

I. GENERAL RESPONSIBILITIES

- A.** As ambassadors for ETC, Executive Committee members must
 - 1. Communicate and share ETC's goals with colleagues, peers, community leaders, and other professional organizations.
 - 2. Represent ETC and ACL interests when appropriate.
 - 3. Follow the policies and procedures manual established by the ACL as a part of the governing structure.
- B.** Communicate with other ETC Executive Committee members
 - 1. To ensure that all committee members are properly informed about ETC activities as it relates to individual offices.
 - 2. Using the most efficient, cost effective, and timely method to accomplish ETC's goals and business.
- C.** All members of the ETC Executive Committee are expected to
 - 1. Provide reports to the ETC Chair one week in advance or upon the request of the chair for
 - a) All ETC Executive Committee meetings
 - b) The ACL Board of Governors mid-year meeting
 - c) The ETC Open Meeting at ACL Institute
 - d) The ACL Annual Report
 - 2. Support all other members of the Committee in their responsibilities, including but not limited to
 - a) Identifying and recruiting other committee members
 - b) Serving on committees and taking on special assignments as requested by the Chair
 - c) Submitting articles, students' work, and teaching activities for PRIMA Editor(s)
 - d) Submitting activities and sharing activity ideas with the Resources Coordinator
 - 3. Review minutes from ETC Executive Committee meetings
 - 4. Submit agenda items as needed for ETC Executive Committee meetings.
 - 5. Attend all meetings of the Executive Committee in person or virtually. If unable to attend, the Chair must be notified in advance.
 - 6. Submit budget requests to the Information Chair by end of March.
 - 7. Maintain resource materials, checklists, documents, procedures, and communications for one's current office both in the policies and procedures manual and the Google Drive. Relay to incoming Executive committee members at the conclusion of one's term of office.
 - 8. Communicate with the ACL Office as needed
 - 9. If attending ACL Institute, strive to attend all ETC sponsored events, including but not limited to ETC Open Meeting, elections, presentation, and ETC board meeting

II. SPECIFIC DUTIES

A. Chair

1. Oversee all aspects of ETC Executive Committee including but not limited to:
 - a) Organize all Executive Committee meetings by
 - (1) Communicating with ACL Executive Director and Communications Chair regarding date, location, and meeting space.
 - (2) Creating and distributing an agenda to Executive Committee members.
 - (3) Soliciting reports from Executive Committee Members.
 - b) Conduct all Executive Committee meetings.
 - c) Appoint chairs and members of all standing committees of ETC unless specified otherwise in the ETC by-laws or duties.
 - d) Appoint chairs and members of ad hoc committees of ETC for no more than two years unless specified otherwise in the ETC by-laws or duties.
 - e) Set upcoming calendar deadlines and project priorities.
 - f) Request information from ETC committee members for annual report.
2. Communicate with ACL constituency about ETC efforts and actions by
 - a) Organizing and conducting the ETC Open Meeting during ACL Institute in conjunction with the Program Chair.
 - b) Presenting and coordinating ETC actions during ACL Institute Awards Ceremony, including giving the speech on the winner(s) of the annual Julia K. Petrino Award.
 - c) Writing Chair remarks for PRIMA's semiannual issue.
3. Act as ETC liaison and representative by
 - a) Serving as ETC representative on the ACL Board of Governors and attending ACL Board of Governors meetings.
 - b) Attending or assigning a representative from the committee to attend any ACL general meetings during Institute.
 - c) Collating, writing, and presenting mid-year report (due date to be determined by ACL President) and annual report (annual report due May 1), in conjunction with the Information Chair.
 - d) Represent ETC or designate a representative to participate as needed at ACL events and through ACL endeavors such as committees.

B. Program Chair

1. Organize ETC presentations, scheduling, and events at ACL Institute.
 - a) Recruit and coordinate presenters and ideas for the ETC presentation and ACL Institute.
 - b) Coordinate and supervise ETC booth at ACL Institute.
 - c) Coordinate door prizes at ACL Institute.
 - d) In coordination with the Chair, help plan and run the ETC Open Meeting at ACL Institute.
 - e) Request a listing of the elementary and middle school level presentations and workshops available at ACL Institute from ACL Office and/or ACL vice-president.
 - (1) Disseminate information to ETC membership through the creation of a PRIMA bulletin available at ACL Institute.
 - (2) Coordinate with PRIMA editors to notify ETC members about presentations relevant to elementary and middle school teachers at ACL Institute.
2. Chair Nominating Committee.
 - a) Select Executive Board members to serve on the Nominating Committee.
 - b) In conjunction with the Nominating Committee, recruit and/or select qualified candidates for the ETC Executive Committee.
 - c) Send candidate bios to PRIMA editor(s) by June 1st.
 - d) Create and print ballot for elections.
 - e) Oversee the elections at the ETC Open Meeting, including introducing candidates and verifying election results.
 - f) Aid chair in identifying and/or recruiting candidates for appointed Executive Committee positions as needed.
 - g) Maintain the list of identified candidates for subcommittees and the Executive Board. Share with various chairs as needed.

