

## Conference on English Education (CEE) Executive Committee Responsibilities & Activities

- Bring to the CEE Executive Committee's attention any matters of general concern to CEE members, gather pertinent documents and other information to enrich discussion of those concerns, and prepare to recommend courses of action for the Executive Committee.
- Serve for four years, beginning officially **after** the November convention in the year of their election; but attending the CEE Executive Committee's Annual Convention meeting as guests in November in the year elected.
- Attend the NCTE Annual Convention as many years as possible during their four-year tenure and participate in CEE activities during convention week, particularly the CEE Executive Committee meeting. It is strongly encouraged that each member attend the CEE Executive Committee meeting at the Annual Convention because important business must be conducted at that time. For the CEE Executive Committee meetings, members are provided a \$50 per diem to help defray living expenses. (CEE's finances and its policies prevent paying travel expenses to conventions.)
- Respond to inquiries and assume tasks at home as requested by the CEE chair. Costs of postage, photocopying, and an occasional phone call in connection with these duties will be reimbursed, if necessary, by CEE.
- Participate in the voting election of the CEE chair and the other officers. The CEE chair becomes a member of the NCTE Executive Committee. (Members have the option not to run for the chair.)
- Recommend candidates to both the CEE Nominating Committee to help assure quality in the continuing governance of CEE.
- Participate in conference planning and review proposals.
- Make nominations for CEE awards.
- Serve as informal advisors to the CEE journal and advise the editor on matters of content.
- Serve if invited on other CEE programs, subgroups, etc., but not when such invitations involve conflicts with CEE meetings and other responsibilities outlined above.
- Have an e-mail account and respond in a timely way to messages and duties communicated on-line. There is a lot of CEE business that is taken care of through electronic communication.
- Candidates agree not to campaign during the election process.

**NOTE:** Candidates for the CEE Executive Committee, who would like to serve on other NCTE commissions and standing committees, executive committees or other conferences, or NCTE section committees during their tenure on the CEE Executive Committee need to refer to NCTE Policy on Multiple Roles at <http://www.ncte.org/about/gov/elec/policies/107320.htm>