

## ELECTIONS TO THE CARMEN EXECUTIVE COMMITTEE, TWO YEAR TERM STARTING IN SEPTEMBER 2013

CARMEN is managed by an Executive Committee whose members serve renewable two-year terms. The current two-year term ends in September 2013 and so we are inviting any member of an active institution within CARMEN (a national association or a university active in medieval studies) to nominate themselves for any of the following positions.

Please nominate yourself to the Secretary, Katerina Hornickova BY 31 AUGUST 2013, by emailing her at [Carmen.medieval@gmail.com](mailto:Carmen.medieval@gmail.com).

If there are multiple nominations for a particular position, an election will take place during the Annual Meeting at Porto on 14 September.

All members of the ExecComm would be expected to play an active role in developing CARMEN. They should attend the Annual Meeting at their own expense (or that of their employer) and the mid-year meeting (funded by CARMEN, as funds allow). They will need to play active roles in the regular email discussions, and represent and promote CARMEN at all meetings which they attend.

The specific posts are described below:

**DIRECTOR** (currently Simon Forde, 's-Hertogenbosch)

- \* Responsible for calling and chairing meetings of the Executive Committee during the Annual Meeting, and a mid-year meeting in February (traditionally in Amsterdam), plus other informal meetings during the year at the Kalamazoo or Leeds conferences or other occasions.
- \* Overseeing all CARMEN's activities and ensuring that they are working as planned.
- \* Recommending new developments for CARMEN to the Exec Comm.
- \* Representing CARMEN at scholarly meetings outside medieval studies.
- \* Ensuring the financial viability of CARMEN and oversee the everyday spending and budgets.

**ACADEMIC DIRECTOR** (currently Gerhard Jaritz, Krems & Budapest)

- \* Responsible for encouraging the formation or development of international, scholarly, collaborative projects.
- \* Representing CARMEN in dealings with international funding agencies and collating news of developments in national funding agencies, as far as they affect or offer opportunities to medievalists.
- \* Proposing themes for annual meetings, suggesting suitable representatives of funding agencies and non-medieval organisations as speakers, and (when approved by the ExecComm) inviting them.

**SECRETARY** (currently Katerina Hornickova, Salzburg)

- \* Maintaining a list of all active participating institutions in CARMEN, and producing documentation for such partners, as required.
- \* Maintaining a list of emails of all interested parties.
- \* Maintaining CARMEN's website and updating it regularly.
- \* Gathering news and information for a monthly Newsletter, following the agreed structures and content.
- \* Preparing the agenda and minutes of meetings of the ExecComm at its annual meeting and

mid-year meeting.

- \* Maintaining oversight of CARMEN's Constitution.

CONFERENCE MANAGER (currently Claire McIlroy, Western Australia)

- \* Identifying suitable individuals and locations to host future Annual Meetings, ensuring that locations are agreed at least two years ahead of time.

- \* Working with the individual responsible for organising that year's Annual Meeting to ensure that everything runs smoothly.

- \* Liaising with the local organiser to get all necessary information for the Programme and Information for Delegates, such that a Draft Programme and the Information document is ready for distribution in April and the definitive Programme is distributed in August.

- \* Liaising with the organisers of the Market Place and other sessions during the Annual Meeting to ensure the smooth operation of these activities.

- \* Assisting the local organiser with the smooth running of the Annual Meeting.

TWO MEMBERS WITHOUT PORTFOLIO (currently Felicitas Schmieder, Hagen, and Marianne Ailes, Bristol).

The following people sit on the ExecComm on an ex officio or co-opted basis:

REPRESENTATIVE OF CONTRIBUTING BODIES (currently Elizabeth Tyler, York)

A representative of those institutions (currently the University of York, the WUN Consortium, ACMRS in Arizona, and the ESF Saints' Cults Project) who have made financial contributions to CARMEN. This person has particular responsibility for signing off all expenditure, preparing invoices and overseeing day-to-day financial transactions in close co-operation with the Secretary of the Centre for Medieval Studies at the University of York, Gillian Galloway.

FORUM FOR NATIONAL ASSOCIATIONS (currently Flocel Sabate, Lleida)

A chair, elected by the representatives of the national associations, to develop co-operation between national associations of medievalists worldwide.

REPRESENTATIVE FOR EARLY CAREER SCHOLARS (currently Jitske Jasperse, Amsterdam)

This position is currently an appointment, whereby a representative of doctoral researchers, postdocs and early-career scholars is co-opted to serve on the Exec Comm. In due course this will become an elected post, once an electoral constituency has been properly established.

LOCAL ORGANISER OF THE NEXT ANNUAL MEETING (currently Cristina Pimenta, Porto; will become in September Alasdair Ross, Stirling)

The local organiser of the next Annual Meeting serves a 12-month period on the Exec Comm.