



EUROPEAN ASSOCIATION
FOR LANGUAGE TESTING
AND ASSESSMENT

The role of the Chair of the Membership Committee

1. Communication with potential and current applicants for individual, associate, expert, and institutional membership--this includes responding to emails about EALTA membership; sending application instructions to interested candidates for membership; and responding to candidate inquires.
2. Reception and processing of membership applications--this includes receiving application forms, coordinating the evaluation of membership applications with the Membership Committee; and reporting the evaluation results to the candidate.
3. Report preparation--this includes keeping correspondence records; keeping evaluation records; and preparing and presenting annual reports on the work of the Membership Committee at the AGM."