

SCJA Call for Secretariat

The Southern Criminal Justice Association (SCJA) invites applications for the position of Secretariat, serving on the Executive Board. The appointed Secretariat will serve a term of three years, with an option of renewing for an additional three years. The appointed candidate will begin on June 1, 2022, allowing the opportunity to work with the current Secretariat until the responsibilities are finished on September 16, 2022 (completion of the SCJA Annual Conference).

The duties and responsibilities of the Secretariat are as follows:

1. Maintain accurate membership records and archives of the SCJA
2. Coordinate email mailings to membership
3. Plan and organize on-site registration for the annual meeting of the SCJA
4. Attend and report as directed by the President at the mid-year meeting of the SCJA
5. Provide the membership with accurate membership reports twice per year (annual and mid-year meetings)
6. Maintain publication records and coordinate semi-annual mailings of the *American Journal of Criminal justice*
7. Deal with correspondence (phone, e-mail, regular mail) on a timely basis
8. Carry out any other duties and responsibilities as directed by the President and/or Executive Board of Directors
9. As an *ex officio*, non-voting member, attend all meetings of the Executive Board of Directors
10. Assist the Treasurer as necessary in maintaining financial records of the SCJA
11. Conduct self-audit of the financial records for the Secretariat and report to the Executive Board of Directors at Annual Meeting

Applicants should submit their current vita and a letter outlining their qualifications for Secretariat, as well as why they want to serve SCJA in this capacity. All materials should be submitted to Dr. Cathy Marcum at marcumcm@appstate.edu no later than March 1, 2022 for consideration by the search committee.

