

# TAA Council Member Duties and Responsibilities

Members of the Text and Academic Authors Association (TAA) Council are elected by the TAA membership and serve three-year 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 \$400, limited to coach class and at least a 21-day purchase time frame.)

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 (see attached sample).

The deadline for completed nominations is March 1, 2008. Ballots are mailed to the membership on March 15, 2008. The deadline for the receipt of ballots from members is April 15, 2008.

The Nominations Committee for 2007-2008 is Paul Siegel, Chair (TAA VP/President Elect); John Wakefield (President); and Mike Sullivan (Immediate Past President).

Each TAA Council member is expected to:

- Attend two TAA Council meetings per year.
- Know TAA's mission, services, policies, and programs.
- Review the agenda and supporting materials prior to Council and committee meetings.
- Serve on at least one committee during their tenure on the Council.
- 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.

I have read this document and agree to fulfill the responsibilities described as a member of the Text and Academic Authors Association Council.

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Signature

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Date