put those books that have two recommendations on the shortlist and send all anonymous reviews where one reviewer recommends shortlisting and the other does not to the Secretary and Chair to help you fill the remaining places on the shortlist. Send the shortlist to the Newsletter Editor and Web Editor for publication. Also inform the respective publishers.

Late May/early-June: Once you got the shortlist, identify two eminent scholars who have sufficient knowledge of all the areas represented. Send a set of all four shortlisted titles to each of them and ask them for a ranking, and a written case of 350-500 words for what they think should be the winning title. They have until 20 August (or next working day) to do so. The absolute deadline is a week before the September meeting.

Mid/late August: The final reviewers may agree on the winning title. If not, give each title a score based on the rankings (e.g. Book A has been ranked 3 and 1 by the two final reviewers, so its score is 2). If there are two books with the same score, first mediate between the two final reviewers to reach an agreement (do NOT disclose their identity to the respective other). If they can't agree, or do not get back to you in time, send the anonymous case that each has submitted for a winning title to the Secretary and Chair to help you decide. Other than the two final reviewers and, if applicable, the Secretary and Chair, no-one is supposed to know about the winner until after the prize has been awarded. This includes the publisher and the author(s)/editor(s) of the winning book.

September meeting: The prize is usually awarded before the conference dinner. Immediately before, ensure representatives of the shortlisted titles' publishers are present. The prize is a £200 cheque and should be enclosed with a congratulations card.

Mid-September: Draw up a list of the leftover copies, and send it along with the copies to the British Council in London. He/she will make sure that the books get forwarded to the BC in a beneficiary country. Contact the Web Editor to update the prize section of the website. Contact all reviewers of the winning title to ask if they would be happy to have their non-anonymous reviews published in *Applied Linguistics*, provided that they have a free slot. If so, contact the book review editor of *Applied Linguistics* enclosing the reviews, and ask if they want to publish one of them. Report their answer back to the reviewers and put the two parties in touch.

NB: You are entitled to an assistant for all of this, who gets a lump sum of £300 for a year.

The role of Seminar/Workshop Coordinator

Updated by Li Li, August 2017

The main responsibility of the role is to organising the awards for BAAL-CUP seminar series and BAAL-Routledge Workshop. As a member of the BAAL EC, the seminar/workshop coordinator is also responsible for promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications.

TASK LIST

October:

BAAL-CUP Seminar Series (deadline for proposals):

- The deadline for BAAL-CUP proposals is the end of October. Send a reminder through BAAL mail list at the beginning of October.
- Arrange a sub-committee consisting of 3 or 4 EC members to examine the proposals according to the criteria in the Call for Proposals. (Usually, ordinary members are individually approached to become members of the panel; it is generally good to get both new and experienced members). Set a deadline of about 3 weeks (going into November).

November - December

BAAL-CUP Seminar Series (Selection and ratification):

- As BAAL-CUP proposals come in, check they contain all necessary information. Check that main proposer is a BAAL member. Send the proposals to the raters along with the criteria from the Call for Proposals. Ask that raters give proposals a mark out of ten and, as a guide, produce around 100-150 words on each proposal: this can be in bullet points relating to the criteria or a running paragraph. Ask reviewers to address comments to the organisers (this saves the co-ordinator having to rephrase comments) and put in brackets any queries or concerns for the co-ordinator's attention.
- On the basis of the feedback from raters, select up to 3 seminars with the highest ratings to recommend for funding. Up to two others can receive a repayable float.
- Prepare summary report including overview of each seminar and of the feedback for each, and send to the BAAL EC for ratification by email. Provide full text of all proposals with email, and set a deadline for BAAL EC responses.

BAAL-Routledge Workshop (Call for Proposals):

- Send out Call for Proposals through BAAL mail list. The deadline for proposals is the end of January.