C. Public Relations Chair

1. Coordinate outreach and publicity.
 - a) Coordinate and update regularly social media such as Twitter and Facebook.
 - b) Coordinate ETC email blasts with the ACL Executive Director.
 - c) Maintain the ETC website.
 - (1) Update the website at least once per month.
 - (2) Communicate regarding website updates and deadlines with the ETC Board.
 - (3) Maintain a public presence on web-based communication centers and disseminate pertinent information to ETC Executive Committee as needed.
 - d) Promote ETC through professional peer organizations and other

means.

2. Ensure that ETC promotion and publicity has a consistent message and remains a priority.
 - a) Oversee branding and ensure that all ETC products have uniform branding.
 - b) Work in conjunction with the ACL office to market ETC materials and products.
3. Create materials to promote ETC.
 - a) Create pamphlets, ads and flyers to promote ETC and its programs.
 - (1) Work in conjunction with the ACL office and, through the Executive Director, the graphics designer to develop materials.
 - (2) Communicate with ETC Executive Board to ensure that all information is accurate and current.
 - b) Supervise the creation of new promotional materials (ex: bookmarks, pens, etc.).
 - c) Coordinate and submit ETC advertisements and publicity (including selected *Prima* articles and outreach efforts) to *Classical Outlook* and the ACL newsletter.
4. Coordinate any promotion of ETC through local, regional and national conferences.
 - (1) Send materials as needed to ETC Executive Committee members to aid in promotion of ETC at local, state, and regional events/meetings.
 - (2) Communicate with the ACL office regarding ETC promotion endeavors.
 - (3) Aid the Program Chair in ETC promotional efforts at ACL Institute, in both planning and execution.
5. Serve as ex officio member of PRIMA editorial board; check in with the PRIMA editor to ensure dissemination of PRIMA in an effective and timely way

D. Communications Chair

1. Take minutes of Executive Committee meetings and the annual ETC meeting held at the annual ACL Institute.
 - a) Share the minutes with the Chair within two weeks.
 - b) Distribute the above minutes to all members of the Executive Committee within four weeks after the meeting of the meeting.
2. Handle correspondence and emails as appropriate.

- a) Relay ETC scholarship and grant awards information to ACL office for distribution.
 - b) Communicate information to ETC Board as needed (ex: PRIMA editors).
 - c) Coordinate travel of ETC Executive Board to ETC meetings and ACL Institute, in conjunction with the ACL Executive Director and ETC Chair.
 - d) Send reminders to ETC Executive Board about upcoming project deadlines and duties.
- 3. Maintain ETC documents and files.
 - a) Manage and update the ETC portion of the Policies and Procedures manual.
 - (1) Review necessary changes and updates to the policies and procedures manual with the ETC Executive Board at the fall meeting.
 - (2) Communicate updates of ETC portions of the policy and procedures manual with the ACL office as needed.
 - (3) Ensure that templates of necessary documents, such as grant receipt forms, awards, etc. are included in the manual and are up-to-date.
 - (4) Communicate with other Executive Committee members to ensure that relevant portions of the Policies and Procedures manual are updated.
 - b) Organize the ETC files and documents on the Google drive. Update permissions and ownership for sharing of files.
 - c) Communicate with Executive Committee members to ensure that all databases and materials for which a person is responsible has been saved (via back-up) by the ETC Fall Meeting
- 4. Responsible for alerting other committee members of upcoming calendar deadlines & maintaining calendar.
- 5. Develop and maintain ETC history.

E. Information Chair

- 1. Oversee and adjust financial obligations of ETC in conjunction with the ACL Executive Director and ACL Treasurer.
 - a) Develop the annual ETC budget with ETC Executive Committee, ACL Executive Director, and ACL Treasurer.
 - b) Monitor and adjust annual ETC budget with ETC Executive Committee, ACL Executive Director, and ACL Treasurer.
 - c) Serve as non-voting member of ACL Finance Committee.

