



# Job Descriptions

## Executive Committee

- [President](#)
- [Past President](#)
- [President-Elect](#)
- [Vice-President](#)
- [Executive Secretary](#)
- [Treasurer](#)
- [MCTE News Editor](#)
- [SLATE Chair](#)

## Advisory Committee

- [College Literature Chair](#)
- [College Composition Chair](#)
- [Two-Year College Chair](#)
- [Secondary Chair](#)
- [Middle Level Chair](#)
- [Elementary Chair](#)
- [Creative Writing Chair](#)
- [English Education Chair](#)
- [Membership Promotion Chair](#)
- [Intellectual Freedom Chair](#)
- [Emeritus Chair](#)
- [Website Editor](#)
- [Editor: Minnesota English Journal \(MEJ\)](#)
- [Editor: MCTE Student Writing Journal](#)

## Assistant Executive Secretary

### Coordinators for NCTE Student Award Programs

- Writing Achievement Award (11<sup>th</sup> Grade)
- Promising Young Writers (8<sup>th</sup> Grade)
- Program to Recognize Excellence in Student Literary Magazines (PRESLM)

# MCTE President

*This is a one-year position, automatically in progression after service as President-Elect for one year. After successful completion of a year's service, the person in this position advances to Immediate Past President. Responsibilities of the new office officially begin 30 days after the Spring Conference. Article V, Section 1 of the Bylaws outlines the duties of the President. This office is included in the Executive Committee.*

- Call, set agendas for, and preside at all meetings of the Council, the Executive Committee, and Advisory Board.
- Appoint the Chairs of the Council's standing committees, and also, with the concurrence of the Executive Committee, appoint additional standing committees as deemed necessary.
- Appoint the State Coordinators of the Achievement Awards in Writing and the Promising Young Writers Awards as those three-year terms become vacant.
- Be an ex-officio member on the committees of the Council or appoint an Executive Committee member to act as such in place of the President.
- Write regular letters to the membership which will be printed in *The Minnesota English Journal* and the *MCTE News*.
- Represent MCTE at professional functions such as workshops, conventions, conferences both locally and nationally.
- Represent MCTE at the NCTE Board of Directors' meeting at the National Convention.
- Preside at the annual Spring Conference, except at the final luncheon.
- Answer the letters and email addressed to the Council, and keep accurate records/files of all correspondence, telephone calls, and appointments to report/confer with the Executive Committee.
- Maintain and update the files of the President to pass on to the succeeding President.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Encourage direct participation of members in MCTE and help in building membership.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Immediate Past President***

*Article I of the Bylaws designates the Immediate Past-President as a member of the Executive Committee. This is a one-year position. Responsibilities of the new office officially begin 30 days after the Spring Conference. This office is included in the Executive Committee.*

- Attend, vote, and participate in all meetings of the Executive Committee, the Advisory Board, and the Council.
- Supervise MCTE Publications
  - Act as a liaison between the Executive Committee and the editor of the *MCTE News*
  - Act as liaison between the Executive Committee and the editor of the *Minnesota English Journal* and the editor of *Minnesota English Journal – Student Writing*
  - Act as liaison between the Executive Committee and the website editor
- Support as needed the editors of the *Minnesota English Journal* and the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Write and publish in the newsletter job descriptions for vacant editorships, solicit suggestions of potential candidates, contact candidates, and recommend editors to the Executive Committee.
- Maintain and update the files of the Past President to pass on to succeeding officer.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Encourage direct participation of members in MCTE and help in building membership.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE President-Elect***

*This is a one-year position, automatically in progression after service as elected MCTE Vice-President for one year. After completion of a year's service, the person in this position advances to the Presidency. Responsibilities of the new office officially begin 30 days after the Spring Conference. Article V, Section 2 of the Bylaws outlines the duties of the President-Elect. This office is included in the Executive Committee.*

