

NNELL State Representatives Roles and Responsibilities

Roles and Responsibilities	Suggestions for Implementation
1. Maintain Frequent Communication with NNELL Members in Your State	
<ul style="list-style-type: none"> • Disseminate information on a routine and timely basis. • Contribute to the National Networking Newsletter three times per year. Deadlines for submission to regional reps are: September 30, December 30, February 28. 	<ul style="list-style-type: none"> • Develop a distribution list to e-mail information about newsworthy items (e.g., new research supporting an early start to foreign language learning). • Publicize NNELL sessions at ACTFL that are listed on the Website to facilitate networking among NNELL members. • Offer to serve on the board of the state language association.
2. Arrange for NNELL Representation at Local and State Conferences	
<ul style="list-style-type: none"> • Offer at least one session annually at state or regional meetings/conferences. 	<ul style="list-style-type: none"> • Conduct informal sharing sessions such as “Lunch with NNELL” at local and state conferences. • Offer a free NNELL-sponsored pre/post-conference workshop (as in make-and-take) at state/regional conferences. • Display student work in a state-wide journal or newsletter. Display student work on tables at a conference or in other public places. • Conduct a theme-based state meeting or sharing session about favorite resource or activity.
3. Undertake Recruitment of New Members	
<ul style="list-style-type: none"> • Engage in ongoing, active recruitment throughout the year, but especially at language conferences and other professional events. 	<ul style="list-style-type: none"> • Involve parents in NNELL via PTO presentations. (A Power Point presentation will be available for your use on the Members Only section of the website). • Submit articles to school and local papers. • Send postcards to welcome new members. • Include ads in professional journals. • Prepare a raffle basket to offer at a state conference sharing session. • Provide incentives for new members. • Send information to parents periodically in the form of a flyer or letter accompanied by an invitation to join NNELL. Information may include research findings and upcoming events.