December:

BAAL-CUP Seminar Series (Communicating decisions)

- Inform BAAL-CUP seminar organisers by email with EC decisions. (If possible, it is nice to try and do this before the Christmas holiday.) Attach logos and *Guidelines* for those selected. You might also want to remind organisers that they need to contact the treasurer to obtain the funds, and pass on email address (you might want to ask to be copied into correspondence). Ask that organisers confirm their acceptance.
- Respond to resulting questions.
- Inform CUP of decision, with copy of proposals. (contact to be confirmed)
- Inform [Graeme Porter](#), editor of *Language Teaching*, with copy of proposals (gporte@gmail.com). Graeme will approach co-ordinators of relevant seminars to write a short report on seminars and/or to publish keynote talks in the journal.
- Write paragraph for BAALNews on decisions and send by end of Jan (a request for this will be sent out by the newsletter editor).
- Send information on successful seminars to web editor and ask for old seminar details to be added to the archive on the web rather than deleted. Text on website can be updated, to recognise the fact that the seminars have been decided.
- Make sure that the Treasurer notes which organisers will be asking for money. BAAL provides half of the money granted (with the other half provided by CUP).
- Check with committee members who would like to attend the seminars. If someone is already attending (as delegate or invited speaker) then they are expected to take on the role of presenting a short talk on BAAL and distributing leaflets (the powerpoint slides are on the website and the membership secretary should have the printed leaflets). If not, and nobody responds to invite, people based nearby could be targeted. They need only attend for a day or part of a day. (Seminar organisers expected to waive fee and BAAL can cover transport costs.)

January:

BAAL-Routledge Workshop (deadline for proposals):

- The deadline for proposals is the end of January. Send a reminder through BAAL mail list at the beginning of January.
- Arrange a sub-committee consisting of 3 or 4 EC members to examine the proposals according to the criteria in the Call for Proposals. (Usually, ordinary members are individually approached to become members of the panel; it is generally good to get both new and experienced members). Set a deadline of about 3 weeks (going into February).

February:

BAAL-Routledge Workshop (Selection and ratification):

- As proposals come in, check they contain all necessary information. Check that main proposer is a BAAL member. Send the proposals to the raters along with the criteria from the Call for Proposals. Ask that raters give proposals a mark out of ten and, as a guide, produce around 100-150 words on each proposal: this can be in bullet points relating to the criteria or a running paragraph. Ask reviewers to address comments

to the organisers (this saves the co-ordinator having to rephrase comments) and put in brackets any queries or concerns for the co-ordinator's attention.

- On the basis of the feedback from raters, select the workshop with the highest rating to recommend for funding. The runner up can receive a repayable float of £500.
- Prepare summary report including overview of each seminar and of the feedback for each, and send to the BAAL EC for ratification by email. Provide full text of all proposals with email, and set a deadline for BAAL EC responses.

March

BAAL-Routledge Workshop (Communicating decisions)

- Inform workshop organisers by email with EC decisions. (If possible, it is nice to try and do this at the beginning of March.) Attach logos and *Guidelines* for those selected. You might also want to remind organisers that they need to contact the treasurer to obtain the funds, and pass on email address (you might want to ask to be copied into correspondence). Ask that organisers confirm their acceptance.
- Respond to resulting questions.
- Inform Routledge of decision, with copy of proposals. (contact to be confirmed)
- Write paragraph for BAALNews on decisions (a request for this will be sent out by the newsletter editor).
- Send information on successful workshop to web editor and ask for old workshop details to be added to the archive on the web rather than deleted. Text on website can be updated, to recognise the fact that the workshop has been decided.
- Make sure that the Treasurer notes which organisers will be asking for money. BAAL provides half of the money granted (with the other half provided by Routledge).
- Check with committee members who would like to attend the seminars. If someone is already attending (as delegate or invited speaker) then they are expected to take on the role of presenting a short talk on BAAL and distributing leaflets (the powerpoint slides are on the website and the membership secretary should have the printed leaflets). If not, and nobody responds to invite, people based nearby could be targeted. They need only attend for a day or part of a day. (Workshop organisers expected to waive fee and BAAL can cover transport costs.)

March - May:

BAAL-CUP Seminar Series (Call for proposals)

- If not organized previously check with committee members who would like to attend the seminars. Make sure they have the PowerPoint slides and some leaflets.
- Ensure that seminar organisers: a) produce the required reports within 4 weeks of the seminars; and b) send a budget account to the treasurer.
- Update the *Call for proposals* – Consult with the EC if changes are made.
- Send to Secretary for inclusion in summer mailing.

- Distribute on BAALMail, BAALPG Facebook and other relevant lists.

Early July and late August:

BAAL-CUP Seminar Series (Call for proposals)

- Re-distribute the Call for proposals via email in roughly early July and late September.
- Ensure that a copy of the Call is included in the Conference pack for delegates at the Annual Meeting in September.

September:

BAAL-Routledge Workshop (Call for Proposals):

- Send out Call for Proposals through BAAL mail list. The deadline for proposals is the end of January.

