



**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 two vacant positions in the Executive Board

- a Treasurer
- a National Coordinator for Secondary School Competitions

**What are you expected to do?**

**The Treasurer**

- looks after the financial matters of the Association (managing bank transactions for the association; 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.

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 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 5 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 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 5 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. Treasurer**

**b. National Coordinator for Secondary Schools Competitions**

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, you must send the application letter together with the CV and the personal statement to the following e-mail address: **eltammkpresident@gmail.com** by **October 31, at the latest.**

2. You can vote for your candidate at ETAM MK's Assembly, which will be held  
Date: November 5, 2022



Time: 12 p.m.

Place: 'Lazo Angelovski' Primary School – Skopje (Aerodrom)

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

ELTAM MK