

## **NORTHEAST AMERICAN SOCIETY FOR EIGHTEENTH-CENTURY STUDIES DUTIES OF NEASECS OFFICERS**

All officers of the Northeast American Society for Eighteenth-Century Studies should maintain their membership in the society and attend its Annual Meeting, including the meeting of the Executive Board. In addition, officers should try to propose a panel for the annual meeting and should invite and encourage colleagues in their disciplines (especially in disciplines outside the study of language and literature) to propose panels, to submit proposals for papers, and to attend the Annual Meeting of the Society.

In addition, officers have the duties specific to their offices outlined below.

### **President of NEASECS**

The President has four principal duties: (1) locating and securing a site for the Annual Meeting over which he or she presides; (2) naming members of the Nominating Committee and the Steeves Prize Committee; (3) maintaining close communication with the First and Second Vice Presidents and other officers; (4) presiding over the meeting of the Executive Board and the Business Meeting.

#### **Annual Meetings**

During the year in which he or she served as Second Vice President, the future President will have secured a site for the Annual Meeting over which he or she will preside. (See further details about this duty under the heading for Second Vice President.) The President then works with the current Second Vice President, First Vice President, and Annual Meeting chairs on planning for the coming Annual Meetings and assisting with any problems that may arise in their planning.

¶ Once the Second Vice President has found a site and someone willing to serve as Annual Meeting chair, the current President should ask that person and his or her chief academic officer for a formal letter of commitment stating the dollar amount the institution will make available out of its own funds. (NEASECS provides an advance of \$2,000 but expects that the funds will be repaid after the conference. Currently an institutional commitment of at least \$5,000 is necessary.)

¶ Remind the conference chair of certain NEASECS traditions, such as the free Continental breakfasts, the Executive Board luncheon meeting, and the annual business meeting, all of which must be arranged and scheduled in the planning process.

¶ Be certain the conference chair receives a packet of information about planning a NEASECS conference. This compilation of material is the collective wisdom of past conference chairs and helps immeasurably in organizing the Annual Meeting. In the past we had a large file for this purpose, but at some point it was misplaced. Using the efforts of recent chairs Ed Larkin (2000) and Trevor Ross (2001), Patricia Brückmann is creating a new one.

¶ Stay in touch with the conference chair and answer whatever questions may arise.

¶ After the annual meeting, the President, now the Past President, writes a letter of thanks to the conference chair and to outgoing members of the Executive Board.

### **Committee Appointments**

¶ The President must appoint the members of two committees: the Nominating Committee and the Steeves Prize Committee.

¶ For the Nominating Committee, the Constitution makes the following provision:

It shall consist of one officer or member of the Executive Board who is not eligible to be, or who does not choose to be, a candidate for re-election; and three members of the Society who are not officers or members of the Executive Board. The Nominating Committee shall present to the business meeting nominations for the following positions: Vice President, members of the Executive Board, one member of the Program Committee, and, when appropriate, Secretary/Treasurer.

In practice the members of the Program Committee are chosen by the Program Committee Chair and not by the Nominating Committee. Since the Constitution was amended in 2003 to provide for the office of Second Vice President, the Nominating Committee nominates that officer. The Second Vice President then succeeds to the office of the First Vice President, and the First Vice President to the Presidency, so nominations to those offices are not normally necessary.

¶ For the Steeves Prize Committee the Constitution makes no provision, since the award was created more recently. The Committee normally has three members, appointed by the President. Its function is to judge the entries for the Edna Steeves Prize, awarded for the best paper delivered at the Annual Meeting by a graduate student. It is important that the appointments be made early, so that the NEASECS Newsletter can announce in the spring the name of the chair, to whom graduate students submit their papers for the prize.

¶ After appointing the members of the two committees and their chairs, the President should maintain contact with the chairs to ensure that all is proceeding on schedule and to answer questions. Make sure the chair of the Nominating Committee understands what positions are open for new members of the Executive Board. Although the precise composition of the Board is spelled out in the Constitution, sometimes small points require clarification. The Newsletter Editor can be a helpful source of information on this point.

¶ The chair of the Nominating Committee reports at the meeting of the Executive Board, which normally approves the slate of candidates brought by the Nominating Committee and presents it to the Business Meeting. After the conference, the President, the Secretary-Treasurer, or the Newsletter Editor should write a formal letter to all newly elected members of the Board, enclosing a copy of the Constitution and advising them of their duties. See "Annual Meeting," below.

¶ The chair of the Steeves Prize Committee presents the prize, in the form of a check, to the winner of the award at the Business Meeting.

### **Communication with the Vice Presidents**

¶ Because the NEASECS Constitution provides that the First Vice President succeeds to the Presidency, the years of the Vice Presidency provide an opportunity for the Vice Presidents to learn the duties of the President. It is therefore vitally important that the President keep the First and Second Vice Presidents fully informed of his or her activities and of any problems that arise. From time to time, the President should check with the Second Vice President about progress in the choice of a site for the future Annual Meeting.