- Attend, vote, and participate in all meetings of the Executive Committee, the Advisory Board, and the Council.
- Serve as Program Chair for the annual Spring Conference.
- Deliver a debriefing report of the Spring Conference to the Executive Committee and give recommendations for the next conference.
- Preside at all scheduled MCTE meetings in the absence of the President.
- Recruit membership to fill vacancies on all standing committees of MCTE and any other needed positions on the MCTE Advisory Board or new committees as needed by the President.
- Advise and coordinate the activities of the standing committees, except the Membership and SLATE Committees, advising them in their duties, and call and conduct meetings as necessary for all committees.
- Keep accurate records of all correspondence, telephone calls, and appointments to report/confer with MCTE Executive Committee.
- Preside at the final luncheon at the annual Spring Conference.
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- Maintain and update the files of the MCTE President-Elect to pass on to succeeding officer.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Encourage direct participation of members in MCTE and help in building membership.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Vice-President***

*This is a one-year position elected by the membership at the Business Meeting. After successful completion of a year's service, the person in this position advances to President-Elect. Responsibilities of the new office officially begin 30 days after the Spring Conference. Article V, Section 3 of the Bylaws outlines the duties of the Vice-President. This office is included in the Executive Committee.*

- Attend, vote, and participate in all meetings of the Executive Committee, the Advisory Board, and the Council.
- Serve as Nominations Chair.
- Assist the President-Elect with the planning of the Spring Conference.
- Contribute as appropriate to *MCTE News*.
- Perform such other duties as requested by the President or Executive Committee.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Encourage direct participation of members in MCTE and help in building membership.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Executive Secretary***

*This is a three-year position, elected by the membership at the Business Meeting. Responsibilities of the new office officially begin 30 days after the Spring Conference. Article V, Section 5 of the Bylaws outlines the duties of the Executive Secretary. This office is included in the Executive Committee. This position currently is awarded a stipend.*

- Attend all Executive Committee and Advisory Board meetings; attend the annual business meeting and give an annual report.
- Be responsible for taking, reproducing, circulating, and filing minutes of all Executive Committee, Advisory Board, and Business meetings.
- Promptly authorize all deposits and payments of bills.
- Keep permanent records of the Council in good order, transfer files to the new Executive Secretary and work with him or her to insure a smooth transition.
- Serve as liaison officer to NCTE, follow the directives in the NCTE Affiliate handbook, and promptly send NCTE any information it requests. (The annual roster of officers due each fall is especially important.) The Executive Secretary shall keep the Minnesota Council and the National Council mutually informed of events.
- Coordinate membership records with the Membership Chair.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Represent (or find a substitute) MCTE at the NCTE Board of Directors' meeting at the National Convention and any other NCTE affiliate meetings.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Treasurer***

*This is a two-year position, elected by the Council. Article V, Section 4 of the Bylaws outlines the duties of the Treasurer. This office is included in the Executive Committee. This position currently is awarded a stipend.*

- Attend, vote, and participate in all meetings of the Executive Committee, the Advisory Board, and the Council.
- Handle organizational money in a two-part process involving the Executive Secretary. This provides a check/balance system for auditing purposes.
  - Deposit money with approval of Executive Secretary.
  - Pay bills with approval of Executive Secretary.
  - Deposit money into investment account.
  - Record expenses/deposits in MCTE account book.
  - Prepare Treasurer's report for each meeting: Executive Committee, Advisory Board, and Annual Business meeting.
  - Keep a file of all Treasurer's reports.
  - Contact accountant to prepare taxes. Prepare a special April 1 Treasurer's report for tax information. Taxes must be filed by August 15.
  - Provide a complete set of Treasurer's reports from April 1 to March 31.
  - Complete the two annual tax filings required by the State of Minnesota: 1) the report required by the Secretary of State's office and 2) the report required by the Attorney General's office
  - Produce up-to-date books and payment/deposit sheets upon request.
- Prepare an annual financial report and submit it to the members of the Council at the annual Business Meeting and publish a report on the website and in the issue of the *MCTE News* next following the annual meeting.
- Arrange for an audit of records at the end of the second year of the term.
- Prepare such papers as are necessary for transferring the funds of the Council into the care of a newly-elected Treasurer.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE College Literature Chair***

