



TAA Secretary Duties and Responsibilities

The Text and Academic Author Association (TAA) Secretary is elected by the TAA membership and serves a two-year term and may serve three consecutive terms.

A term begins on July 1 and ends on June 30. The TAA Council meets twice a year, in January and at the annual conference in June or July. Council members are reimbursed by TAA for their travel expenses to both meetings. (Current TAA policy for reimbursement: 2 nights lodging, including tax, excluding incidentals, to be paid and the cost of air and/or ground transportation up to \$600, limited to coach class and at least a 21-day purchase time frame. Also reimbursed for travel by car at 44.5 cents per mile, and shuttle and airport parking expenses.)

Any member of TAA is eligible to serve on the Council. Self-nominations are encouraged. Nominations must be accompanied by a written biographical statement and a written position statement.

The TAA Secretary is expected to:

- Oversee the proper recording of proceedings of the Association and shall ensure that accurate records are kept of all members.
- Serve on the Executive Committee, which, between Council meetings, looks after the affairs of the Council, conducts routine business, and prepares proposals for action to be submitted to the Council. The Executive Committee meets monthly.
- Attend two TAA Council meetings per year (normally held in January and the day before the annual TAA Conference in June or July).
- Learn TAA's mission, services, policies, and programs.
- Review the agenda and supporting materials prior to Council and committee meetings.
- Educate non-members about the Association.
- Suggest possible Council member nominees and help recruit new Council members.
- Keep up-to-date on developments in the text and academic authoring industry.