Nominations Sought for 2020 Election of Officers

The Association of Black Sociologists is seeking candidates willing to serve the organization. Nominations should be received no later than June 1st 2020.

Nominations Sought for:

**VICE PRESIDENT**
The Vice Presidency begins four years of service on the ABS Executive Committee. Year 1 is Vice President; Year 2 is President-Elect; Year 3 is President; and Year 4 is Immediate Past President. **In year 1 as Vice President**, you will shadow the President-Elect and learn the various organizational processes of ABS that would ensure effective conference planning and management during your **Year 2 as President-Elect**. As the President-Elect, you will serve as the Chairperson of the Program Committee with the primary responsibility of working closely with the ABS Executive Officer, President, Secretary, Treasurer, Operations Officer, and other members of the Executive Committee in planning and arranging the annual meeting of the ABS. In addition to an administrative role, as President-Elect you are expected to work in conjunction with the Executive Committee and membership to secure funds and co-sponsors for the Annual Conference as well as identify and spearhead at least one special project during your tenure to increase organizational relevance for both ABS members and the larger society. **In the third year as President**, you are expected to work closely with the Executive Committee to plan an agenda for the meeting of the Executive Committee and for business meetings for the ABS. You will serve as the Chair of the Executive Committee and Co-Chair of the Budget and Finance Committee of the ABS and you will have the authority to appoint members to fill vacancies that may occur on any committee for the expiration of the designated term. In addition, you will have the authority to appoint, from the membership of the Executive Committee, the chair of the standing committees, as well as all ad hoc committees of the ABS. You will be the chief spokesperson for the ABS on all public matters and you are to take leadership in the continued development of the association and perform other duties at the request of the Executive Committee. **In the fourth and final year, you will become the**
**Immediate Past President and Chair of the Committee on Committees.** Your duties will include insuring that all ABS committees are functioning properly and completing their charges as specified in the ABS Handbook and requested by the Executive Committee and to notify the Executive Committee of Standing Committees that require assistance. As Immediate Past President, you will be expected to provide guidance and institutional memory to the President and President-Elect.

Because the position of ABS Vice President is a four-year position, you are required to attend both the annual conference, mid-year meeting, and teleconference meetings for each year of your appointment. The President, Executive Officer, and the Executive Committee will work with you collaboratively during your tenure to accomplish the above responsibilities.

**MEMBER-AT-LARGE**
The Member-At-Large, as a member of the Executive Committee, is part of the chief policy making body of the ABS. Duties include establishing guidelines for the operation and conduct of the affairs of the ABS and serving as part of an advisory board for the President. The Member-At-Large, as a member of the Executive Committee, is also vested with the responsibility of interpreting the Constitution and Bylaws of the ABS; shall help determine what, if any, association the ABS shall establish with other professional organizations of societies. This is a two-year position, and it is expected that the candidate will attend both the annual conference and mid-year meeting, and participate in Executive Committee teleconference meetings for each year of her or his appointment.

**SECRETARY**
The Secretary must be an active member of ABS in good financial standing. The Secretary will work closely with the Executive Committee, especially the Executive Officer and Treasurer, to document all management functions related to the ongoing operations of ABS and to provide administrative support to insure organizational transparency. The Secretary’s responsibilities include the following duties: record minutes of all Executive Committee meetings, including the Mid-Year, pre- and post-conference Annual Meetings, and any additional called meetings or teleconferences; maintain conference abstracts and the conference program as well as correspond with submitters; take minutes at any meeting of the organization’s membership, including any Town Hall and business meetings; report all minutes and action items to the Executive Committee in a timely fashion; maintain electronic and hard-copy records of Executive Committee communications; manage the organizational list-serve, currently hosted by Yahoo! Groups; oversee social media updates to Facebook and Twitter; provide a report on social media to the publications committee at the Mid-Year and Annual Executive Committee meetings; manage and update the organization's website and operations manual; copyedit organizational communications,
including the Annual Conference program and other publications as requested by committees; setup the online voting process for the annual election via SurveyMonkey; respond to members' troubleshooting requests regarding membership renewal and conference registration; respond to general member inquiries; respond to and direct media requests as needed; and, oversee requests to place job advertisements in *The Griot* and communicate these requests to the Executive Officer and the Newsletter Editor. He or she is expected to attend the Annual Conference and the Mid-Year Meeting, as well as participate in quarterly teleconference meetings during her or his term. Refer to the ABS by-laws for additional details about the Secretary's responsibilities. The Secretary will also serve as a member of the Conference Program Committee. This is a two-year position.

**STUDENT REPRESENTATIVE**

The Student Representative, as a member of the Executive Committee, is part of the chief policy making body of the ABS. Duties include establishing guidelines for the operation and conduct of the affairs of the ABS and serving as part of an advisory board for the President. The Student Representative, as a member of the Executive Committee, is also vested with the responsibility of interpreting the Constitution and Bylaws of the ABS; shall help determine what, if any, association the ABS shall establish with other professional organizations of societies. She/he is expected to represent students’ interest in ABS and to serve as a liaison in addressing students’ concerns. This is a one-year position and it is expected that the candidate will attend both the annual conference, mid-year meeting, and participate in Executive Committee teleconference meetings.

**NOTE:** Nominees for all ABS elected positions must be current (2020 paid membership) members of ABS at the time of nomination.

Candidates should first be asked if they are willing to hold the position before having their name forwarded to the committee. It is perfectly acceptable for one to self-nominate. The candidate should provide a short biography **not exceeding one page in length.** The biography will be published with the ballot and should include Present Professional Position; Former Professional Positions; Education; Offices Held in ABS; Offices Held in Other Professional Organizations; Professional Accomplishments and Awards; and Publications (no more than 5).

Additionally, candidates for VICE PRESIDENT should submit a Personal/Vision statement not to exceed one page. The statement should also briefly describe the special project the candidate plans to spearhead. We reserve the right to abbreviate any materials submitted. All candidates must be ABS members in good standing, i.e.,
have satisfied 2020 membership dues, no later than two weeks after the posted deadline. Failure to adhere to this stipulation will disqualify the candidate.

Please submit all nominations and materials to:

Nominations Committee
nominations@associationofblacksociologists.org