



# TESL Canada Federation

3751 21<sup>st</sup> Street NE, Calgary, AB T2E 6T5  
Tel: 800-939-9199 Fax: 403-538-7392 www.tesl.ca admin@tesl.ca

## **Executive Director (ED) Report by Claude Lloyd – November 2016**

There have been substantive and positive changes ongoing within TESL Canada operations with a key end goal to better serve the membership. Read below for greater detail.

### **Meetings**

#### **Research & Outreach Committee**

I participated in the Research & Outreach Committee meeting. Discussions on centralization plans for the TESL Canada head office continued (see below for more details on the plan discussed). Social media plans and ideas were also discussed.

#### **Executive and Board**

I participated in both Executive and Board meetings that were held in November. Discussions continued around plans for strengthening our Human Resources within TESL Canada in order to further improve services to our membership and to our Board and Committees.

### **Head Office Update**

After discussion with the Board and Office Manager, the plan is to keep the Calgary office open until March 31, 2017. The new Ottawa location will be rented for March 1, 2017. This approach gives us the time required to put a well thought out plan in place and the month of overlap will help to ensure a smoother transition, the goal being to ensure TESL Canada members do not experience any lapse in service support.

### **Office/HR Manager Hired!**

The job notice of the P/T Office/HR Manager position in our future Ottawa office was posted in October.

Please join me in welcoming Jessica Tomlin to the TESL Canada Federation as our new Office / Human Resources Manager located in Ottawa, Ontario.



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We received over 40 applications, many of whom were strong candidates. Jessica was our top candidate.

Jessica has both Office and HR Management experience specifically in an ESL environment, having worked for the Canadian Bureau for International Education (CBIE). She brings a strong understanding of teaching ESL obtained by supporting multiple international scholarship programs administered by CBIE.

Additionally, Jessica offers over eight years experience working in Human Resources, with strengths in international and domestic recruitment, intern and co-op placement, employee relations, policy and programs, legislative compliance, and manager and employee coaching and training.

Jessica's experience and sector knowledge dovetail with TESL Canada's strategic plan and my goal of strengthening our national and international partnerships.

Together we will strengthen the voice of TESL Canada members.

### **Development (Revenue Generation)**

TESL Canada is actively searching for additional funding and revenue streams in order to provide the capital needed for increased value delivery to our membership. Our finances are strong (see October ED Report) and my intent is to make them even stronger.

Your ideas are appreciated here. If you are aware of opportunities for TESL Canada related to grants, contributions or alternative revenue streams, send your ideas to [officemanager@tesl.ca](mailto:officemanager@tesl.ca).

### **TESL Canada Communications Strategy**

A communications strategy was more formalized and then presented to the Research & Outreach (R&O) Committee at its last meeting. It was also sent via email to the Executive Committee and the Board in November. Feedback from the Executive was positive and included ideas on how to improve our communications performance moving forward.

The plan for all communications is to have them centralized through the TESL Canada head office. To date, various communications activities were completed by both volunteer and paid staff across Canada and this can be a challenge. Different groups were working on different mediums such as the webpage, social media, email announcements and more.



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This centralized communication approach will help to ensure all communications are synchronized, whether that be the TESL Canada website, email announcements, social media, the TESL Canada 2017 Conference website, and more. The fact that the TESL Canada team has been understaffed has made communications very challenging. With Jessica joining our team, and with existing and new volunteers, the load will be lightened and the communications strengthened.

The contributions from the R&O Committee members are valued and I look forward to its continued support of TESL Canada's communication efforts moving forward.

### **TESL Canada Conference 2017**

There has been great progress involving TESL Canada's national conference in Niagara Falls, Ontario. You have already seen some key announcements.

As our conference planning for June 2017 moves along we would love to tap into the expertise of our TESL Canada members to help make this the best possible conference for everyone.

We are excited to announce that registration for the TESL Canada 2017 conference, Celebrating Canada's 150<sup>th</sup>, is now open for those of you who want to plan ahead and get your 2017 professional development organized.

The link to register is at [www.teslcanadaconference.ca/registration](http://www.teslcanadaconference.ca/registration). Make sure you take advantage of the Early Bird Full Conference Registration and Accommodation Package or the Early Bird Registration. The deadline for all Early Bird registrations is April 30<sup>th</sup>, 2017.

On the [conference website](#) you will also find information about our exciting list of keynote and featured speakers, as well as all of the information about the destination that you need to start planning your conference trip. We will continue to provide you with more conference updates as we put more of the pieces of the conference into place.

Also remember that the Call for Proposals is now **open until Friday, February 3<sup>rd</sup>, 2017**. Submit your presentation proposal at [www.teslcanadaconference.ca/call-for-proposals](http://www.teslcanadaconference.ca/call-for-proposals). One of the most rewarding aspects of attending a conference is sharing your ideas, experiences and expertise with your colleagues. We have different presentation formats to suit all topics and presentation styles:



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- Pre-Conference Symposia
- Practical Workshops
- Theoretical Papers
- Panel Discussions
- Poster Sessions
- Activities and Materials Ideas Exchange
- Language Teaching and Technology Ideas Exchange

There are five conference themes:

- The Theory and Practice of English Language Teaching
- Teaching English for Academic Purposes
- Teaching English for Specific Purposes
- Teaching Newcomers to Canada
- Teaching in the K-12 System

All proposals will undergo a blind peer-review process by an expert volunteer review committee. The results of the Call for Proposals will be communicated via e-mail.

If you have any questions about the conference, contact us at [conference@tesl.ca](mailto:conference@tesl.ca).

## ***Call for Volunteers issued: Graduate Students to Organize the Graduate Symposium***

As part of the TESL Canada 2017 Conference in June 2017 in Niagara Falls, Ontario there will be a full-day Graduate Symposium on Thursday, June 8<sup>th</sup>. The Graduate Symposium is designed specifically for students pursuing either a Master's degree or PhD in English language teaching, applied linguistics, linguistics, educational technology and other related fields.

We are looking for three to four graduate students to help organize the event for your peers to ensure that the content and activities are relevant to the needs of today's graduate students. If you are currently enrolled in graduate studies and are interested in volunteering to help organize the TESL Canada Graduate Symposium, please contact [conference@tesl.ca](mailto:conference@tesl.ca).

## ***Call for Volunteers issued: Expert Peer Reviewers***

In our first call for volunteers we are looking for expert peer reviewers to complete the blind review process of the presentation proposals that are submitted. We are looking for experts in the following areas:



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- The Theory and Practice of English Language Teaching
- Teaching English for Academic Purposes
- Teaching English for Specific Purposes (including Occupation Specific Language Teaching, Business English, Professional English)
- Teaching Newcomers to Canada
- Teaching in the K-12 System
- Language Teaching and Technology

If you are interested in being a peer reviewer, please send an e-mail to [conference@tesl.ca](mailto:conference@tesl.ca). Your e-mail should have the subject header "Peer Reviewer Volunteer" and include your full name and the area of expertise in which you can contribute as a reviewer. In order to establish your expertise in that area please provide a brief synopsis of 200-300 words of your education, training, teaching experience, presentation experience and publications as it relates to the area in which you feel you would be best positioned as a peer reviewer.

I hope to see everyone at the conference June 8<sup>th</sup> to 10<sup>th</sup>, 2017. The webpage is being updated regularly, so visit it often to view the latest value offering to our existing and future members!

Thank you to everyone who has supported TESL Canada. I look forward to serving you the members and enjoying the great things we can do together!

Claude Lloyd BES CET  
Executive Director  
TESL Canada