

To nominate yourself or a colleague for one of these positions, email Susan Lantz ([slantz1815@gmail.com](mailto:slantz1815@gmail.com)). The email should indicate the nominee's name and affiliation and the position in which s/he is interested.

Questions about the positions and their duties may be directed to Susan Lantz ([slantz1815@gmail.com](mailto:slantz1815@gmail.com)) or to the person currently filling the position.

**Treasurer** maintains the financial records of the organization. As such s/he is responsible for creating and presenting financial reports for the Executive Board throughout the year, and to the general membership at the Annual Business Meeting. The treasurer is responsible for keeping track of all income and expenses for WIED. This position is a 2-year term.

**Director: Awards** is the Chair of the WIED Awards Committee. As such, s/he is responsible for (1) constituting the awards committee composed of at least 4 WIED members, (2) coordinating the process for selection of the Best Paper Award based on information provided by the Program Chair and providing this information to the Program Chair. This position has a 2-year term.

**Director: Positions** forms a Nominating Committee whose responsibility is to: (1) solicit nominations for the open Officer and Director positions from the WIED membership, (2) prepare a ballot to be distributed to WIED members. The Director: Positions conducts the election and notifies the Division Chair and all of the candidates of the results. This position has a 2-year term.

**Director: At Large (1 position open)**. Those elected to this position are assigned duties by the Division Chair, usually work on standing or ad hoc committees of the WIED. This position has a 2-year term.

**Assistant Webmaster** becomes Webmaster after two years as Assistant Webmaster. The Assistant Webmaster assists the Webmaster in maintaining the division's web site, <http://wied.asee.org>. This includes (but is not limited to) posting minutes, position descriptions, calls for papers, updating the officer pages and more. Regular reports on website utilization must be created and reported to the Board.