On-going:

- Answer queries about preparation of proposals.
- Liaise with organisers on details.
- Chase organisers for reports and accounts after seminars. BAAL-CUP seminar organisers should write a short report (800 words) for *Language Teaching*, and a longer report (1,500-1,800 words) for the BAAL Newsletter. BAAL-Routledge workshop organiser should write a short report for the BAAL Newsletter (800 words).
- Pass reports to CUP and Routledge, to BAAL Newsletter Editor, and to Editor and Reviews Editor of *Language Teaching* - Graeme Porte (gporte@telefonica.net).
- Liaise with Treasure regarding CUP / Routledge on funding.
- Advise seminar and workshop organisers on conditions (e.g. checking CUP are invited to seminars) etc.

Other tasks

- Attend the three Executive Committee (EC) meetings and the AGM and prepare reports for these as well as the online newsletter (the deadlines for these are January, May and September with precise dates and reminders sent by the secretary and newsletter editor respectively). See the website for samples of both types of report.

Expenses

- BAAL pays reasonable travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form from the treasurer and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.

The role of BAAL SIG Coordinator

Updated by Caroline Tagg, August 2018

The Special Interest Groups (SIGs) in BAAL form a core of support and ensure a range of interests are catered for at the Annual Meeting and at year-round events. There are currently thirteen full SIGs. The current BAAL Special Interest Groups are:

- Corpus linguistics
- Language, gender and sexuality
- Intercultural communication
- Language and new media
- Language in Africa
- Language learning and teaching
- Linguistics Ethnography Forum (LEF)
- Testing, evaluation and assessment (TEASIG)
- Vocabulary studies
- Health and science communication
- Linguistics and knowledge about language in education (LKALE)
- Language policy
- Professional, academic, and work-based literacies (PAWBL)

The purpose of SIGs is to promote or enhance focused discussion within their specific fields of applied linguistics. The benefit of the relationship with BAAL for the SIGs is that they have affiliation to the national body (and a registered charity) representing applied linguistics in the UK. The advantage for BAAL is that SIGs broaden its base of interests and offer events at which specialist subsets of the BAAL membership can exchange ideas. A SIG operates autonomously, but BAAL remains legally responsible for the activities of the group. SIGs therefore have certain responsibilities to the parent organisation.

The role of the SIG Coordinator is mainly facilitative and supportive, representing the SIGs' interests to the BAAL Executive Committee. There is however also an element of administration as the Coordinator also represents BAAL to the SIGs and so helps to ensure that certain guidelines are followed in SIG affairs.

The SIG Coordinator's tasks comprise:

Liaising with SIGs

- supporting SIG Convenors in the running of their SIG by answering email queries
- disseminating access to the SIG Handbook to new SIG Convenors
- reviewing and approving SIG Event budgets (this is per event – a one off task for each event although sometimes they are batted back and forth if not detailed enough)
- encouraging all SIG Convenors and Treasurers to submit their annual reports on time (**15 August and 30 June** respectively) and pay the accountant's fee of £25.00

- convening an annual meeting with SIG convenors, either in person or online for the sharing of ideas, questions and good practice (this is usually once a year, and can be held at the BAAL annual meeting in **September**)
- advising applicants for new SIGs on how to apply for SIG status
- advising on the opening of SIG bank accounts and providing a letter of support if necessary
- advising on the closing of inactive SIGs

BAAL Executive committee

- attending the 3 BAAL EC meetings and the AGM (**January, May and September** – precise dates sent by the secretary)
- representing SIG interests at the BAAL Executive Committee Meetings
- providing a report on SIG issues and activities for each BAAL EC Meeting, AGM and for the online newsletter (September, January and May – precise dates and reminders sent by the secretary and newsletter editor respectively). See the website for samples of both types of report.
- bringing new SIG applications to the **January** EC meeting for approval
- promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications

BAAL annual meeting

- liaising with the local organising committee and SIGs to ensure the successful running of SIG tracks at the BAAL Annual Meeting (**from September before**):
 - find out if SIGs want a track or colloquium (October)
 - make sure SIG convenors advertise the track (November-March)
 - remind SIG convenors to choose abstract vetters for the Annual Meeting and disseminate SIG-related abstracts to them (March-April)
 - ask SIG convenors to approve allocated abstracts (May)
 - liaise with LOC to set up tracks and SIG annual meetings

Administrative

- updating the SIG Convenors' wiki
- updating and maintaining the SIG Handbook

Expenses

BAAL pays travel expenses for all three executive committee meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete the form available on the BAAL website and provide all receipts. Please try and book travel as far in advance as possible to reduce cost.

