



## TAA Vice President / President-Elect Duties and Responsibilities

The Vice President/President-Elect of the Text and Academic Author Association (TAA) is elected by the TAA membership and serves a two-year term at the end of which he or she succeeds to the office of President (subject to a confirmation vote by a majority of the Council, at the expiration of the President's term of office. Should a confirmation vote fail, the Council shall move immediately to select a new President.)

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

The TAA Vice President/President-Elect is expected to:

- Exercise the duties of the President in the absence of the latter (see attached TAA Council President Duties and Responsibilities document).
- Attend two TAA Council meetings per year (normally held in January and the day before the annual TAA 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.)
- 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.
- Serve as Chair of the Election Committee, which announces vacant positions and accepts nominations.
- Serve as Chair of the Convention Committee, charged with preparing a budget for the convention, preparing a program, and reporting the financial results of the convention.
- Know 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.
- Keep up-to-date on developments in the text and academic authoring industry.
- Be available to talk to the media on behalf of the Association, if the President is unable to.