



**Election to Australian Critical Race and Whiteness Studies
Association Executive, for the period outlined below**

I consent to nomination*

- as President (For two years to February 2022)
- as Vice-President (For two years to February 2022)
- as Secretary (For two years to February 2022)
- as Treasurer (For two years to February 2022)
- as Postgraduate Representative (For two years to February 2022)

(*please indicate which position you are nominating for)

NOMINEE

Name (print and sign)

Contact email address

WITNESS

Name (print and sign)

Contact email address

To be returned to president@acrawsa.org.au by 5pm, 31/01/2020

To discuss the positions please email Alana Lentin at president@acrawsa.org.au

Vacant Position descriptions

President - It is the duty of the President to oversee the Association, with a specific focus on the annual conference. Ensure the running of the Association by delegating tasks, calling meetings, and monitoring expenses and website management. Act as a first point of contact in terms of external enquiries made to the Association. Is a signatory on the association's bank account.

Vice President - The Vice President assist in president in their tasks and oversees aspects of the Association website with a focus on the member-only section (i.e., develop materials, maintain current information on site).

Secretary - It is the duty of the secretary to maintain the member database. Send out emails to members as required. Send reminder notices to members for membership. Deal with any correspondence the Association receives. Take minutes of meetings and AGM.

Treasurer - It is the duty of the treasurer of the association to ensure that all money due to the association is collected and received and that all payments authorised by the association are made; and that correct accounting procedures are followed and correct accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association. Is a signatory on the association's bank account.

Postgraduate Representative - Contribute to the development of postgraduate-specific materials on the Association website and postgraduate sessions at the annual conference. Provide outreach as required to postgraduate organisations to promote the work of the Association