Monthly task cycle:

Date	Action
September	<p>Conference organisation</p> <p>Consider holding a meeting at BAAL's annual conference with SIG convenors.</p> <p>Contact next year's conference LOC to ensure that somebody is appointed to organise the SIG tracks (or talk to them at September EC meeting).</p>
early October	<p>BAAL conference LOC to prompt SIG coordinator to ask SIGs if they wish to hold EITHER a track (based upon individual proposals) OR a colloquium (on a SIG-related theme). The former is the default and more usual practice.</p>
November-March	<p>Once conference call is out, SIG co-ordinator to advise SIG convenors to advertise their SIG track; and to send a general email to BAAL, drawing people's attention to the SIG presence at the conference.</p> <p>LOC to approach SIG convenors (through SIG co-ordinator) for abstract reviewers (usually two main reviewers and a supplementary one).</p>
May	<p>LOC to approach SIG convenors (through SIG co-ordinator) to approve the track and its running order; and to check who from the SIG will be chairing.</p>
June/July	<p>LOC to include SIGs in timetable and keep SIG co-ordinator updated. SIG coordinator to remind SIG convenors to contact speakers by email to introduce themselves and the SIGs.</p> <p>Annual reports</p> <p>SIG coordinator to remind SIG treasurers to complete financial report and send receipts for end of June deadline for auditing. Liaise with BAAL accountant. Gather reports, receipts and cheques together and send to accountant. Feed back to SIG treasurers after audit.</p> <p>Remind SIG convenors to complete annual report for mid-August deadline.</p>
Throughout year	<p>Consider holding online meeting with convenors at some point in year.</p> <p>Check and approve BAAL SIG event budgets (with BAAL treasurer)</p> <p>Remind SIGs to produce post-event reports and send to BAAL newsletter.</p> <p>Process any applications for new SIGs (to be taken to January EC meeting)</p> <p>Answer queries from SIGs.</p>

The Role of BAAL Website Editor

Updated by Richard Smith, July 2018

The Website Editor's main responsibility is to maintain BAAL's website and keep it updated. This role is largely reactive. The input of others is necessary to provide the content for the website. There are, however, some tasks which are proactive:

1. Monitoring the website to ensure content is not corrupted and links still work. This should be done once a year.
2. Providing design suggestions for the website. As content changes, the website itself needs to adapt. Periodically (about once every three years) the site design itself should be reviewed and, if necessary, updated.
3. Pruning the website. The entire website should be checked occasionally and redundant content removed.

Along with other members of the BAAL EC, the Website Editor is also responsible for promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications.

Sources of Information

The main sources of information for website content are:

- Emails from other members of the committee
- Emails from BAAL members relating to BAAL activities
- Emails from BAAL administrator

Weekly Schedule

The following tasks should be carried out weekly or, at most, fortnightly:

1. Blog BAAL news from BAALmail postings or email from committee
2. Update information as required by other committee members / BAAL administrator

Major Annual Task

The only major annual task is the annual content check (see above).

Other Tasks

- Prepare reports for Committee (three times a year). Mostly this will be usage statistics, but there will sometimes be something bigger to report. It is important that the Web Editor attend as many Committee meetings as possible; many ideas are put forward which can or will involve the website. See committee papers for examples.
- Prepare the AGM report (once a year). This is usually short and follows a standard format See AGM papers for examples.

The role of BAAL Ordinary Member

Updated July 2018

Typical duties include:

- Undertaking special projects and ad hoc tasks that emerge for the EC.
- Supporting other members of the EC and facilitating delivery of the tasks of the EC as appropriate. Examples are:
 - Refereeing applications to the Applying Linguistics Fund and a potentially leading role in the competition (e.g. drafting call and liaising with EC, devising and managing the reviewing process, liaising with applicants, providing feedback to unsuccessful applicants, etc).
 - Reviewing abstracts for the Annual Conference
 - Refereeing applications to the BAAL seminars
 - Reading and reviewing updates, plans and budgets for future conferences
 - Reading and writing short report on at least one book for book prize
 - (Sometimes) contributing to the BAAL Newsletter
 - (Sometimes) representing BAAL at Routledge/CUP BAAL seminars
- Contributing to discussion, decision making and queries among the EC.
- Taking minutes at BAAL EC and AGM meetings.
- As a member of EC, attending three BAAL EC meetings and the AGM each year and taking action as agreed in meetings.
- Promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications. One of the Ordinary Members will 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.
- Contributing to and voting on membership issues by email (I'm not sure what this implies. We can either leave it as it is or delete it.

