ELTAM MK
English Language Teachers' Association of the Republic of North Macedonia
Асоцијација на наставници по англиски јазик и книжевност на Р. С. Македонија

ELTAM MK Elections

Dear members,

We would like to inform you that we are now accepting nominations for the vacant positions in the Executive Board

A. **a General Secretary**
B. **a National Coordinator for Primary School Competitions**
C. **a Publications Coordinator**
D. **a Treasurer**
E. **a National Coordinator for Secondary School Competitions**
F. **a Webmaster**

What are you expected to do?

The General Secretary

- is responsible for timely preparation of the materials for the General Assembly and the Executive Board and coordinates the sessions;
- maintains records and minutes of the meetings of the Assembly, Executive Board, local coordinators etc.
- establishes and maintains contacts with other teachers' associations or associations with similar line of work in the country and abroad;
-provides transparency of the association's work;
- cares for the successful organization of trainings, seminars, workshops and/or conferences organized by the association;
- sorts and keeps the materials for the conducted trainings, seminars, workshops and/or conferences organized by the association;
-makes analysis of the participants' feedback on the quality of the conducted trainings, seminars, workshops and/or conferences organized by the association;
- coordinates the operation of the work groups with specific tasks for the benefit of the association and its members (such as professional development events, organization of trainings, seminars, workshops and/or conferences, competitions for primary and secondary schools etc.)
- executes the decisions of the Assembly, the President or the Executive board etc.

The National Coordinator for Primary School Competitions

- prepares the applications, the rulebooks and the three-year plans for Accreditation of ELTAM MK's Primary school competitions by the MoE;
- prepares an annual plan for their work including the work of the local coordinators, test makers and the team for the competitions;

- actively coordinates and controls the work of the local coordinators, test makers and the team for competitions and distributes information, announcements and/or all the necessary documents to the local coordinators regarding the competitions;
- is responsible for accepting the students/mentors competition registration;
- prepares the official results of the regional competition for Skopje and the state competition for secondary schools
- cooperates with the web-master in order to announce all the necessary information related to the organization and the execution of the Primary school English language competitions;
- prepares a report for the competitions and submits it to the MoE and the Bureau for Development of Education;
- is responsible for the transparency of the organization and the execution of the Primary Schools English Language Competitions etc.

The Publications Coordinator

- is responsible for the timely preparation of the materials for the Association's Journal
- is responsible for editing the materials for the Association's blog;
- establishes and maintains contacts with other teachers' associations or associations with similar line of work in the country and abroad in order to enrich the contents of the Journal and the Blog;
- Participates and executes tasks and obligations for the biannual conference organized by the Association;
- coordinates the operation of the work groups with specific tasks for the benefit of the association and its members (such as professional development events, organization of trainings, seminars, workshops and/or conferences, competitions for primary and secondary schools etc.)
- executes the decisions of the Assembly, the President or the Executive board etc.

The Treasurer
- looks after the financial matters of the Association (managing bank transactions for the association; preparing invoices, preparing interim reports on expenses for the organization and implementation of various ELTAM MK activities, reimbursement of travel expenses etc.);
- Prepares financial reports together with the ELTAM MK accountant;
- Cooperates with the web-master to update the Association's list of members etc.

The National Coordinator for Secondary School Competitions
- prepares the applications, the rulebooks and the three-year plans for accreditation of ELTAM MK's Secondary school competitions by the MoE;
- prepares an annual plan for their work including the work of the local coordinators, test makers and the team for the competitions;
- actively coordinates and controls the work of the local coordinators, test makers and the team for competitions and emails information, announcements and/or all the necessary documents to the local coordinators regarding the competitions;
- is responsible for accepting the students/mentors competition registration;
- prepares the official results of the regional competition for Skopje and the state competition for secondary schools
- cooperates with the web-master in order to announce all the necessary information related to the organization and

the execution of the Secondary school English language competitions;
- prepares a report for the competitions and submits it to the MoE and the Bureau for Development of Education;
- is responsible for the transparency of the organization and the execution of the Secondary Schools English Language Competitions etc.

