



Role Descriptions

April 2024

This booklet contains the role descriptions for committee members on the ELLRA Executive Committee, the Finance Committee and the Committee of the General Assembly as well as descriptions of the non-executive supporting roles.

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Chair

Role description

Purpose

The Chair's role covers two main areas:

- 1) Leading and representing ELLRA:** acting on behalf the Association at research events and activities, making essential or emergency decisions between meetings, showing effective leadership, and following best governing practices.
- 2) Leading the ELLRA Executive Committee:** liaising with the three governing committees, engaging individual committee members to work as a team, ensuring decisions are made when required and monitoring progress.

The Chair should be knowledgeable about the Association and Governing Committee practices. They also serve as a coach and a conciliator.

Leading and representing ELLRA

The Chair's key responsibilities include:

- Representing and showcasing the Association or ensuring another Executive Committee member is available and briefed.
- Ensuring ELLRA operates in accordance with the Association's statutes, Portuguese charity legislation, and other relevant regulations.
- Promoting collaboration with like-minded Associations around the world.
- Ensuring judicious use of the Association's resources to support early language learning research activity.
- Maximizing opportunities for members to benefit from the ELLRA community and to participate in ELLRA activities.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA's activities and communications.
- Liaising with an accountant to ensure that legal and financial responsibilities are met.
- Ensuring work is carried out in a way that guarantees the Association's financial sustainability and protects its assets, including income growth.
- Liaising with the Chair of the General Assembly to ensure suitable voting processes are in line with the organization's governing model.
- Representing ELLRA in a legal capacity if required.
- Signing documents on behalf of the Association. When such documents involve financial transactions, authorizing and signing alongside the Treasurer.
- Liaising with the Vice-Chair for counsel and support.

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Chair

Role description cont.

Leading the Executive Committee

The Chair has the following roles within the Executive Committee:

- Leading the Executive Committee and the overall strategic direction of the Association.
- Taking responsibility for drafting an action-plan for each three-year term.
- Liaising with the Executive Committee working groups and other ELLRA governing committees, to define strategy, goals, and objectives for committees and ensuring these are met.
- Liaising with the ELLRA Finance Committee and the Treasurer about the financial status of the Association.
- Being responsible for planning quarterly Executive Committee Meetings, identifying times and locations, collating quarterly working group reports, drafting and distributing the agenda prior to each meeting.
- Running effective and productive committee meetings by motivating members to attend and actively participate.
- Ensuring that committee members are involved in activities and assigning working group coordinators.
- Checking and revising minutes of meetings before they are shared.
- Monitoring decisions taken at meetings and following up on their implementation.
- Presenting the annual report at the General Assembly, fielding questions, and providing clarifications.

The Vice-Chair acts for the Chair when the Chair is unavailable and undertakes tasks at the request of the Chair.

Vice-Chair

Role description

Purpose

The role of the ELLRA Vice-Chair is to support the Chair and to provide advice. The Vice-Chair should be knowledgeable about the Association and Governing Committee practices and understand the Chair's responsibilities and be ready to perform such duties in their absence.

Leading / representing ELLRA

The Vice-Chair's key responsibilities include:

- Representing the Association at conferences, seminars and events to promote and share ELLRA's activities.
- Liaising with organisations with similar research profiles on behalf of the Chair.
- Advising the Chair on decision making and providing recommendations for initiatives.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA's activities and communications.

Within the Executive Committee

The Vice-Chair has the following responsibilities within the Executive Committee:

- Collating information for the ELLRA newsletter and overseeing this quarterly publication.
- Attending quarterly Executive Committee meetings and contributing to discussions and the decision-making process.
- Preparing and chairing the Executive Committee meeting as aide/substitution for the Chair as required.
- Participating in drafting an action-plan for each three-year term.

