

## **2022 Call for Nominations for Internal Communications Officer** **Mid-America Theatre Conference**

The Nominations and Appointments Committee of the Mid-America Theatre Conference (MATC) is seeking nominations and self-nominations for the following position, which will be **elected** by the membership at MATC:

- **Internal Communications Officer** (2 year term, Organizational Leadership)

According to the MATC by-laws, the Nominations and Appointments Committee (NA Committee) is responsible for facilitating the orderly and transparent selection, election, and succession of important roles within MATC. The NA Committee is chaired by the President-Elect and includes the senior symposia co-chairs and two elected members-at-large.

About the position:

Are you passionate about serving an organization like MATC? Do you have excellent organizational skills and a keen interest in working toward systemic change in the organization? If so, we are looking for individuals to run for the office of Internal Communications Officer!

The individual(s) in this position will maintain the digital records of the organization, take minutes at meetings, serve as chair of the ad-hoc by-laws committee, and aid the external communications officer with elections, ballots, etc. The elected individual(s) will serve a two-year term and work closely with the executive committee, members of the ad-hoc committees (Anti-racism, Accessibility, Land Acknowledgement) as they work to implement changes that are necessary to the health of the organization and the safety of its members.

Please direct any questions about the position to current Secretary, Sarah Campbell ([secretary@matc.us](mailto:secretary@matc.us)) and President Shawna Mefferd Kelty ([president\\_elect@matc.us](mailto:president_elect@matc.us).)

From the Bylaws:

Clause 3.5. Internal Communications Officer (Two-year term)

1. Serve as a member of the Executive Committee
2. Record and maintain the minutes of all business and EC meetings
3. Act as custodian of MATC historical materials
4. Document requested changes to the by-laws throughout the year
5. Serve as chair of the By-laws Committee
6. Is able to run for one additional term as the Internal Communications Officer (for a maximum of two terms)
7. Work with the other members of the Executive Committee to strategize and carry out long-term planning goals for the organization
8. Verifies validity and results of ballots for elections or voting
9. During their term of service and upon its end, train the incoming Internal Communications Officer in the duties of that office

**To self-nominate:**

- Send a description (250-300 words) of your qualifications and plans for the office to Shawna Mefferd Kelty at [president\\_elect@matc.us](mailto:president_elect@matc.us). These statements will be shared with the membership via digital platforms.

**The deadline for all nominations is May 20, 2022.**

For more information on the organization, please see the website (<http://matc.us>) or contact Shawna Mefferd Kelty at [president\\_elect@matc.us](mailto:president_elect@matc.us)