

## ***Description of CT COLT Coordinator Positions***

COORDINATORS CT COLT will have Coordinator Roles to support the mission of the organization. Each Coordinator will each serve for a term of two years. A Coordinator may apply for additional terms, but shall serve no more than two consecutive terms in a given coordinatorship. The CT COLT Board of Directors meets five times a year. Regular attendance at Board meetings is part of each Coordinator's job as it provides the organization with the member expertise necessary to engage in informed decisionmaking. Consequently, the absence without reasonable cause, of any Board Member from two consecutive regular meetings of the Board of Directors shall be deemed to be the resignation of the Board Member, effective at the discretion of the Board; and the Board of Directors, by resolution adopted by a majority of directors in office, may accept the resignation and fix its effective date. Coordinators are responsible for submitting reports to the Board two days prior to each meeting. Coordinators are expected to attend all meetings and should complete tasks between each Board meeting to further advance language learning through their coordinator role. It is not expected that any coordinator shall be an expert in his/her role, and will receive continued mentoring and guidance from members of the Executive Board. Coordinators, in their roles, will work with other board members and members from the membership at large to complete tasks. The CT COLT Board of Directors reserves the right to appoint joint Coordinators for coordinator positions, as deemed necessary.

1. ***Advocacy Coordinator:*** The Advocacy Coordinator shall support CT COLT's efforts to advocate for programs, funding, and promote language learning for students in the state of Connecticut and keep CT COLT membership informed of developments in the legislative arena at the local, state and national levels.

2. ***Seal of Biliteracy Coordinator:*** The Seal of Biliteracy Coordinator shall coordinate all aspects of advocacy for and implementation of the Seal of Biliteracy. This will involve chairing meetings of the pre-existing Seal of Biliteracy Committee, as well as meetings at the CDSE and others as appropriate. In addition, this will require coordination between stakeholders in World Languages and English Language in order to facilitate a suggested pilot put forth by the CSDE. This chair will keep all leaders and the CT COLT Board informed with respect to the Seal of Biliteracy. When appropriate, this Coordinator will request that the CT COLT members submit testimonial and complete Capwiz correspondence needed for state officials and legislature. Upon passage of legislation and subsequent implementation of the Seal, the Coordinator shall maintain communication among districts and facilitate a dialogue between CT COLT and CT SDE.

3. ***Membership Coordinator:*** The Membership Coordinator will be responsible for reviewing the database of current members and supervisors/Coordinators at the district level for the state of Connecticut and seeking out ways to increase membership. This person will contact both private and public schools, as well as universities and colleges, to encourage new membership and renewal of lapsed memberships. This Coordinator will reach out to retired faculty to make them aware of discounted rates for their further involvement within the CT COLT organization.

4. ***CT LILL Coordinator:*** The CT LILL Coordinator will foster leadership and learning opportunities within the state of CT in the area of World Languages for current, retired and aspiring leaders. This committee meets four times per year to collaborate with leaders from around our country, learn about researchbased Core Practices and share resources to improve educator effectiveness. Meetings provide an opportunity for leadership through active learning. There will be an interactive agenda with readings to activate prior

knowledge, a presentation by an expert from around the States, followed by an interactive reflection activity and group sharing. This Coordinator shall continue to build a database of coordinators and supervisors from around the state's public and private school districts.

5. **Teacher of the Year Coordinator:** The Teacher of the Year Coordinator will encourage members to nominate worthy teachers of this award. The ToY Coordinator will assist the nominees through the process of acquiring documentations and letters needed to become an official candidate. This person shall organize all documentation and confirm completion of applications from all of the nominees to present candidates to the selection committee for review. The ToY Coordinator will send the finalist to NECTFL and shepherd the candidate to the regional level.

6. **Summer Institute Coordinator:** The Summer Institute Coordinator will work with a consultant to design and build a summer institute each year to build upon current needs of the membership emphasizing latest research and practices of ACTFL. This person shall advertise the institute to CT COLT membership, coordinate registration and payments, order and prepare any necessary materials and books, secure a venue and provide meals for participants as well as certificates of completion. This Coordinator will be the liaison with the consultant and plan for the Summer Institute.

