

Duties of ALT's secretary-treasurer positions

(drawn up by Secretary-Treasurer Jean-Christophe Verstraete, 2015)

Secretary and conference manager

Handling ALT's finances:

- Organizing annual bill to de Gruyter Mouton (percentage of membership fees dGM pays to ALT)
- Filling out and filing annual tax forms (with an overview of income and expenditure for each year)
- Following up our bank accounts
- Organizing payments to:
 - o Award winners (conference)
 - o Scholarship holders (conference)
 - o Officers for small costs paid for ALT (e.g. gifts to conference organizers)
 - o Service providers (legal aid for non-profit organizations, website & database development & maintenance, etc.)
 - o Occasionally organizers of other conferences (e.g. SWL)

Membership matters:

- Welcoming new members (welcome message, subscription to ALT's mailing list)
- Dealing with membership problems: problems with invoices, addresses, payment types, etc.
- Dealing with membership changes: cancellations, address changes, online to print or vice versa
- Liaising with dGM about the organization of subscriptions and membership (e.g. welcoming letters, renewal letters, issues relating to renewal and management of membership fees, payment options, etc.)

Treasurer and membership manager

Conferences:

- Call for bids to organize the conference, presenting & discussing bids in executive committee
- Liaising between organizers and president/executive committee about organization (e.g. location, dates, related events, organizing committee, etc.)
- Keeping an eye on ALT-related aspects of the conference (e.g. plenary slots for award winners, business meeting, timing and posting of calls, membership status of participants, etc.)
- Organizing the business meeting:
 - o Preparing powerpoint beforehand
 - o Preparations on-site with the president
 - o Liaising with officers and organizers for their part in the business meeting

Awards: Bi-annual awards for typology (Greenberg) and grammar writing (Panini/Gabelentz)

- Working with chairs and president on the text for the calls
- Posting calls on various lists
- Liaising with chairs about practical problems (eg membership status of submitters, application of criteria, etc.)
- Announcing results to various lists
- Organizing payments to award winners, liaising with conference organizers about plenary talks
- Organizing short award ceremony before plenary talk

Scholarships: for scholars from developing countries, and for students anywhere, to attend the conferences

- Call for applications
- Preparing applications for presentation and discussion in the executive committee
- Communicating with applicants
- Organizing payments to scholarship holders

Communication:

- Communicating with ALT's members: calls for conferences, scholarships, awards; results of awards, conference bids, etc.
- Occasional newsletters about ALT's organization
- Managing ALT's e-mail list (together with the webmaster)

President: secretary to the president and the executive committee

- Reminding president of deadlines for calls, appointments of officers etc
- Corresponding with the president about communications to members, to the executive committee, to conference organizers, to partners like publishers etc
- Drafting messages for the president
- Preparing documents for discussion in the executive committee:
 - o regular ALT business like scholarships, awards, conferences etc
 - o policy issues (e.g. relation to publishers, types of awards, journal, finances, etc.)
- Summing up discussions in executive committee, communicating them to members
- Liaising with other committees (eg program committee, nominating committee)
- Polling members on issues (eg conference cycle, satisfaction with publishers & logistics, members' views of the field in relation to journal, conferences etc)
- Organizing elections (setting up dedicated e-mail address, posting call, counting votes or organizing for a count, etc.)

Executive Committee:

- Serving as an ex officio member of the executive committee

General organization:

- Keeping an eye on all practical aspects of ALT's organization (keeping deadlines, alerting officers if needed, plus all of the above)
- Providing and formalizing 'institutional memory':

- Providing precedents in cases of doubt
 - Formalizing and writing up procedures (eg conferences, awards, scholarships, etc.)
- Any other business (eg first point of contact for any issues & questions from members and non-members)