



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 one vacant position in the Executive Board

a Publications Coordinator

What are you expected to do?

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.

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.

Criteria for nomination of the Publications Coordinator:

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



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: **Publications Coordinator**

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 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 February 25th, 2023 at the latest.

2. The election process will take place at ELTAM MK's Assembly, which will be held on 4th March 2023.

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

Executive Board
ELTAM MK