Monthly breakdown of key tasks (although these may differ year-to-year)

- October – preparing 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

The role of the BAAL CLiE Representative

The Committee for Linguistics in Education (CLiE) is a joint committee of the Linguistics Association of Great Britain (LAGB) and the British Association for Applied Linguistics (BAAL) www.clie.org

It aims to explore and evaluate ways in which linguistics and applied linguistics might contribute towards the school curriculum and the professional training of teachers.

Its meetings provide a forum for the exchange of information and opinion on matters of mutual interest and concern to representatives of associations and groups involved in linguistics in education. Around 15 other organisations with interests in language and languages in the education system send a representative.

The committee meets three times a year (November, February and May).

BAAL and LAGB each sponsor four representatives.

BAAL CLiE reps should be well informed about the UK education system, have time and enthusiasm for working with colleagues to advance the applied linguistics evidence base in UK education and be resident in the UK (this is mainly for reasons to do with BAAL's financing of travel expenses). Three of these representatives are 'ordinary' members. For BAAL 'ordinary' representatives the role lasts for 3 years. If the BAAL rep is unable to attend one of the three scheduled meetings, it would be normal practice to arrange a replacement for that meeting.

One of the four BAAL reps will take the role of CLiE Chair or Secretary, as determined by the BAAL executive, to lead or organise meetings, minutes, and follow up actions. These roles alternate between BAAL and LAGB members. It is customary that after 3 years the Secretary becomes Chair, for a further three years.

The BAAL representative who is Secretary or Chair will be co-opted onto the BAAL Executive committee.

The Secretary or Chair will also deal with CLiE membership of appropriate of associations and of ordinary BAAL reps. As places for ordinary CLiE reps from BAAL become vacant, invitations to apply are sent out to BAAL members, and the Chair or Secretary provides profiles for the BAAL exec to select the most appropriate applicant. The Secretary and Chair of CLiE should consider the complete CLiE membership profile on a yearly basis in January and report any renewals due as a standing item at the February meeting. For example, any BAAL rep whose term is due for completion or renewal could be considered and consulted about before the meeting.

As a member of the BAAL exec, the Chair or Secretary of CLiE is expected to provide a report for committee meetings and the AGM to ensure that BAAL is informed of and supportive of CLiE activities. They are also responsible for promoting and sustaining attention to equality, diversity, inclusion and fairness in all aspects of BAAL's activities and communications.

On CLiE the role is to ensure that BAAL approves of CLiE activities and that interests related to Linguistics in Education are included in CLiE business.

Expenses - BAAL pays travel expenses for all three CLiE meetings, attendance at BAAL exec meetings (as required) and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). A form from the treasurer has to be completed, with all receipts. Reps are encouraged to book travel as far in advance as possible to reduce costs.

CLiE also has **co-opted members** and occasional guest speakers for whom expenses are shared between BAAL and LAGB. The practice is that expense claims for alternate meetings are sent to BAAL and LAGB.

Term of membership: The original CLiE constitution states: The Committee so appointed shall be empowered to invite appropriate associations to appoint representatives for periods of three years (renewable). Up to four individuals may be co-opted for the same period. Nominated members may have their nominations renewed annually.

The facility to co-opt members allows CLiE to invite membership from an individual rather than an organisation. But the practice of serving a 3 year term has lapsed, so in September 2013, the topic was raised with both LAGB and BAAL executives and re-established. **The term of a co-opted member shall be three years. The three year period may be extended. This is a decision for the Chair and Secretary (so both LAGB and BAAL are involved), who could consult the other (non co-opted) members if necessary** to decide whether the original reason for co-opting them is still relevant and, if so, whether the needs are being fulfilled. It would be possible to consider the option to renew annually if members feel they can commit fully to CLiE

If on the basis of this exercise there then becomes a vacancy, then CLiE considers who is invited to fulfil a specific role. This should provide a way of keeping and getting the co-opted membership that is most useful and relevant to the concerns of CLiE for a suitable period of time.