**BAAL Corpus Linguistics SIG**

**Roles and responsibilities of Corpus Linguistics SIG Coordinating Committee Members**

*These ‘job descriptions' for the Corpus Linguistic SIG's Coordinating Committee were adapted from the corresponding document produced by the UK Linguistic Ethnography Forum.*

**Convenor**

To chair meetings of the committee (virtual and face-to-face); to take the lead in organising the yearly event/s; to update BAAL /SIG Coordinator on SIG activities, including submitting an annual report on SIG activities; to attend and assist in the smooth running of the yearly SIG track at the BAAL conference, and to coordinate the collection of reports from the committee for the Annual General Meeting of the SIG members; to liaise with SIG and committee members regarding SIG business.

**Treasurer**

To be responsible for day-to-day management of incomings/outgoings; to authorise expenditure; to liaise with the bank; to update authorised signatories on account when co-ordinating committee changes; to keep auditable books to pass on to new treasurer; to liaise with local organisers regarding seminar budgets and outgoings; to liaise with local organisers regarding seminar participants and payment; to prepare auditable accounts for BAAL/SIGs co-ordinator.

**Communications Officer**

To attend meetings of the committee (virtual and face-to-face); to handle enquiries, to manage the list of SIG members and contact them as necessary; to manage the SIGs social media account and to liaise with the Web Editor; to assist in the smooth running of the annual SIG event/s; to attend the annual SIG event/s; to maintain mailing lists and to send updated lists of member numbers/info to Convenor/SIGs co-ordinator.

**Meetings Secretary**

To keep a check on seminar-specific timelines; to liaise with membership over venue for organised seminars; to identify and liaise with local event organisers; to ensure publicity goes out about the seminar; to draw up feedback and collate feedback from seminars; to keep templates for evaluation forms; to organize or find organisers for SIG event; to liaise with Communications Officer and Web Editor regarding publicity for SIG events.

**Web Editor**

To maintain and update the website ensuring that it reflects current SIG activities; to liaise with Meetings Secretary, Communications Officer when needed regarding information on SIG events; to liaise with the Convenor regarding updates.

**Ordinary Member**

To sit on the committee and provide opinions and views on SIG activity; to attend SIG events, where possible and respond to SIG business, when required.