

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.

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 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 term of office commences on July 1 following the election.

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

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.
- 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.)
- 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.
- 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.

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

Signature

Date