

TAA President Duties and Responsibilities

The Text and Academic Authors Association President will have previously held the office of Vice President/President Elect or served as a TAA Council member.

The President serves as the Chief Executive Officer of TAA and presides at meetings of the membership and Council. The President holds office for a term of two (2) years effective on July 1 of the year following the election.

The TAA President is expected to:

- 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 \$400, limited to coach class and at least a 21-day purchase time frame.) The President leads the discussion during these meetings, making sure that the Council follows the agenda.
- Serve as Chair of 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, and the President leads the discussion during these meetings, making sure the EC follows the agenda.
- Serve on the Election Committee, which announces vacant positions and accepts nominations.
- Serve on the Budget Committee, which is charged with preparing the annual budget for Council approval and year-to-date reports of revenue and expenses on a quarterly basis.
- Serve on the Council of Fellows Committee, charged with establishing criteria for Council of Fellow status and recommending to the Council candidates who qualify for admissions status to the Council of Fellows.
- Know TAA's mission, services, policies, and programs.
- Prepare the agenda and review 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.

I have read this document and agree to fulfill the responsibilities described as TAA President.

Signature

Date