- (1) Attend the ACL Finance committee meeting at Institute.
 - (2) Participate in ACL Finance discussions initiated via email or other means by the ACL treasurer.
 - (3) Review monthly ACL financial reports.
- d) Receive and disseminate information concerning the ACL budget to ETC Executive Committee members.
- 2. Oversee Petrino awards.
 - a) Coordinate award applications with office and supervise voting.
 - b) Write Petrino speech for Chair.
 - a) Notify recipients of Petrino award(s).
 - b) Coordinate announcements with PRIMA editor(s) and NJCL Chair for Convention.
- 3. Coordinate ETC grants.
 - a) Receive grant requests and communicate with applicants.
 - b) Disseminate information on the grant process to members through the website and other means.
 - c) Communicate pending grant requests to the Executive Committee.
 - (1) Coordinate voting on grants.
 - (2) Communicate with applicants regarding requests for additional information and notifications of decisions.
 - (3) Share recipients' information with the PRIMA editor(s) for articles.
 - d) Communicate grant recipients and information with ACL office.
- 4. Coordinate gathering of data and analysis for ETC.
 - a) Design surveys for membership and analyze results
 - b) Analyze performance of NME, ELE, Classics Club, and other programs/resources
 - (1) Obtain information from the ACL office as needed to support analysis.
 - (2) Communicate trends and patterns to Public Relations Chair and ETC Executive Committee as needed.
 - (3) Identify areas for growth and improvement. Communicate with ETC Executive Committee.
 - (4) Work closely with the Resources Coordinator to guide his committee in the development of materials and resources.
 - c) Write an article for PRIMA on the trends in data.
- 5. Aid the Chair in writing the midyear and annual report
- 6. Coordinate with various ACL entities regarding ETC materials and offerings.
 - a) Ensure that dates, themes, and prices on order forms, the website, and with TMRC are accurate and updated.
 - b) Ensure packets, exam prices, and other materials are competitive and that discounts are appropriate.
 - c) Review all ETC materials to ensure that ACL endeavors and

projects do not conflict with ETC offerings. Coordinate efforts with the Resources Coordinator.

F. Immediate Past Chair

1. Mentor and advise the current Chair.
2. Work with the direction of the chair on special projects.

G. Editor(s) of Prima

1. Solicit articles for the newsletter.
 - a) Follow-up with past ETC grant winners for PRIMA submissions.
 - b) Write articles on Petrino and Calliope award winners based on information provided by ACL office or ETC Executive Board.
2. Publish PRIMA newsletter semiannually.
 - a) Ensure PRIMA is proofed by ETC vice-chair and is forwarded to ACL Executive Director.
 - b) Ensure PRIMA is relayed to the Communications Chair to be posted on the ETC website.
3. Appoint associate editors as needed.
4. Communicate with Publicity Chair to select articles to submit to the ACL newsletter.
5. Participate actively as member of the public relations subcommittee (headed by Publicity Chair)

H. Resources Coordinator

1. Coordinate and direct updates to ETC teaching resources, particularly NME and ELE materials.
 - a) Publish annually NME updated resources for the upcoming exam by the end of July.
 - b) Publish annually ELE updated resources for the the upcoming exam by the end of July.
 - c) Save final products and share with ACL office by uploading to the ACL dropbox (or as directed by ACL office)
 - d) Communicate with the Chairs of the NME and ELE committees to create and refine resources for the exams.
 - e) Update PRIMA editor on upcoming NME and ELE syllabi changes and packet (and teaching resource) additions for inclusion in Fall issue of PRIMA
2. Oversee all aspects of Resources Committee including but not limited to:
 - a) Appoint committee members as needed.
 - b) Organize and communicate with ACL Executive Director, ETC

- Chair, and Committee members regarding committee meetings
 - c) Conduct committee meeting(s), whether physically or virtually, at least once annually
 - d) Set upcoming calendar deadlines and project priorities.
Communicate with committee members, ETC Chair, and Resources Coordinator as needed.
 - e) Initiate and monitor committee communications
3. Coordinate efforts with the Vice-Chair to ensure that ACL endeavors and projects do not conflict with ETC offerings.
 4. Communicate with the TMRC director to ensure that the proper materials to support ETC endeavors are being offered.

