

Office	Term	Qualifications	Responsibilities	Succession
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**WIG Officers and Standing Committee Chairs:
Approved, October 31, 2006**

President (current: Julie Klassen 2004-08)	2 years (after 2 years as VP)	Tenured; senior rank (at least associate prof.); history of active participation in WIG; vision for future of WIG; institutional support (for travel to conferences, secretarial support).	Provide leadership; articulate a vision of WIG vis-à-vis feminist studies/German studies; maintain calendar of events and record of WIG committees and projects; facilitate long-range planning and effective use of resources; liaison to other orgs; work with SC to ensure that necessary work gets done and that positions within WIG are filled. Coordinate Zantop awards. Submit annual report to membership. Attend annual SC meeting.	Succeeded by VP at October conference in even-numbered years
Vice President (current: Nora Alter, 2006-2010)	2 years as VP, then 2 as President	Same as above.	Support and advise president; share responsibilities for organizing/conducting searches (Yearbook editor, NL editor, etc.); share other responsibilities as needed. Attend annual SC meeting.	Election (by ballot to membership), spring of even-numbered years
Treasurer (current: Vibs Petersen, 2002 – 2006; Waltraud Maierhofer 2006-2011)	5 years, renewable	Tenured; history of active participation in WIG; institutional support (for travel to conferences, work-study or secretarial assistance to manage database of memberships/payments).	Maintain database of members and payment records; send out dues reminders (2x/year); manage bank accounts (checking; savings accounts for Memorial and Zantop funds); pay bills; prepare and submit annual IRS reports; annual report to membership. Attend annual SC meeting.	Recruited by Prez & VP; to SC for approval. Shadow Treas. during the latter's 5 th year.
Dissertation and best article prizes	Not specified	Active in WIG; strong publication record.	Solicit contributions; appoint a committee to review mss, make selection; submit annual report to SC via Prez. Present award to recipient at annual conference.	Recruited by Prez and VP, input from SC; to SC for approval

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Yearbook editors (Helga Kraft, 04-05 to 06-07; Maggie McCarthy, 05-06 to 07-08)	3 years, renewable once	Tenured; senior rank; strong research/publication record; editing experience; vision to enhance the Yearbook; institutional support (travel funds; editorial assistant or other support for managing the flow of mss; course release also desirable).	Recruit members for Editorial Board as needed to replace outgoing members and to support editorial vision for the Yearbook. Solicit manuscripts, send out for review, make selections, prepare copy of annual volume to meet publisher's deadline. Submit annual report to membership. At least one coeditor attends annual SC meeting.	Recruited by search c'ttee (Prez or VP plus past editors), in consultation with the continuing coeditor.
NL editors (current: Rachel Freudenberg, Maria Stehle, fall 2005 - ??)	2 editors serve staggered terms of 4-5 years.	Record of active participation in WIG; working knowledge of software needed to produce and distribute electronic NL; institutional support (course release and/or editorial assistant).	Establish calendar of deadlines for publication of quarterly NL; solicit contributions; coordinate with contributing editors and with conference organizers, SC, Prez, webmss, and others as needed. Submit annual report to membership. At least one coeditor attends annual SC meeting.	Recruited by Prez and VP; input from outgoing editors; to SC for approval.
Webmistresses (Beverly Weber [2005 - ??] & Kris Vander Lugt [2006 - ??])	Two webmss serve staggered terms of 4-5 years.	Record of active participation in WIG; knowledge of web design and necessary software; institutional support.	Design, maintain, and update web site; maintain contact with web hosting service; track any problems that arise and recommend solutions. Submit annual report to membership. At least one webms attends annual SC meeting.	Recruited by Prez and VP; input from outgoing webms; to SC for approval
Steering Committee (6 members)	Staggered 3-year terms	Record of active participation in WIG; desire to serve.	See published list of responsibilities.	2 members elected at conference each year.
Conference organizers (Michelle James; Denise Della Rossa, 2005-06 to 2007-08)	3-year terms	Record of active participation in WIG; good communication and organizational skills; desire to locate site and coordinate organization. Institutional support (modest financial, work-study or other student support).	Research and propose site to membership at least one year in advance of move. For details of conference organization, see records that organizers have passed along over the years. At least one co-organizer attends annual SC meeting.	Membership votes on site at least one year prior to move and endorses organizers.

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Membership Coordinator (new office, 2006)	4 years, renewable	Record of active participation in WiG; knowledge of database creation & management; excellent proofreading skills. Strong institutional IT support an asset!	The first membership coordinator will work with the webmss and treasurer to implement an organization-wide migration to an automated online system for recording new members, renewals, address changes, fee payments, and conference registrations. Continuing responsibilities will be to work with treasurer, webmss, conference organizers and NL editors to maintain and update the WiG membership database and online directory of WiG members and send occasional announcements to membership. Attend annual SC meeting.	Recruited by Prez, NL editors, and webmss; to SC for approval.