7. **Community & Business Outreach Coordinator:** The Community and Business Outreach Coordinator will reach out to local businesses to solicit needs for biliterate students entering the workforce and also to local attractions that are looking for students to help with tours or communication with nonEnglish speaking tourists. This person shall build a relationship with the World Affairs Council and other state organizations and businesses promoting languages. This Coordinator will seek out more opportunities to build community & business partnerships by soliciting information from around the state in the newsletter and by writing a short column in the newsletter.

8. **Student Events Coordinator:** The Student Events Coordinator shall serve as the liaison between Board and the various student events, such as, but not limited to: Rhyme Celebration, Poetry Contest, Poster Contest, Student Awards for Excellence, and Essay Contest. This person will update the Board on each event and will write a short column after each event for the newsletter. This Coordinator will not be in charge of each student event, but rather will work with the person(s) chairing each event to provide support.

9. **Hospitality Coordinator:** The Hospitality Coordinator will be responsible for coordinating refreshments for Board meetings. This person shall also be in contact with the Board in order to solicit information about events, celebrations and condolences and send out correspondence on behalf of CT COLT. The Hospitality Coordinator will send thank you cards to all presenters and seek out information about member events that merit recognition. This Coordinator shall solicit news in each newsletter and then write a short column recognizing celebrations, retirements and new jobs.

***Please see the next page for the Nomination Form***



# Connecticut Council of Language Teachers



## Board of Directors - Nomination Form

Persons elected to the Board of Directors of CT COLT serve without compensation for a term of two years, and must be willing to participate actively in the business of the Council. A coordinator director may serve for two terms (2 years each) or a maximum of four years, if there is another candidate for the coordinator position. The board usually meets five times per academic year (September, November, January, March, and May) and conducts much of its business through committees and via the Internet. I wish to nominate myself or the following person as a possible candidate for the CT COLT Board of Directors. Information about individual coordinator positions are posted at [www.ctcolt.org](http://www.ctcolt.org)

Name \_\_\_\_\_

Position \_\_\_\_\_

Home Address \_\_\_\_\_  
*(Street, City, State, ZIP Code)*

Home Phone \_\_\_\_\_  
*(Please include the Area Code)*

Preferred E-Mail Address \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_  
*(Street, City, State, ZIP Code)*

FAX \_\_\_\_\_  
*(Please include the Area Code)*

Experience: Languages taught, Levels, Grades, other Educational Experiences, etc.

\_\_\_\_\_  
\_\_\_\_\_

Years of CT COLT Membership \_\_\_\_\_

Other Professional Affiliations \_\_\_\_\_

I believe that I/this person can contribute to CT COLT in the following ways:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Board of Directors - Nomination Form

*(continued)*

I have personally contacted \_\_\_\_\_ and s/he has indicated her/his willingness to serve as a coordinator for one of the following positions (*please check all of interest*):

<input type="checkbox"/> Advocacy	<input type="checkbox"/> Membership	<input type="checkbox"/> CT LILL
<input type="checkbox"/> Seal of Biliteracy	<input type="checkbox"/> Student Events	<input type="checkbox"/> Community & Business Outreach
<input type="checkbox"/> Teacher of the Year	<input type="checkbox"/> Summer Institute	<input type="checkbox"/> Hospitality

Name of Person Nominating \_\_\_\_\_

Address \_\_\_\_\_  
*(Street, City, State, ZIP Code)*

Home Phone \_\_\_\_\_  
*(Please include the Area Code)*

School Phone \_\_\_\_\_  
*(Please include the Area Code)*

Preferred E-Mail Address \_\_\_\_\_

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**Please send your completed nomination form to:**

**Lea Graner Kennedy  
President, CT COLT  
Stonington High School  
176 South Broad Street  
Pawcatuck, CT 06379**

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