

## Roles and responsibilities of LEF Coordinating Committee Members

These 'job descriptions' for the UK Linguistic Ethnography Forum's Coordinating Committee were drafted at a meeting in Birmingham on 13 June 2003, attended by Richard Barwell, Angela Creese, Janet Maybin, Ben Rampton, Karin Tusting. They represent a provisional checklist of what tasks need to be done by whom, which we will no doubt continue to revise - more general principles governing LEF's activity are outlined in our draft constitution.

### Convenor / secretary

- Keeping an overall check on time and deadlines
- Coordinating discussion of ideas for future seminars and colloquia
- Coordinating business meetings agendas and bringing photocopies
- Ensuring reports, discussion papers etc pre-circulated a week before general meetings
- Sending out reminder about candidate meeting themes to email list 2 weeks before business meetings
- Chairing business meetings
- Coordinating constitutional discussions and keeping constitution
- Coordinating elections: send out call for nominations on email list in January, organise written self-descriptions from any nominees who won't be present at the election
- Managing external relations with BAAL and other organisations
- Collating and drafting annual report to BAAL
- Approaching BAAL EC for extra funding where necessary (in liaison with treasurer)
- Reminding BAAL meetings secretary that SIG exists and that time needs to be put aside for SIG colloquium

### Treasurer

- Day to day management of incomings / outgoings
- Authorising expenditure
- Liaising with bank
- Updating authorised signatories on account when co-ordinating committee changes
- Keeping auditable books to pass on to next treasurer
- Liaising with local organisers re. seminar budgets and outgoings
- Liaising with local organisers re seminar participants who need to pay non-members' supplement
- Buying gifts for local organisers from UKLEF funds
- Sending money to BAAL to cover non-members' supplement
- Preparing auditable accounts for BAAL treasurer (16 July)

### Communications secretary

- Maintaining email list
- Maintaining website including archive
- Keeping hard copy of archive
- Keeping private file of material only open to co-ordinating committee, such as recording who has been asked to be referees for the BAAL Colloquium submission
- Making an annual check of who wants to be on the membership list in early June, in time for the membership list to be circulated in July
- Sending a list of members to BAAL Membership secretary by 16 July
- Liaising with and training electronic back-up person

### Meetings secretary

- Keeping a check on seminar-specific timelines
- Liaising with membership over venue for spring seminar
- Liaising with local organisers
- Visiting sites
- Conferring on and updating Jo Arthur's guidelines on organising seminars, in liaison with local organisers
- Making sure publicity goes out about seminar. (Local organiser sends publicity out (email and produces web page), meetings secretary makes sure this happens, supplies templates etc.)
- Drawing up feedback form and collating feedback from seminars
- Keeping templates for evaluation forms

### Spring seminar programme co-ordinator

One member of steering group acts as spring seminar programme co-ordinator, beginning in the spring the year before.

Responsibility rotates according to interest, links etc. Responsible for designing the discursive shape of the event:

- Liaising with speakers and local organisers
- Planning programme (final decision on programme to be made collectively by the CC and local organisers)
- Identifying pre-readings, in liaison with presenters and local organiser
- Soliciting seminar reports

September Colloquium co-ordinator

One member of steering group to act as colloquium co-ordinator (starting in September the year before), with responsibility rotating as above. Responsible for:

- Putting out call for papers in October/November, with February deadline for abstracts
- Taking responsibility for making sure landscape of colloquium hangs together - group makes final decision
- Setting up panel of referees, inviting people to referee submissions for colloquium (coordinating committee makes final decision), sending referees the colloquium proposal
- Making sure colloquium proposal gets in to BAAL on time
- Co-ordinating with BAAL local organisers / meetings secretary
- Arranging chairing of the colloquium
- Producing / updating guidelines for next colloquium co-ordinator

(Both programme co-ordinators to be or become members of co-ordinating committee.)

To be decided collectively among the Coordinating Committee

- Finalising dates of spring seminars
- Finalising seminar and colloquium topics
- Identifying programme coordinators one year in advance of the event
- Identifying people to invite as presenters
- Deciding on final shape of colloquium and seminar programmes

Ben Rampton

Acting Convenor

1<sup>st</sup> July 2003

Revised following business meeting 4<sup>th</sup> September 03.