AIS DOCTORAL STUDENT COLLEGE (AIS DSC)
2024 NOMINATIONS & ELECTION INFORMATION

https://communities.aisnet.org/doctoralstudentcollege/home

October 20, 2024

Nominations & Election Committee:

- Wenting (Kayla) Jiang, Oklahoma State University (Chair)
- John Correia, Gonzaga University
- Maheshwar Boodraj, Boise State University

Nominations & Election Timetable:

- Monday, Oct. 21 - Sunday, Nov. 10: Nominations Period
- Monday, Nov. 11 - Friday, Nov. 22: Finalize Slate of Nominees
- Saturday, Nov. 23 - Friday, Dec. 06: Election Period
- Monday, Dec 16: Results Announced at AIS DSC Annual General Meeting at ICIS 2024

Descriptions of Open Positions:

President. The President shall be the chief executive officer of the College. The President shall perform all duties that pertain to the office of the President and that may be assigned by the Executive Committee. The President's primary duties shall be:

- Preside over all meetings of the members of the College.
- Call and chair all Executive Committee meetings.
- Designate all committees and their chairpersons, with the concurrence of the Executive Committee.
- Supervise all other officers of the College and see that their duties are properly performed.
- Accept and receive donations, gifts, devises, and bequests.
- Coordinate the College's activities and conduct any necessary business with external organizations.
- Ensure that all orders and resolutions of the Executive Committee are put into effect.
- Submit at the annual general meeting an annual activity report of the operations of the College for the preceding year.
- Initiate and manage on-going communications with individuals as they become eligible for members, insure that they are added to email and other lists and are apprised of opportunities presented by membership
- Submit the annual activity report to the AIS VP for SIGS, Chapters, and Colleges.
- Collaborate with AIS officers regarding issues of mutual planning and coordination.

Vice President. The Vice President of the College shall serve as a voting member of the Executive Committee. The Vice President will also assist the President as required, and chair annual and special meetings in the absence of the President and Immediate Past President.

Secretary. The Secretary of the College shall serve as a voting member of the Executive Committee and will assist the President as required. The Secretary's primary duties will be to take minutes at official meetings, maintain a record of communication between the Executive Committee members, and collect and collate relevant membership data each year.

Nominations Process:

Eligibility. Candidates for office must be doctoral students at the time of running. They must also be members in good standing with AIS and the AIS Doctoral Student College.

Nominations. Please email the following materials to kayla.jiang@okstate.edu by **Sunday, November 10, 2024**

1. Your CV
2. A brief cover letter. Your cover letter should indicate the number of years that you have been a member of AIS, list the AIS conferences that you have attended, and describe any volunteer experience that you have with AIS. You should also include a description of any relevant experience that you have that would make you a suitable candidate for your intended position. Candidates can only apply for one position.
3. A professional headshot.
4. A short bio for the slate (100-150 words).