



## CALL FOR FUTURE LSA CONFERENCE PROPOSALS:

The Latina/o Studies Association's Executive Council invites conference-hosting bids for the 2020, 2022, and 2024 Biennial Meetings of the organization. The LSA Biennial Meeting gathers scholars, activists, community members, and advocates to discuss the historical and current issues Latina/o/x people face. The July 11-15, 2018 conference held in Washington, DC hosted 165 sessions (including professional workshops, poetry readings, and film screenings) with well over 500 participants. We anticipate future conference participation to surpass that of 2018. Proposals should include the items listed below. We request the proposal rationale (1) range from 500-750 words. Items 2, 3, 4, and 5 can be presented in bulleted or numbered lists.

- 1) a rationale for the location
- 2) a proposed coalition of universities/institutions from the region that will act as host/sponsors
- 3) an indication of proposed or possible venues and their anticipated costs
- 4) a list of individuals committed to serve on the Site Committee if the proposal is accepted
- 5) a delegation of responsibilities within the Site Committee.

The delegation of responsibilities should name the specific persons who would handle the following areas of conference organizing:

- Budget (managing donations, contributions, co-sponsorships)
- Hotel contracts (soliciting bids, negotiating contracts for a/v, catering, room rates, signage)
- Exhibit hall, inviting book editors, and securing conference program ads and table fees
- Events (reception entertainment, film screenings, poetry readings, tours, list of restaurants, etc.)
- Marketing/PR: soliciting bids for logo, program and swag, writing media releases, etc.)
- Local information: (securing welcome letters from local officials, travel info, restaurants, sites)
- Volunteer supervisor (managing about 40 conference volunteers)

LSA's Executive Committee is particularly interested in proposals that will add regional variation to our meeting locations. Interested groups should submit all materials to [lsassocinfo@gmail.com](mailto:lsassocinfo@gmail.com). **Deadline for Conference Proposals is September 30, 2018.**

## CALL FOR NOMINEES FOR THE LSA NOMINATIONS COMMITTEE:

The Latina/o Studies Association's Executive Council invites nominees, including self-nominations, for election to the Nominations Committee. Working with the LSA Secretary, the Nominations Committee shall be responsible for advertising open positions on the Executive Council and future membership on the Nominations Committee. The Nominations Committee performs several functions: encourages members to run for various positions; prepares a slate of nominees for officer elections; oversees the election, including tabulating the votes; and announces the new officers to the members. Current members of the Executive Council are not eligible to serve on the Nominations Committee. Members of the Nominations Committee shall not be eligible to run for officer positions during their term on the Committee. This committee, consisting of three (3) to five (5) members, will serve a two-year term for 2018-2020. Nominees must be enrolled as members of LSA by September 1, 2018 and throughout their term. Eligibility to run for election on the Nominations Committee is open to all LSA members, including college/university faculty, students, independent scholars, community members, and advocates.

To nominate someone, including self-nominations, please send a c.v. and a brief narrative (200 words or less) to [lsassocinfo@gmail.com](mailto:lsassocinfo@gmail.com) explaining the nominee's fit for the Nominations Committee. **Deadline for nominations to this committee is September 24, 2018.**

## CALL FOR NOMINEES FOR LSA OFFICERS:

The Latina/o Studies Association's Nominations Committee invites nominees, including self-nominations, for election to its four officer positions: President, Vice President, Treasurer, and Secretary. All officers serve and vote on the LSA Executive Council. Nominees must be enrolled as members of LSA by September 1, 2018 and throughout their term. The Nominations Committee will conduct elections during January 2019, announcing the results no later than February 1, 2019. The new officers will assume their duties March 15, 2019. Eligibility to run for election as an officer is open to all LSA members, including college/university faculty, students, independent scholars, community members, and advocates.

Nominations should include a c.v. and a brief narrative (500 words or less) explaining the nominee's fit for a specific officer position. Nominations should be submitted to [lsassocinfo@gmail.com](mailto:lsassocinfo@gmail.com). **Deadline for Officer Nominations is December 2, 2018.**

See the brief description of each position on the following page.

The **President** is the chief elected officer of the LSA, and shall have, with the consensus of the Executive Council, the general powers and duties of management usually vested in the office of President, and shall have other such powers and duties as may be prescribed by the Executive Council and by the Bylaws. The President presides at Executive Council and Membership/Business meetings. The President also serves as Co-chair of the Program Committee for the Biennial Conference. The President's duties include working with the association's lawyers and accountants; maintaining and keeping current the association's non-profit status; acting as a liaison to the organization's contracted conference software company and other vendors; and representing the LSA in an official capacity before other entities and the public at large. Upon completion of the initial term, the President serves an additional two-year term *ex officio* on the Executive Committee (only voting in cases of a tie).

The **Vice President** performs duties as agreed upon by the Executive Council or as required by the Bylaws. The Vice President serves as the Co-chair of the Program Committee for the biennial conference. In addition, in the event of the temporary absence of the President, the Vice-President shall serve as President *pro tempore*. The Vice President shares the financial duties with the President and Treasurer. The Vice President will serve as Chair on the "Communications Committee," which will manage member communications in coordination with the Secretary, further develop the website, and create a blog and podcasts.

The **Secretary** preserves the full and correct minutes of the proceedings of all LSA meetings. The Secretary also serves all notices required by law, the Bylaws, or by resolution of the Executive Council. The Secretary maintains the organization's archive. The Secretary also manages LSA communications with the Communications Committee, through technologies agreed upon by the Executive Council, assists the Nominations Committee, and performs other such duties as agreed upon by the Executive Council or as required by the Bylaws. Upon completion of the initial term, the Secretary serves an additional two-year term as a non-voting *ex officio* member of the Executive Council.

The **Treasurer** keeps financial records belonging to the LSA, complete and accurate accounts of all receipts and disbursements, resources, and liabilities, and other valuable effects of the LSA. The Treasurer renders to the President and to the Executive Council at its meetings, or whenever otherwise requested, correct statements and reports showing the financial condition of the LSA. The Treasurer arranges for the performance of an audit and for the preparation of audited financial statements by a certified public accountant on behalf of the LSA, as agreed upon by the Executive Council.