The Webmaster:

- is responsible for the timely preparation of materials for publication and updates on the Association's website in coordination with the other members of the Executive Board;
- ensures the improvement and enrichment of the content published on the Association's website;
- is responsible for the timely preparation of materials for publication and updates on the Association's Facebook, Twitter, Instagram and other social media accounts;
- ensures the improvement and enrichment of the content published on the Association's Facebook, Twitter, Instagram and other social media accounts.
- ensures the successful implementation and promotion of the Association's common platform of activities.
- ensures timely responses to the requests, questions and needs of users of the Association's website and its existing social media platforms (Facebook, Twitter, Instagram, etc.)
- designs and prepares certificates for various events organised by the Association.
- takes on specific tasks and responsibilities in the organisation and implementation of the Association's conference, which is held every two years.
- actively contributes to achieving the Association's objectives through personal achievements and/or participation in projects on behalf of the Association.
- participates in the implementation of decisions adopted by the Assembly and/or the Executive Board.
- performs other duties assigned in accordance with the Association's planned activities by the Assembly, the President and/or the Executive Board.

We would also like you to know that the President, all Board members, local coordinators, and members are volunteers and do not receive any compensation for their effort except the satisfaction of seeing their projects, conferences, workshops, competitions and other events succeed. For us this is the most rewarding compensation of all.
Therefore, we expect all of you who are enthusiastic, hard-working, and friendly to nominate yourselves for the positions mentioned above.
These are the criteria and the procedure to submit a nomination.

I. A. Criteria for nomination of the General Secretary:

1. The nominated person must be an active member of ELTAM MK for at least 5 years (including the current year).
2. The nominated person must have attended at least 2 assembly meetings in the last 3 years.
3. The nominated person must have actively participated in the organization of at least 2 ELTAM MK events.

B. Criteria for nomination of a National Coordinator for Primary School Competitions:

1. The nominated person must be an active member of ELTAM MK for at least 5 years (including the current year)
2. The nominated person must have attended at least 2 assembly meetings in the last 3 years.
3. The nominated person must have actively participated in the entire process of organization of the competitions (at least at local and level).

C. Criteria for nomination of the Publications Coordinator:

1. The nominated person must be an active member of ELTAM MK for at least 5 years (including the current year).
2. The nominated person must have attended at least 2 assembly meetings in the last 3 years.
3. The nominated person must have actively participated in the organization of at least 2 ELTAM MK events.

D. Criteria for nomination of a Treasurer:

1. The nominated person must be an active member of ELTAM MK for at least 5 years (including the current year).
2. The nominated person must have attended at least 2 assembly meetings in the last 3 years.
3. The nominated person must have actively participated in the organization of at least 2 ELTAM MK events.

E. Criteria for nomination of a National Coordinator for Secondary School Competitions:

1. The nominated person must be an active member of ELTAM MK for at least 5 years (including the current year)
2. The nominated person must have attended at least 2 assembly meetings in the last 3 years.
3. The nominated person must have actively participated in the entire process of organization of the competitions (at least at local level).

F. Criteria for nomination of a Webmaster:

1. The nominated person must be an active member of ELTAM MK for at least 5 years (including the current year)
2. The nominated person must have attended at least 2 assembly meetings in the last 3 years.
3. The nominated person must have actively participated in the entire process of organization of the competitions (at least at local level).

II. Application letter format

1. The application letter should contain the following information:

a) Name and Surname:

b) E-mail:

c) Telephone number:

2. ELTAM MK member:
a) 5+ years
b) 10+years

3. Position you are applying for:
a. General Secretary
b. National Coordinator for Primary Schools Competitions
c. Publications Coordinator
d. Treasurer
e. National Coordinator for Secondary Schools competition
f. Webmaster

Please attach:
4. your CV
5. your report of the ELTAM MK activities the nominated person participated in and the role they had in those activities.

6. a 250-word statement about themselves and the contribution they would hope to make to ELTAM MK if elected.
We wish all of you good luck.

II. Procedure
1. If you would like to nominate yourself for any of the above positions, you must send the application letter together with the CV and the personal statement to the following e-mail address: **president@eltam.org.mk by December 25th, 2026 at the latest.**

2. You can vote for your candidate at ETAM MK's Assembly, which will be held at the beginning of March 2027.

3. The results will also be announced on our website and social media.

ELTAM MK