

MET Governing Council Elections 2010

Elections for the MET Governing Council take place every two years. The next election will be held in October this year, immediately after METM10 in Tarragona.

The Governing Council members to be decided by election are the Chairperson, Vice Chairperson, Secretary, Treasurer and 4 Members at Large who are to serve as chairs of the standing committees. A description of duties is attached below.

All nominations must be sent in writing to the Secretary, Carolyn Newey (cnewey@santpau.cat), no later than June 30th, 2010. The Secretary will confirm receipt of a nomination by e-mail and the list of nominees will be posted on the website in July.

The calendar and slate of candidates will be formally announced at the General Assembly Meeting in Tarragona on October 30th. Voting will take place online.

Council positions — descriptions of duties (April 2010)

Our Charter (see website) describes the duties of the three essential members of the association's Governing Council: the Council Chairperson, the Treasurer and the Secretary.

Additional members of Council were named in Bylaw 01 (a vice-Chairperson) and Bylaw 02 (Members at Large). These Bylaws were approved in 2006 and amended in 2007. They can be read in the Members' Area of the MET website (under "Association documents")

The members named in Bylaw 02 are considered the chairpersons of committees. They can therefore recruit helpers. The duties of the additional members are described below:

Vice-Chair

The duties of the Vice-chair are difficult to define precisely, as the main functions of this position are closely tied to the determinations of the Chair and other Council members.

In general terms, the Vice-chair

- Carries out Chair responsibilities at his/her request or in his/her absence

- Establishes linkages with organizations and associations
- Presides assemblies and/or meetings in absence of the Chair
- Performs representational duties
- Collaborates in the planning and coordination of METMs
- Provides support as requested by the Chair and other Council members
- Participates in Council meetings and in the Council forum

Membership chair

- Process membership applications from new and renewing members
 - Monitor e-mail account regularly, deal with queries, check payments
 - Add new members to online database and Microsoft Access database on computer and reactivate renewing members
- Process METM (conference) applications
 - Monitor e-mail account regularly, deal with queries, check payment, add registration information to Microsoft Access database
 - Prepare lists for conference (workshops, participants, dinner attendees to send to the METM secretary for inclusion in the folder)
- Update member profiles in online members' area (workshops and conferences attended)
- Process workshop registrations, check payments, compile lists of participants, and keep continuing professional development chair, chair, and workshop facilitators informed
- Monitor trends in membership for reporting to the General Assembly
- Do mail-outs to members
- Deal with member and potential member queries
- Liaise with treasurer regarding payments
- Liaise with chair and council on occasions regarding membership issues
- Monitor member information on website and liaise with webmaster regarding changes required
- Process information from members regarding information of interest to members (courses, ideas, articles, etc.) and forward to relevant council member(s)
- Investigate new opportunities for member benefits

Continuing Professional Development Chair

Main responsibility has been to run the spring workshops in Barcelona, which are also seen as a piloting opportunity for workshops given at the METMs. The process involved is the following:

- Invite past facilitators (if you want to repeat) and likely ones to ask if they would like to give a workshop.

- Brainstorm with council over possible topics and facilitators. Approach facilitators to find out their willingness and availability. Ask the facilitators to send you a description of the workshop. There is a format they should follow (see examples).
- Arrange for the descriptions to be peer reviewed and dialog with the invited facilitators until the description is ready for posting.
- At the same time, approach IEMed and ask for classrooms on the dates the facilitators and you consider optimum (make sure they don't coincide with long weekends or other holidays). Specify whether a computer classroom is needed. Ideally, have a calendar drafted in January.
- Make the final programme and send the programme for the website to the web chair, after setting the fee with Council. Send descriptions as they become ready.
- Design a flyer with the dates and venue to post at likely places with the programme or the website URL.
- Get the list of participants from the membership chair just before the workshop to organize sending a link to the online feedback form (survey monkey).
- Email an attendance certificate in pdf form to those participants who have asked for one on the workshop attendance sheet.
- Send the feedback summary to the facilitator and Council. Discuss with the facilitator how best to interpret the feedback if that seems appropriate.
- Thank the IEMed at the end of the season – usually they supply pads, pens and water as well as the classroom. Thank the facilitators for their effort.
- At the end of the workshops, update workshop records: topic, facilitators, number of participants, feedback, date and venue, for MET files.
- Lead the conclusion debate with council: pros and cons.

Other projects to be developed:

- Workshops organized in other cities: If a group from another city wishes to organize one or more workshops, they will need to liaise with the CPD chair over dates. The CPD chair will then recruit facilitators if possible. MET is presently still setting up the criteria for non-Barcelona workshop seasons, but probably interested groups will need to find a venue and promote it to the local potential participants. Depending on MET's level of interest in the city, the local people or MET will discuss how to cover the costs (travel, hotel and meals) of the facilitators.
- Study the possibilities for online workshops that can be followed online with follow up with the facilitator and possibly a forum between participants and facilitator.

Collaborators can be recruited to help with lots of tasks: designing the flyer, doing the survey monkey feedback and the certificates, liaising with IEMed, attending the workshop to make sure everything goes smoothly.

Web chair

- Create program pages and registration forms for events (METMs, workshops)
- Post news/jobs/webinars, events to archive, and publications to publications page
- Manage members' area access (e.g. add/update/remove members, renew passwords, renew access)
- Manage access to website administration area and member administration area
- Edit/update existing website content as required or agreed with Council
- Keep backups of website and databases
- Administer/maintain/update MET Council forum
- Deal with any technical problems that arise in the website or Council forum
- Monitor web hosting contract and metmeetings.org domain registration

Promotion chair

The chairperson of the MET promotion committee sees to it that news about MET is distributed among the widest possible circle of potentially interested people. This is done by mass mail outs publicizing the MET spring workshops and annual meeting, sending information on MET's activities to bulletin boards and events calendars of like-minded organizations, and advertising in specialist journals. In addition, the promotion committee chair stimulates and coordinates the writing of MET meeting reports for publication in professional journals. The chair also coordinates the participation of MET representatives in events organized by other associations. The promotion chair is supported by an informal network of helpers.