According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of appeal to MCTE college section members.
- Promote the awareness of college literature teachers in their role in the total process of English/language arts development.
- Encourage college literature teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with English/language arts.
- Urge college literature teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest to your section [for the summer edition](#) of *MCTE News*. Additional articles throughout the year would also be welcome.
- Promote submission of articles by college members in the *Minnesota English Journal*
- Support as needed the editors of the *Minnesota English Journal* and the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE College Composition Chair***

According to Article II, Section 8 of the Bylaws, this position is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities related to creative writing.
- Promote the awareness of writing teachers in their role in the total process of English/language arts development.
- Encourage writing teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with creative writing in the English/language arts.
- Urge writing teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest [for the summer edition](#) of *MCTE News*. Additional articles throughout the year would also be welcome.
- Promote submission of articles or creative writing pieces by writing teachers in the *Minnesota English Journal*
- Support as needed the editors of the *Minnesota English Journal* and the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Two-Year College Chair***

According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of interest to teachers in the two-year colleges.
- Promote the awareness of two-year college teachers in their role in the total process of English/language arts development.
- Encourage community college teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with English/language arts.
- Urge community college teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest to your section interest [for the summer edition](#) of *MCTE News*. Additional articles throughout the year would also be welcome.
- Support as needed the editors of the *Minnesota English Journal* and the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Secondary Chair***

*According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.*

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of interest to high school teachers.
- Promote the awareness of secondary teachers in their role in the total process of English/language arts development.
- Encourage secondary teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with English/language arts.
- Urge secondary teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest to your section interest [for the spring edition](#) of *MCTE News*. Additional articles throughout the year would also be welcome.
- Support as needed the editor of the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Middle Level Chair***

According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of interest to middle level teachers.
- Promote the awareness of middle level teachers in their role in the total process of English/language arts development.
- Encourage middle level teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with English/language arts.
- Urge middle level teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest to your section for interest [for the winter edition](#) of *MCTE News*. Additional articles throughout the year would also be welcome.
- Support as needed the editor of the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Elementary Chair***

According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of interest to elementary teachers.
- Promote the awareness of elementary teachers in their role in the total process of English/language arts development.
- Encourage elementary teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with English/language arts.
- Urge elementary teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest to your section for interest [for the fall edition](#) of *MCTE News*. Additional articles throughout the year would also be welcome.
- Support as needed the editor of the *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# *MCTE Creative Writing Chair*

*This is a two-year appointed position.*

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of interest to creative writing teachers.
- Strive to increase creative writing teachers' awareness of their role in the total process of English/language arts development.
- Encourage creative writing teachers to actively participate in the language arts decision-making process at the local, state, and national levels.
- Promote professional growth by organizing and participating in meetings and workshops dealing with English/language arts.
- Urge creative writing teachers to join and actively support MCTE and NCTE.
- Write or solicit a short article for one edition of *MCTE News*.
- Support as needed the editors of the *Minnesota English Journal* and *MCTE Student Writing Journal*. (e.g., serving on editorial boards as appropriate)
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE English Education Chair***

According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting, representing Minnesota English Educators.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address pedagogy, issues, and activities of interest to English education instructors.
- Monitor state issues with regard to language arts licensure and bring such issues to the attention of teacher educators and, if appropriate, the MCTE Advisory Board or membership through meetings or publications.
- Strive to increase English educators' awareness of their role in the total process of English/language arts development.
- Promote professional growth by organizing and participating in meetings and workshops dealing with preparing teachers in the English/language arts.
- Urge professors of English education to join and actively support MCTE and NCTE.
- Write or solicit a short article of interest to your section for one edition of *MCTE News*.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***SLATE Chair***

(Support for the Learning and Teaching of English)

According to Article II, Section 7 of the Bylaws, this is a two-year appointed position. This chair is included in the Executive Committee.