Secretary

Role description

Purpose

The role of the ELLRA Secretary is to support the Chair / Vice-Chair in ensuring the smooth functioning of the Executive Committee and the running of the Association. They are responsible for ensuring agendas are effectively communicated and that meetings are clearly minuted. This requires the maintenance of effective records and administration systems.

Specific duties

The ELLRA Secretary is responsible for:

- Liaising with the Chair / Vice Chair to plan meeting agendas.
- Reminding committee members to provide quarterly reports.
- Circulating agendas and reports.
- Checking a quorum is present at meetings.
- Taking minutes using a standard format.
- Circulating approved minutes with list of action points.
- Checking that agreed actions are timebound and followed up.
- Promoting and sustaining a focus on equality, diversity, inclusion and fairness in all aspects of ELLRA's activities and communications.
- Being familiar with ELLRA's Statutes and the overall structure and functioning of the Association.
- Managing documentation on an online platform (e.g. OneDrive) and organising shared folders with the following documents:
 - up-to-date contact details for ELLRA Governing Committees.
 - a database of ELL research contacts.
 - a record of the Association's activities (e.g., representing ELLRA at conferences)
 - an online shared calendar of planned and potential activities
 - the Association's publications (e.g., newsletters)
- monitoring info@ellra.org and responding to queries and requests.

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Treasurer

Role description

Purpose

The role of the ELLRA Treasurer is to ensure that the Association's financial records are accurate and up to date. The Treasurer also oversees the implementation of effective financial procedures.

Specific duties

The ELLRA Treasurer is responsible for:

- Liaising with the Chair to manage the Association's bank account, authorising transfers and making payments.
- Maintaining financial records, including balance sheets and bank statements.
- Liaising with an accountant, preparing statements and analyses of receipts and payments.
- Appraising the financial viability of plans and proposals and communicating decisions in a timely manner.
- Drafting financial reports and annual budgets as agreed with the ELLRA Finance Committee.
- Liaising with the Finance Committee to approve the annual finance report and the annual budget.
- Presenting the financial report at the ELLRA Annual General Meeting.
- Reconciling membership numbers with payments received and liaising with the Membership Officer.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA activities and communications.
- Attending quarterly Executive Committee meetings and contributing to discussions and the decision-making process.
- Presenting quarterly finance reports in collaboration with the Chair for Executive Committee meetings.

Membership Officer

Role description

Purpose

The role aims to provide ELLRA members with information about their membership and supports member recruitment and retention. The postholder oversees the member database, leads on initiatives for member recruitment, and monitors member satisfaction and engagement.

Specific duties

The ELLRA Membership Officer is responsible for:

- Keeping records and drafting reports with the results of recruitment and retention activities, member involvement, or non-renewals and making recommendations to the Executive Committee.
- Responding to emails from prospective members, members, and executive committee members.
- Supporting the membership renewal process.
- Creating and updating membership materials e.g., welcome packs and members' resources.
- Consulting the Statutes on membership-related regulations.
- Seeking feedback from different membership categories (individual, institution, honorary, reduced etc.) on their experiences of the Association.
- Liaising with the ELLRA Treasurer as necessary.
- Liaising with the ELLRA Members' Area external provider as necessary.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA activities and communications.
- Presenting quarterly membership reports at Executive Committee meetings.
- Attending quarterly Executive Committee meetings and contributing to discussions and the decision-making process.

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Events Coordinator

Role description

Purpose

The purpose of the ELLRA Events Coordinator is to lead the Events Working Group to coordinate the biquarterly ELLRA Webinar Series and the annual ELLRA WebFestival.

