

Call for nominations

The GLD Nominating Committee is accepting nominations from the division membership for the 2008 election of the Administrator and Assistant Administrator positions. If you are interested in being a candidate for one of these offices or wish to propose a candidate, please provide your, or the potential candidate's, name and telephone number, if available, to the nominating committee **by April 30, 2008**.

The duties of officers are enumerated in general terms in the Bylaws. A more specific listing of the Administrators' duties is as follows:

1. Serve as communications link between the division, Board, and Headquarters. This will include preparing a Board Report describing division activities three times a year, before each board meeting.
2. Oversee division activities, in particular publication of newsletter and planning for conference programs.
3. Communicate with members to the extent feasible. This may include regular or occasional columns in the newsletter
4. Appoint committee heads as per Bylaws.
5. Oversee elections, including appointing Nominating Committee, publishing call for Nominations, and coordinating mailing of ballots with Headquarters.
6. Conduct Annual Meeting and social event at conference; attend Divisions Committee meeting; assist in finding two division-distinguished speakers for the ATA conference.
7. Prepare annual Budget Request (with help of Treasurer if applicable), monitor expenses. (*This is actually a moot point since divisions do no longer have actual budgets.*)
8. Submit requests for reimbursement of division expenses and honoraria payments to Headquarters (e.g. newsletter editor(s), layout person, etc.).
9. Organize other special activities, such as Mid-Year conferences, special publications, coordination of articles for special issues of *The ATA Chronicle*, maintenance of the division website, and email lists.

The Assistant Administrator has the usual duties of these offices as per *Robert's Rules of Order*; other duties as specified in Bylaws. (This may vary and the Assistant Administrator can de facto act as Co-Administrator to work more closely with the Administrator in planning for the annual conference, etc.)

[Comment from Frieda Ruppaner-Lind:]

During my two terms as division administrator, I felt it would be more productive and also encouraging to include the Assistant Administrator in all aspects of division related matters. The resulting cooperation has been very rewarding and contributed to having a possible successor. This can also help to create continuity and facilitate a smooth transition.

You can send your nominations or questions to any of the committee members below.

Ted R. Wozniak (Chair)

twozniak@rgv.rr.com

Ruth Boggs

rezb@aol.com

Stafford Hemmer

SHemmerTranslations@comcast.net