- Attend all meetings of the Executive Committee, the Advisory Board, and the annual Business Meeting.
- Stay informed about NCTE efforts to influence public policy and legislative action by becoming an NCTE SLATE member and reading the email newsletters (which can also be accessed on the NCTE website)
- Coordinate state activities for the NCTE Advocacy Month held in April.
- Report on or distribute SLATE information received from NCTE. Make recommendations for MCTE action as appropriate.
- Report to MCTE on legislative issues being discussed by other groups and get directions on issues on which MCTE should focus effort.
- Work with other state organizations regarding legislative issues, primarily Education Minnesota, the Minnesota Advisory Council on the Arts, the Minnesota Humanities Commission, and the Minnesota Civil Liberties Union.
- Work to help enact legislation to improve the teaching of English by serving as an advocate to legislative level policy makers.
- Write or solicit short articles for *MCTE News* on legislative issues of interest.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Maintain status as current member of both MCTE and NCTE.

# *Assistant Executive Secretary*

This is an appointed position, re-established in 2009.

- Attend meetings of the Executive Committee and Advisory Board and record minutes.
- After each meeting, type and electronically distribute Executive Committee and Advisory Board minutes.
- Attend the annual Business Meeting of MCTE held at the Spring Conference and record minutes.
- Type the minutes of the Business Meeting. Distribute to the Executive Committee and Advisory Board. Distribute to membership at the following yearly meeting.
- Keep a permanent record of all minutes and pass on to the succeeding Assistant Executive Secretary.
- Assist the Executive Secretary in maintenance of membership records.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Represent MCTE at professional meetings.
- Maintain status as current member of both MCTE and NCTE.

# ***Membership Promotion Chair***

- Coordinate the tasks of the Membership Committee in cooperation with the Executive Secretary.
- Select members for the Membership Committee and call meetings of the Committee as necessary.
- Design and update the membership flyer.
- Provide membership materials for conferences and conventions and assist the Executive Secretary at the membership table at MCTE Conferences.
- Recommend to the Executive Committee each year to whom the membership flyers should be sent and distribute the flyers according to the directives of the Executive Committee.
- Explore other means of increasing MCTE membership; present ideas to the Executive Committee; implement ideas confirmed by the Executive Committee.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Intellectual Freedom Chair***

According to Article II, Section 8 of the Bylaws, this position, formerly known as the Censorship Chair, is a two-year appointed position.

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage sessions and speakers that address issues of censorship and academic freedom of interest to English education instructors.
- Report to MCTE on censorship issues being discussed by other groups and give recommendations on issues on which MCTE should focus effort.
- Work with other organizations concerned with censorship issues, primarily the Minnesota Coalition for Intellectual Freedom, MEMO, and the Minnesota Civil Liberties Union.
- Provide expertise, assistance, or communication as requested by schools or English/language arts teachers facing censorship challenges. Seek resources from the NCTE staff (Director for Affiliates) as appropriate.
- Report local cases of censorship conflicts to NCTE staff (Director of Affiliates).
- Write or solicit timely articles of interest or assistance to members on censorship issues or issues of academic freedom for *MCTE News* or *Minnesota English Journal*.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***Coordinators for NCTE Student Writing Programs***

These three-year positions are appointed by the President in accordance with any guidelines or policies adopted by NCTE. These programs include the Writing Achievement Awards (for 11th graders), the Promising Young Writers Award (for 8th graders), and the Literary Magazine Awards for secondary schools.