### **Presiding Over the Annual Meeting**

¶ Before the Annual Meeting, the President invites all members of the Executive Board to the luncheon meeting, normally scheduled for the Friday of the conference. At the same time, the President sends the members of the Board a

tentative agenda for the Board luncheon and ask if they have items to be discussed at the meeting. These then can be added to the final agenda, which is distributed at the Executive Board luncheon.

¶ After the Annual Meeting, the President writes formal letters of appointment to the elected members of the Executive Board and to the newly elected Second Vice President. See “Committee Appointments” above.

¶ If any matters of concern (e.g., inconsistencies in the Constitution) come to the attention of the President during her or his tenure, she or he should advise the incoming President of anything that might require action by the President or Executive Board.

### **First Vice-President of NEASECS**

The First Vice President’s principal duties are as follows: (1) learning the duties of the Presidency, to which the First Vice President will succeed, by maintaining communication with the President, the Secretary-Treasurer, and the Newsletter Editor; (2) having secured a site for the Annual Meeting in the year of his or her presidency, be available for consultation and assistance to the Chair of the Program Committee; (3) attend the meeting of the Executive Board and the Business Meeting. The Vice President should understand the duties of the President, listed above, and prepare to undertake them when he or she succeeds to the Presidency.

### **Second Vice-President of NEASECS**

The Second Vice President’s principal duties are as follows: (1) learning the duties of the Presidency, to which the Second Vice President will succeed, by maintaining communication with the President, First Vice President, the Secretary-Treasurer, and the Newsletter Editor; (2) finding a site for the Annual Meeting in the year of his or her presidency; (3) attend the meeting of the Executive Board and the Business Meeting. The Vice President should understand the duties of the President, listed above, and prepare to undertake them when he or she succeeds to the Presidency.

### **Annual Meetings**

¶ During the year in which he or she is Second Vice President, the future President makes a list of options in consultation with the current President, the First

Vice President, and the Past President. In some cases, institutions may not be willing to host a conference one year but may express a willingness to do so at a future date.

¶ Although pursuing personal contacts at meetings, by telephone, and by E-Mail is essential, the Second Vice President may also wish to write letters of invitation to several different institutions.

¶ Once a site and someone willing to serve as Annual Meeting chair have been found, the Second Vice President should inform the current President, who asks the Annual Meeting Chair and his or her chief academic officer for a formal letter of commitment stating the dollar amount the institution will be making available out of its own funds. (NEASECS provides an advance of \$2,000 but expects that the funds will be repaid after the conference.)

¶ All parties must come to an agreement over a date for the conference. This is largely a matter between the chair of the Annual Meeting and the ASECS Affiliates Coordinator. It is important to fix a date that does not conflict with dates already scheduled for meetings of other ASECS regional societies. Often the availability of a conference hotel may be decisive for choosing a date; that is one reason for making arrangements early.

¶ As soon as a site and date have been confirmed, the Second Vice President should inform the President, the First Vice President, and the Society's Newsletter editor, so that an announcement can be made to all members in the next issue of the Newsletter.

### **Members of the Executive Board**

Members of the Executive Board normally serve three-year terms and may be re-elected for a second three-year term. The duties of the members of the Executive Board are to attend the annual meeting, including the Executive Board luncheon meeting and the Business meeting, and to make themselves available for consultation to the President, Vice-President, Secretary-Treasurer, and Newsletter Editor. As soon as possible, members of the Executive Board should provide these officers with their addresses, telephone numbers, and E-Mail addresses.

### **Members of the Nominating Committee**

Under the Constitution of NEASECS, the Nominating Committee is appointed by the President. Its members must include one officer or member of the Executive Board who is not eligible to be, or who does not choose to be, a candidate for

re-election; and three members of the Society who are not officers or members of the Executive Board. It is wise to include representatives of various disciplines on the Nominating Committee, so as to ensure a wide range of contacts.

The Nominating Committee normally prepares nominations for the offices of Second Vice President and three members of the Executive Board. The nominations are subject to the following restrictions, specified in the Constitution:

¶ The Second Vice President may not be a specialist in the same scholarly discipline as the First Vice President. However, the Second Vice President and the President may be specialists in the same discipline.

¶ Not more than three elected members of the Executive Board may be specialists in the same scholarly discipline, and not fewer than four scholarly disciplines must be represented among the elected members of of the Executive Board.

It is necessary, therefore, for the Nominating Committee to be aware of the disciplinary affiliations of the continuing members of the Executive Board, so that its nominations not cause a violation of these articles.

The Newsletter Editor maintains a data base of members which includes information about scholarly disciplines and institutional affiliations. This information may be of service to the Nominating Committee.

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