

## **Two-Year College English Association (TYCA) Officer Responsibilities & Activities**

*(For additional details consult the TYCA By-laws, Section II.D.)*

The person elected will serve for four years, with the first year as Associate Chair, two years as Chair, and the final year as Immediate Past Chair. The term begins officially at **noon on Sunday** at the NCTE Annual Convention in the year of their election, but the elected member is urged to attend the TYCA Executive Committee meeting as a guest in that year. Candidates agree not to campaign during the election process.

### **As Associate Chair:**

- Assist the Chair to carry out the responsibility for the functioning of TYCA.
- Serve as Program Chair to coordinate program proposals and workshops presented by and/or of particular interest to two-year college English members at CCCC and NCTE.
- Attend meetings of the TYCA Executive Committee at the NCTE and the CCCC annual conventions and participate in TYCA activities and special events. (The Council does not pay annual Convention and CCCC Convention expenses, but a \$50 per diem is available in connection with the TYCA Executive Committee meetings.)
- Attend the CCCC Executive Committee meetings at NCTE and CCCC as a voting ex officio member.
- Solicit proposal ideas for the next NCTE and CCCC Convention.
- Attend one or more Regional TYCA Conferences as a representative of National TYCA (Council pays travel expenses)

### **As Chair:**

- Attend meetings of the TYCA Executive Committee at the NCTE and the CCCC annual conventions and participate in TYCA activities and special events. (The Council pays annual Convention and CCCC Convention expenses)
- Attend the CCCC Executive Committee meetings at NCTE and CCCC as an ex officio voting member.
- Attend the NCTE Executive Committee meetings as a voting member. In this capacity attend:
  - One day and a half meeting in February (Friday-Saturday) Note: Those participating in convention planning remain until Sunday.
  - One 3 day meeting in late April/early May (Thursday-Saturday)
  - One 4 day meeting in August (Thursday-Sunday)
  - Two 1-day meetings at NCTE Annual Convention (Wednesday prior to convention, Sunday during convention).
- All expenses are paid in full in connection with NCTE Executive Committee meetings.
- Attend summer College Forum meeting in July (Council pays travel expenses)
- Assume the responsibility for the functioning of TYCA.
- Plan the agenda for all business meetings.
- Preside at all business meetings of TYCA unless unavoidably absent.
- Appoint all committees authorized by TYCA.
- Prepare a report on TYCA and regional association activities for NCTE's Annual Reports.

Ensure that REC chairs and regional newsletter editors receive copies of all announcements of committee vacancies and calls for program participants from NCTE and CCCC as they are pertinent to teachers of English in two-year colleges.

- Ensure that all liaisons and appointees to relevant groups in NCTE are appointed.
- Notify CCCC Executive Committee Chair of any proxy representation prior to bi-annual meetings.
- Advise the *TETYC* Editor informally on matters of content and concerns.
- Writes an incoming National TYCA Chair address for *TYCA to You* for the May *TETYC* Journal, which is due in January.
- Attend one or more Regional TYCA Conferences as a representative of National TYCA (Council pays travel expenses)

#### **As Immediate Past Chair:**

- Serve in an advisory capacity to the Chair and the TYCA Executive Committee.
- Chair the nominating committee for the officers of the TYCA Executive Committee.
- Attend meetings of the TYCA Executive Committee at the NCTE and the CCCC annual conventions and participate in TYCA activities and special events. (The Council does not pay annual Convention and CCCC Convention expenses, but a \$50 per diem is available in connection with the TYCA Executive Committee meetings)
- Attend the CCCC Executive Committee meetings at NCTE and CCCC as a voting ex officio member.
- Attend one or more Regional TYCA Conferences as a representative of National TYCA (Council pays travel expenses)

#### **Secretary:**

- Prepares the official minutes of all National TYCA Executive Committee meetings.
- An *ex officio* voting member of the CCCC Executive Committee.
- Receives a per diem for attending any TYCA, CCCC, and/or College Section meetings during the NCTE and CCCC Annual Conventions.
- Attend one or more Regional TYCA Conferences as a representative of National TYCA (Council pays travel expenses)

#### ***TETYC* Editor:**

- An *ex officio* voting member of the TYCA Executive Committee.
- An *ex officio* voting member of the College Section Steering Committee.
- An *ex officio* voting member of the CCCC Executive Committee.
- Receives a per diem attending any TYCA, CCCC, and/or College Section meetings during the NCTE and CCCC Annual Conventions.
- Travel expenses for NCTE and CCCC Annual Conventions are paid for through the NCTE Journal/Publications Department.

#### **Representatives are chosen from the TYCA Executive Committee to attend the following on behalf of TYCA:**

- Attend the College Section Steering Committee meetings as an ex officio voting member at the NCTE and CCCC annual conventions.

- Attend College Forum meetings at annual CCCC convention.
- Attend Research Forum meetings at the annual NCTE convention.