- Attend meetings of the Advisory Board as needed.
- Seek opportunities to publicize and promote these writing award programs as well as opportunities to recognize the achievement of the students involved.
- Observe all deadlines and requirements as set by the contest rules.
- Serve as the mailing address for all contest entries.
- Keep accurate records of contest entries and complete all forms as required by NCTE.
- Recruit appropriate judges and disseminate entries and relevant forms to them.
- Compile candidate scores and send to NCTE.
- Forward names of student award winners to *MCTE News* and website editors for publishing at the appropriate time.
- Coordinators for *Writing Achievement Award* and *Promising Young Writer Award* submit contest entries to the editor of *MEJ Student Writing Issue* for possible publication.
- Support as needed the editor of the *MCTE Student Writing Journal*. (e.g., serving on editorial boards or selection committees as appropriate)
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Emeritus Chair***

*According to Article II, Section 8 of the Bylaws, this is a two-year appointed position.*

- Attend all meetings of the Advisory Board and the annual Business Meeting.
- Participate in the planning of the Spring Conference and encourage involvement by retired members.
- Encourage retired faculty to continue their membership in MCTE and to be active in policy work, such as Advocacy Month, at conferences.
- Write or solicit articles of general or section interest for publication in *MCTE News* or the *Minnesota English Journal*.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE News Editor***

*According to Article II, Section 8 of the Bylaws, this is a two-year appointed position. In 1992 the newsletter editor was designated a non-voting member of the Executive Committee. This position currently is awarded a stipend.*

- Attend all meetings of the Advisory Board, the Executive Committee, and the annual Business Meeting.
- Edit at least four issues of *MCTE News* each membership year.
- Send an electronic copy of each issue to the website editor for publishing on the website.
- Solicit submissions to the *MCTE News*. Encourage submissions from section chairs.
- Publish such notices as required by the MCTE By-laws (report of NCTE conference, nominations for office, proposed by-law changes).
- Publish regular communications from the President.
- Select a publisher/printer for *MCTE News* in line with the yearly budget.
- Arrange for mailing of the *MCTE News* to members.
- Keep accurate financial records for submission to the Executive Secretary and the Treasurer.
- Keep archives of the *MCTE News*. Arrange for the transfer of the archives to the succeeding editor.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Journal Editors ~ MEJ and The Student Writing Journal***

*According to Article II, Section 8 of the Bylaws, these are two-year appointed positions. Each editor currently is awarded a stipend. The position of MEJ editor was established in 1965. The Student Writing Journal position was established in 2000.*

- Attend meetings of the Advisory Board as needed.
- Attend the annual Business Meeting.
- Solicit submissions to the respective journal: *Minnesota English Journal (MEJ)* or the *Student Writing Journal*. When possible, each journal issue should contain articles of interest to the various sections.
- As needed the editor may call on section chairs for support. (e.g., assisting in calls for submissions, or serving on editorial boards or selection committees as appropriate)
- Each editor is responsible for one issue of their respective journal each membership year.
- Currently each journal is published electronically on the MCTE website. Each editor is responsible for appropriate design and format for web publishing.
- Should the journal be published in a paper format, the editor of that journal is responsible for:
  - Selecting a publisher/printer for the *Journal* in line with a budget approved by the MCTE Board.
  - Arranging for mailing of the *Journal* to members.
  - Keeping accurate financial records for submission to the Executive Secretary and the Treasurer.
  - Keeping archives of the *Minnesota English Journal*. Arrange for the transfer of the archives to the succeeding editor.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.

# ***MCTE Website Editor***

*An independent MCTE website ([www.mcte.org](http://www.mcte.org)) was created in 1998. This position is currently awarded a stipend.*

- Attend all meetings of the Advisory Board, the Executive Committee, and the annual Business Meeting.
- Maintain web pages for all MCTE conferences, workshops, and other functions, including the posting of forms.
- Facilitate electronic communication via a distribution list.
- Post current electronic copies of *MCTE News*, *Minnesota English Journal*, and the *MCTE Student Writing Journal*.
- Maintain archives of Council documents, records, electronic publications, and other artifacts of archival interest.
- Publish such notices as required by the MCTE By-laws (report of NCTE conference, nominations for office, proposed by-law changes).
- Maintain domain name and web hosting accounts. Keep accurate financial records for submission to the Executive Secretary and the Treasurer.
- Actively support MCTE sponsored speakers, workshops, etc. through planning and attendance, especially the annual Spring Conference.
- Maintain status as current member of both MCTE and NCTE.