# Dear colleagues,

About a year ago my colleagues and I on the LACS team sent you a questionnaire to be completed on behalf of your teacher association. We were delighted that so many of you returned this questionnaire, having completed it so carefully for us. Many thanks for that.

As we are approaching the completion of the LACS project, we are writing to you once again with a favour to ask. We would be very grateful if you would respond to some open questions, some of which have emerged from the results of the first questionnaire. Your responses will enable us to complete the LACS publication which we mentioned in a previous mailing. Our publication is intended to be built on existing practice to be found in language teacher associations around the world, thereby providing relevant, practical information and support to associations old and new on how to engage language practitioners in their work. We would therefore like to ask you to provide answers to the questions based on how you have addressed issues in YOUR association. Your answers will provide us with valuable information which we will include in our publication for the benefit of all.

**You can respond to the questions in three different ways according to your preference:**

* Directly onto our project website: You will find the questionnaire by going to the LACS home page ([http://lacs.ecml.at](https://webmail.shef.ac.uk/horde/util/go.php?url=http%3A%2F%2Flacs.ecml.at&Horde=a224de3df8809d92bafb9720dc2a3fd2)) and, under ‘Resources’, clicking on ‘Questionnaire’. (We recommend that you first save your responses onto your computer and then copy them into the appropriate sections on-line. This will avoid problems if your suddenly lose the internet connection.
* As a Word document (see attachment).
* By post to Terry Lamb, University of Sheffield, 388, Glossop Road, Sheffield S10 2JA, UK.

If you would like to point us towards interesting sections of your website which are relevant to our questions, we would be extremely grateful. Similarly, any of your association’s documents which are relevant to the themes we are addressing would provide valuable information for our publication.

**Please see the questions below**, which you can respond to in bullet points or in full sentences. All questions are open ended, so that you can respond however you like. The more specific your information and examples, the richer our publication will be for the benefit of all.

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| 1. Name and country of your association
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| 1. Contact (name, address, email address, telephone)
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| 1. How do you define a language teacher association?
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| 1. What are the biggest issues facing your association? What trends could have been monitored to anticipate the issues arising?
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| 1. What activities and materials do you use to recruit and retain members? If possible, please point us towards any resources you use, or provide case studies of activities.

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| 1. How do you encourage your members to organise activities, given that this usually done on a voluntary basis? Do you have any tips for other associations?
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| 1. What criteria do you use to evaluate the success of your association’s events?
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| 1. Do you have a website? What makes a good association website? Does yours have any innovative features which you would recommend to others?
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| 1. How do you disseminate information, outcomes of workshops and conferences etc to a wider audience? Do you focus mainly on your members or do you try to reach other groups?
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| 1. What are some key trends and issues impacting on publications and information services for your association?
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| 1. What advocacy practices do you find to be very effective in having your association’s position seriously considered by government or key stakeholders?
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| 1. In what ways does your association use member research to better understand member needs and wants? What needs to be improved and why? Are you involved in any other research activity?
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| 1. What current events are impacting on your association’s ability to fundraise and what strategies have been effective to overcome the barriers?
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| 1. What financial policies and accounting / budgeting process does your association have in place and what can be improved?
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| 1. What are the key factors essential to successful joint activities undertaken through alliances and partnerships?
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| 1. What does your association do to encourage innovation and creativity? Has it been successful and what more can be done?
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| 1. What impact will technology have on the development and delivery of future education programs for your association?
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| 1. What are your plans for the future?
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We are truly grateful to you for your cooperation in this project. If you have any questions, please do not hesitate to contact the LACS Fellow, Tatjana Atanasoska (stoviflips@yahoo.se) or the LACS Project Coordinator, President of FIPLV, Terry Lamb (T.Lamb@sheffield.ac.uk). The publication should be completed by Summer 2011 on the project website (<http://lacs.ecml.at>). We hope it will provide a means to sharing a great deal of useful information on all of the above topics.

All the best

*Terry Lamb*

Coordinator of the LACS-project, President of FIPLV