Specific duties

The ELLRA Events Coordinator is responsible for:

- Creating timetables for the ELLRA Webinar Series and the annual ELLRA WebFestival.
- Communicating with ELLRA members to i) seek volunteer speakers; ii) share information about events and encourage attendance.
- Collecting information from speakers to share and promote ELLRA webinars.
- Providing speakers with logistical details and seeking their agreement on the terms and conditions for speakers.
- Liaising with the Communications Director to publicise events on the website and social media.
- Generating links for webinars, inviting chairs, hosting and recording virtual sessions, or allocating these responsibilities to another committee member.
- Completing certificate templates and sending certificates to thank speakers following ELLRA events.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA activities and communications.
- Coordinating the Events Working Group and presenting quarterly reports at Executive Committee meetings.
- Attending quarterly Executive Committee meetings and contributing to discussions and the decision-making process.

Communications Director

Role description

Purpose

The role of the ELLRA Communications Director is to develop the Association's communications. This includes encouraging members to make use of ELLRA membership benefits, and to attract members. The role requires a proactive and coordinated approach to communicating about ELLRA updates and activities. The Communications Director also liaises with the Executive Committee on initiatives for the early language learning research community.

Specific duties

The ELLRA Communications Director is responsible for:

- Managing the communications team to promote and enhance the Association's reputation and to help demonstrate ELLRA's impact.
- Overseeing the development of ELLRA's in-house design, championing brand consistency and embedding standardized design across all communications.
- Leading on public relations campaigns with a focus on member retention and acquisition, collaborating closely with the Chair and Membership Officer to develop communications plans.
- Leading on communications campaigns to promote ELLRA's online events and conferences, liaising closely with the Executive Committee to agree key priorities and promotional approaches.
- Liaising with ActiveMedia and the ELLRA web editor to ensure the website contains relevant and up to date information.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA activities and communications.
- Attending the quarterly Executive Committee Meeting and contributing to discussions and the decision-making process.
- Coordinating the Communications Working Group and presenting quarterly reports at Executive Committee meetings.

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Community Outreach Coordinator

Role description

Purpose

The role of the ELLRA Community Outreach Coordinator is to ensure the Association is familiar and accessible to early language learning researchers globally. The postholder is responsible for the development of outreach campaigns and community-building initiatives which reach diverse geographical regions. This requires the creation and maintenance of ELL research networks around the world.

Specific duties

The ELLRA Community Outreach Coordinator is responsible for:

- Involving ELLRA in outreach initiatives with like-minded groups, organisations and individuals, particularly those with underrepresented academic interests and/or those in underrepresented regions.
- Fostering relationships with national research associations around the world to establish joint collaborations.
- Coordinating annual ELLRA campaigns which raise awareness of the Association in different geographical regions.
- Promoting and sustaining a focus on equality, diversity, inclusion and fairness in all aspects of ELLRA's activities and communications.
- Liaising with the Communications Director and the Membership Officer.
- Attending quarterly Executive Committee meetings and contributing to discussions and the decision-making process.
- Providing quarterly updates to be included in the Communications Working Group Report for Executive Committee meetings.

Publicity & Sponsorship Coordinator

Role description

Purpose

The role of the ELLRA Publicity & Sponsorship Coordinator is to ensure the Association is well publicised and that major ELLRA events (face-to-face and online) have sponsorship. The postholder is responsible for the development of sponsorship packages and publicity initiatives. This requires creativity to tailor sponsorship packages for diverse interests / needs.

Specific duties

The ELLRA Publicity & Sponsorship Coordinator is responsible for:

- Contributing to ELLRA publicity at bi-annual conferences and organising informative displays.
- Seeking marketing and publicity opportunities for ELLRA and dealing with them proactively.
- Organising and maintaining sponsorship packages for ELLRA conferences and other events.
- Promoting and sustaining a focus on equality, diversity, inclusion and fairness in all aspects of ELLRA's activities and communications.
- Liaising with the Communications Director and the Membership Officer.
- Attending quarterly Executive Committee meetings and contributing to discussions and the decision-making process.
- Providing updates to be included in the quarterly Communications Working Group Report at Executive Committee meetings.

Committee of the General Assembly

Role description

Purpose

1. The Committee of the General Assembly is made up of three members, a Chair and two Committee Members, elected for a period of three years.
2. The Committee of the General Assembly presides over the General Assembly.