I. Chair of the National Mythology Exam Committee

1. Coordinate and direct publication of the the National Mythology Exam by mid- January .
 - a) Review and continue to make changes to exam materials to reflect current syllabus
 - b) Develop and maintain a database of questions for the NME.
 - c) Share database and final products with ACL office by uploading to the ACL dropbox (or as directed by ACL office)
 - d) Resolve all questions and issues with the administration of NME exam
 - e) Communicate with the Resources Coordinator to create and refine resources for the annual exam.
 - f) Communicate any changes to NME syllabus to the Resources Coordinator, Publicity Chair, Communications Chair, and PRIMA Editor(s).
2. Oversee all aspects of NME Committee including but not limited to:
 - a) Appoint committee members as needed.
 - b) Organize and communicate with ACL Executive Director, ETC Chair, and Committee members regarding committee meetings
 - c) Conduct committee meeting(s), whether physically or virtually, at least once annually
 - d) Set upcoming calendar deadlines and project priorities.
Communicate with committee members, ETC Chair, and Resources Coordinator as needed.
 - e) Initiate and monitor committee communications
3. Assess the administration and efficacy of the annual NME exam.
 - a) Communicate updates and changes for the website to the Communications Chair.
 - b) Communicate syllabus changes and updates to the Resources Coordinator, Publicity Chair, Communications Chair, and PRIMA

Editor(s).

- c) Send committee reports to ETC Chair within two weeks of committee meetings.
- d) Compile NME reports as required in General Responsibilities (Section I.C.1)

4. Coordinate publicity and promotion of NME exam.

- a) Share information and exam results for fall edition of PRIMA newsletter with PRIMA Editor(s).
- b) Generate publicity information and promotional ideas for NME in conjunction with Publicity Chair.

J. Chair of the Exploratory Latin Exam

1. Coordinate and direct publication of the Exploratory Latin Exam by mid-January
 - a) Review and continue to make changes to exam materials to reflect current syllabus.
 - b) Develop and maintain a database of questions for the ELE.
 - c) Share database and final products with ACL office by uploading to the ACL dropbox (or as directed by ACL office)
 - d) Resolve all questions and issues with the administration of ELE exam
 - e) Communicate with the Resources Coordinator to create and refine resources for the annual exam.
 - f) Communicate any changes to ELE syllabus to the Resources Coordinator, Publicity Chair, Communications Chair, and PRIMA Editor(s).
2. Oversee all aspects of ELE Committee including but not limited to:
 - a) Appoint committee members as needed.
 - b) Organize and communicate with ACL Executive Director, ETC Chair, and Committee members regarding committee meetings
 - c) Conduct committee meeting(s), whether physically or virtually, at least once annually
 - d) Set upcoming calendar deadlines and project priorities. Communicate with committee members, ETC Chair, and Resources Coordinator as needed.
 - e) Initiate and monitor committee communications.
3. Assess the administration and efficacy of the annual ELE exam.
 - a) Communicate updates and changes for the website to the Communications Chair
 - b) Communicate syllabus changes and updates to the Resources Coordinator, Publicity Chair, Communications Chair, and PRIMA Editor(s).

- c) Send committee reports to ETC Chair within two weeks of committee meetings
 - d) Compile ELE reports as required in General Responsibilities (Section I.C.1)
4. Coordinate publicity and promotion of ELE exam.
- a) Share information and exam results for fall edition of PRIMA newsletter with PRIMA Editor(s).
 - b) Generate publicity information and promotional ideas for ELE in conjunction with Publicity Chair.

K. Chair of Classics Club

1. Coordinate and direct publication of the Classics Club materials by mid-July.
 - a) Review and continue to make changes to materials.
 - b) Develop and maintain a database of activities for Classics Club.
 - c) Share database and final products with ACL office by uploading to the ACL dropbox (or as directed by ACL office)
 - d) Resolve all questions and issues with Classics Club.
 - e) Communicate any significant changes to Classics Club materials to the Resources Coordinator, Publicity Chair, and the Communications Chair.
2. Oversee all aspects of Classics Club Committee including but not limited to:
 - a) Appoint committee members as needed.
 - b) Organize and communicate with ACL Executive Director, ETC Chair, and Committee members regarding committee meetings
 - c) Conduct committee meeting(s), whether physically or virtually, at least once annually
 - d) Set upcoming calendar deadlines and project priorities. Communicate with committee members, ETC Chair, and Resources Coordinator as needed.
 - e) Initiate and monitor committee communications.
3. Assess the administration and efficacy of Classics Club materials
 - a) Send committee reports to ETC Chair within two weeks of committee meetings
 - b) Write or submit article promoting Classics Club at least once yearly for PRIMA readers
 - c) Compile Classics Club reports as required in General Responsibilities (Section I)
4. Coordinate recruitment, publicity and promotion of Classics Club.

- a) Generate publicity information and promotional ideas for Classics Club in conjunction with Publicity Chair.
- b) Recruit new member clubs.
- c) Shepherd new member clubs.
- d) Maintain relationships and communication with current member clubs.
- e) Establish an ongoing relationship with NJCL National Committee to enhance the Classics Club program and its goals.