

TERMS OF REFERENCE FOR THE BAAL/LAGB COMMITTEE FOR LINGUISTICS IN EDUCATION  
(1980, revised 1984)

1. Name

The joint committee set up by the British Association for Applied Linguistics and the Linguistics Association of Great Britain shall be called the Committee for Linguistics in Education (hereinafter called the Committee).

2. Purposes

- a) To provide a forum for the exchange of information and opinion on matters of mutual interest and concern by representatives of associations and groups involved in linguistics in education.
- b) To explore and evaluate ways in which linguistics and applied linguistics might contribute towards the school curriculum and the professional training of teachers.
- c) To disseminate and implement the relevant findings so far as available resources permit.
- d) By the means outlined in a, b, and c above, to represent the professional interests of the two sponsoring organisations.

3. Activities

The Committee shall realise these purposes by such means as may seem appropriate. These might include the organisation of seminars, discussions with teachers, the preparation of discussion documents, the distribution of information (perhaps by way of a newsletter) and the carrying out of minor investigations or research projects. When necessary, in consultation with the two sponsoring associations, the Committee may seek outside funding for specific projects.

The Committee will not, however, publish anything which might be taken to commit its sponsoring associations without their prior approval. Nor shall it organise any public activities without such prior approval.

4. Membership

Each of the sponsoring organisations shall annually nominate three members, one of whom shall be a member of the committee of the sponsoring organisation, to the Committee. The Committee so appointed shall be empowered to co-opt representatives of other appropriate associations for periods of three years (renewable). Up to three individuals may be co-opted on the same basis. Nominated members may have their nominations renewed annually up to a maximum of six years, after which the same person may not be nominated until three further years have elapsed. The chairpersons of BAAL and LAGB shall have an ex officio right to attend Committee meetings.

5. Officers of the Committee

A chairperson and secretary shall be appointed annually by the Committee. One shall be chosen from each of the sponsoring associations, and they should not serve for more than four consecutive years (not renewable). The Committee may appoint such other officers as shall be required, with the same limit of service.

### Meetings of the Committee

Meetings shall normally be held every term, and one shall be the Annual Meeting. This shall be held in the Autumn Term.

### 7. Report to Sponsoring Organisations

Representatives of the sponsoring organisations shall make regular reports to their organisations in the form specified by the organisation.

### 8. Funds of the Committee

The funds of the Committee shall be equally the responsibility of the two sponsoring associations, and shall be subject to the audit of both associations. The secretary of the Committee shall keep detailed records of funds, and shall submit accounts for approval by the Annual Meeting, and by the Annual General Meetings of the sponsoring associations. BAAL and LAGB will commit themselves to paying the attendance expenses of their nominated members, and other funding should be requested as and when necessary by Committee officers.

### 9. Conduct of Correspondence

The secretary shall normally conduct correspondence in the name of the Committee and shall maintain a file of all the Committee's correspondence.

### 10. Committee Papers

Members of the Committee are permitted to make any appropriate use of Committee papers provided that a clear acknowledgement is made of their provenance, and that the secretary is informed, for record purposes, of any such use. The secretary shall report all such uses to each meeting of the Committee. All Committee papers shall be dated.

### 11. Change of Terms of Reference

These terms of reference may be changed only by joint agreement of the committees of the two sponsoring bodies.

### 12. Dissolution

In the event of the dissolution of the Committee by the withdrawal of one sponsoring body or from any other cause its assets shall be divided equally between the two sponsoring associations.

February 1984

Terms of reference for the BAAL/LAGB Committee for Linguistics  
in Education

1 Name

The joint committee set up by the British Association for Applied Linguistics and the Linguistics Association of Great Britain shall be called the Committee for Linguistics in Education (hereinafter called the Committee).

2 Purposes

The purposes of the Committee shall be to determine how best to represent the interests of the two sponsoring organisations insofar as they relate both to the introduction of linguistics as a separate school subject and in relation to disseminating information in other educational areas where the insights of linguistics are relevant.

3 Activities

The Committee shall pursue these purposes by such means as may seem appropriate. These means might include the organisation of seminars, discussions with teachers, the drawing up of discussion documents, compiling and distributing information relevant to its purposes and the circulation of a newsletter.

The Committee will not, however, publish anything which might be taken to commit its sponsoring organisations without their prior approval. Nor shall it organise any public activities without such prior approval.

4 Membership

Each of the sponsoring organisations shall nominate three members to the Committee. The Committee so appointed shall be empowered to invite others to join them in their deliberations.

5 Officers of the Committee

A chairman and secretary shall be appointed annually by the Committee. One shall be chosen from each of the sponsoring organisations.

The Committee shall appoint such other officers as shall be required.

6 Meetings of the Committee

Meetings shall be held termly, one of which shall be the Annual Meeting.

The Annual Meeting shall be held in the Autumn Term.

7 Report to sponsoring organisations

Representatives of the sponsoring organisations shall make regular reports to their organisations in the form specified by the organisation.

8 Funds of the Committee

The secretary of the Committee shall keep detailed record of the funds of the Committee, and shall submit accounts for approval by the Annual Meeting.

9 Conduct of Correspondence

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10 Committee papers

Members of the Committee are permitted to make any appropriate use of Committee papers provided that a clear acknowledgement is made of their provenance, and that the Secretary is informed, for record purposes, of any such use.

The Secretary shall report to each meeting of the Committee all such uses.

All Committee papers shall be dated.

11 Dissolution

In the event of the dissolution of the Committee its assets shall be divided equally between the sponsoring organisations.