(ELLRA Statutes **Article 20**)

Specific duties

The Committee of the General Assembly is responsible for:

- Adhering to the ELLRA Statutes.
- Convening meetings of the General Assembly (i.e., annual and extra-ordinary), preparing agendas, chairing meetings and drafting minutes.
- Calling elections under the terms provided for in the ELLRA Statutes.
- Verifying and confirming candidacies to the Association's governing committees.
- Instating the elected governing committees.
- Monitoring equality, diversity, inclusion, and fairness in all ELLRA activities and communications and providing an annual report.

The Chair of the Committee of the General Assembly is responsible for:

- Liaising with the Chair of the Executive Committee as necessary.
- Signing AGM invitations, corresponding minutes and committee reports.
- Chairing the AGM.
- Having the casting vote in any decision in which they intervene or over which they preside.

The Members of the Committee of the General Assembly are responsible for:

- Drafting the minutes of the AGM.
- Substituting for the Chair of the Committee of the General Assembly, with preference for the longest standing member in office.

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Finance Committee

Role description

Purpose

1. The Finance Committee is the regulatory body of the Association and is made up of three members elected for a period of three years.
2. It is incumbent upon the Finance Committee to regulate and give an opinion on the accounts, the budget plan, the balance sheet and the reserve fund of the Association, and also to perform the other acts that are attributed by these Statutes.

(ELLRA Statutes **Article 18**)

1. The Finance Committee will have a Chair and two Committee Members.
2. The Finance Committee may only deliberate with the presence of all its members.

(ELLRA Statutes **Article 19**)

Specific duties

The Finance Committee is responsible for:

- Liaising directly with the Treasurer and the Chair of the Executive Committee.
- Meeting twice yearly with the Treasurer and Chair of the Executive Committee in a) December to discuss the annual expenses and the budget for the following year, and b) March to approve the annual accounts and forthcoming budget.
- Drafting the minutes of these two Finance Committee meetings
- Making recommendations for the Association's financial well-being.
- Promoting and sustaining a focus on equality, diversity, inclusion, and fairness in all ELLRA activities and communications.

The Chair of the Finance Committee is responsible for:

- Preparing a written Approval Statement for the AGM.
- Making a statement on ELLRA's annual accounts and budget proposal at the AGM.
- Attending ELLRA Executive Committee meetings when requested by the Chair, but without the right to vote.

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Web Content Maintenance Coordinator

Role description (non-executive position)

Purpose

The Web Content Maintenance (WCM) Coordinator is a member of the ELLRA Communications team.

The WCM Coordinator's main tasks are:

1. To update content and publish new content as provided by the ELLRA Communications team.
2. To create links to internal documents as requested.
3. To create new events and update old events as requested.

The WCM Coordinator is required to:

- Liaise with the ELLRA Communications Director for instructions and copy for tasks.
- Liaise with the external website agency if / when technical support is needed.
- Be willing to spend approximately one hour per week to complete tasks.

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Social Media Coordinator

Role description (non-executive position)

Purpose

The Social Media Coordinator is a member of the ELLRA Communications team.

The Social Media Coordinator's main tasks are:

1. Posting Calls for Papers, sharing open-access research articles, disseminating ELL research events, and other content of interest to members and the wider ELL research community (particularly research undertaken by ELLRA members).
2. To raise social media followers' awareness of ELLRA and to enhance our reputation as a scholarly international association.
3. To ensure social media posts are frequent (ideally weekly).

The Social Media Coordinator is required to:

- Liaise with the Communications Director on social media ideas and copy.
- Share updates ELLRA's work including key dates, promotion of the ELLRA bi-annual conference, calls for volunteers, etc.
- Create monthly posts with graphics and/or digital flyers encouraging the wider ELL research community to join ELLRA.
- Expand ELLRA's presence on social media, such as by creating a LinkedIn account.