



La FTA – une vie associative

Le volontariat au coeur de la FTA

An association built on the voluntary involvement, commitment and work of its members

An association at national and regional level

Working together for a common goal(s) in a spirit of collectivity, conviviality and mutual respect

- Doing this because we share common goals, because we believe in what we are doing and because we enjoy doing it
- Seeking to value every member and incorporate him/her into the association
- Recognising the voluntary involvement, commitment and work of our members
- Recognising the contribution and achievements of our members
- Clear delineation of roles and responsibilities of members of the National Executive
- Clear delineation of the objectives and scope of the different projects undertaken
- Aiming to do what we have agreed to do within the time frame agreed upon
- Trusting and having confidence in those to whom specific responsibilities have been delegated
- Enjoying working together for the promotion of French and French teaching in Irish secondary schools



Membership :

The FTA is open to all secondary school teachers of French, to student teachers of French and to French language assistants

For online membership and renewal of membership go to fta.ie. Membership taken at regional meetings should be forwarded with the teacher's name, address, school and email address to the National Secretary

We encourage all teachers to join the association at regional level and through their regional branches to take part in the different activities being organised at national level

While all teachers are welcome at the many events we organise priority will be given to members.

Communication:

Internal

- a) 5-6 meetings a year (National Executive), 3-4 meetings (Regional branches)
- b) Minutes to report on previous decisions
- c) Email/phone calls between meetings between those directly involved in a particular issue/project/activity
- d) Decisions taken at meetings not to be changed between meetings unless for some pressing reason. Discussion is then between the person(s) concerned and the chairperson. Other concerns should be forwarded to the secretary/ chairperson for inclusion on the agenda of the next meeting.
- e) Confidentiality concerning issues discussed and decided at meetings. Only those charged to represent the FTA on particular bodies and organisations should do so. Anyone else receiving a query should forward same to this delegate.
- f) Trust and respect for our fellow members of the National Executive. A voluntary association in which delegates work very hard on many projects in their spare time. All to be commended for this

External

- g) <fta.ie> – posting upcoming events (remember to have permission of all partners before posting) and developments of interest to French teachers
- h) Facebook – to advertise upcoming events/ not for comments
- i) Twitter – to advertise upcoming events/ not for comments
- j) Mailchimp – to inform members of upcoming events or developments
- k) Delegates appointed to main bodies/ organisations of interest to French teachers (DES, French Embassy, NCCA, SARG, CEO-FIPF, OVFL, MLA)



Partnership/Funding

Un esprit de partenariat

Conceive of every new project as a partnership and establish clearly how each “partner” is contributing to the project

Grants/Funding

Reciprocal help

Unpaid assistance

Loan of material, of a venue

Voluntary hours of work contributed by members or others

N.B. SEE GUIDELINES FOR FUNDING APPLICATIONS BELOW

Planning

Important to spend time at the planning stage of any project or activity and to establish clearly:

Planning a Regional branch writing workshop (example)

Reason for project/activity	Target public	Scope of the project-national / regional	Time frame/duration	Format	Partners	Costing	Communication & timing of same (internal & external)	Responsibilities
To improve teachers and students in their approach to Diary in LC	Teachers and Senior students in 40-mile radius	A one-off regional session inc. presentation, workshop, competition	2 hours 7-9pm	Presentation by experienced French teacher, LC assistant examiner, workshop by experienced teacher, team essay writing, judging and prize-giving	FTA National Executive Carrick-on-Shannon FTA Carrick-on-Shannon Community School Assistant DES examiner C on S Education Centre School Deputy Principal, catering staff and caretaker	Gift 20 hours (€ 160) €100 €40 gift €40 gift No charge	Internal: C on S FTA 1 meeting, phone, text and email/ Liaising with National Ex presenter, with DES examiner, with school Principal External: Mailshot and email C on S Education Centre Fta.ie C on S FTA facebook page	Presentations liaison Committee member #1 Communication with teachers Committee member #2 Room, catering, decoration Committee member #3 Prizes Committee member #1 1 workshop Committee member #1 Documents & Printing Committee members #1 and 2 Refreshments for students Committee member #1 Finance Committee member #2 Gifts Committee member #1 Media Committee member #1