

Call for Nominations and Self-Nominations: CWPA Secretary and Treasurer

The Council of Writing Program Administrators (CWPA) invites nominations from its members for individuals wishing to serve as the organization's Secretary, Treasurer, or Secretary/Treasurer. This is an opportunity for individuals to contribute their talents and time to the important work we do and to serve as a leader of the organization. The Secretary, Treasurer, or Secretary/Treasurer positions (**which can be filled by one or two individuals**) serve as ex-officio members of the CWPA Executive Board.

As members of the Executive Board, the Secretary and Treasurer must attend two meetings of the Board each year. ***CWPA will provide (economy class) travel to CCCC and CWPA conferences, one night's lodging and two days' meals at established government per diem rates at CCCC, and all nights' lodging and registration costs (including conference meals) and non-conference meals at the CWPA annual meeting.***

Ideally, we would like to make these appointments during fall 2018 so that Michael and Christine can work with the new team leading up to the March, 2018 Executive Board meeting. Below is an overview of duties:

1. The CWPA Secretary maintains current and historical membership records (which include current contact information and membership status), records minutes at Executive Board meetings, and coordinates and tallies votes of the membership and the Executive Board both at in-person meetings and via the CWPA web site in collaboration with the Digital WPA coordinator. The Secretary also works with the CWPA President to handle reprint permissions related to CWPA publications and position statements. The Secretary also assists the Publications team with the circulation of the CWPA Journal (*WPA: Writing Program Administration*), including maintaining institutional subscriptions, back issue inventory and mailing lists. This will take place in conjunction with our publisher, currently Parlor Press.
2. The CWPA Treasurer works with the Officers and Executive Board members of the organization to collect, deposit, invest, and keep secure membership dues and other income from multiple sources; pays bills as authorized by the Officers and EB; keeps accurate financial records for multiple CWPA constituencies; coordinates the completion of the Form 990 required by the IRS (through the services of a qualified accountant maintained by the organization); provides regular reports to the Executive Board twice yearly; and serves as an advisor on financial matters to the Officers and Executive Board. It is desirable for the Treasurer candidate to have some experience with PayPal, Quick Books and experience with budgeting processes.
3. Both positions (whether held by one or two individuals) provide some clerical support for CWPA, for answering e-mail, telephone, or written queries about the organization and for referring individuals to appropriate contact persons. While our budgets are limited, the CWPA may be able to cover some costs associated with clerical support for the Secretary/Treasurer from institutional staff or undergraduate or graduate employees. If this is desirable, please specify the range of duties that will be associated with this request, the approximate number of hours associated with the duties, and an estimate of the budget amount associated with this request.

To Apply:

Send to Dominic DelliCarpini (dcarpini@ycp.edu): 1) A brief letter, designating your intent to be considered for ***Secretary, Treasurer, or Secretary/Treasurer*** and a brief overview of your qualifications

and reasons why you are interested; (2) your CV; (3) if desired, a request for funds to support clerical support including a description of the duties to be performed and an estimate of the number of hours associated with those duties and an estimated budget; and **optionally**, 4) a letter of endorsement from the administrator(s) (chair, dean, vice-president) demonstrating support for your taking on this role. ***We also would be willing to supply applicants with a letter highlighting the ways in which these roles represent professional service to our national organization, and how this work can provide excellent experience for WPA work.***

We welcome inquiries about any facet of serving in these roles, and would be glad to have individual conversations about your interest. Please send inquiries or application materials to CWPA President, Dominic DelliCarpini at dcarpini@ycp.edu. He will share these materials with our officers and EB members.

Proposals will be reviewed on a rolling basis, **but for full consideration, we would like to receive them by October 15, 2018**, when full review will begin.