

Black Women's Studies Association, Inc.

<https://blackwomensstudies.com>
contact@blackwomensstudies.com



The Black Women's Studies Association invites self-nominations for the following vacant positions:

- President
- Treasurer
- Blog editor
- Social media coordinator

Officers will serve until **August 2027**.

All required candidacy documents must be submitted by September 8, 2025, at 11:59 PM EST. Candidates for office must be current members of BWSA.

If you are unsure of your membership status, please email Membership Chair Prilly Bicknell-Hersco at membership@blackwomensstudies.com. Other questions about the election/appointment process may be directed to Secretary Melanie R. Holmes at contact@blackwomensstudies.com.

President Duties

The president shall ensure that the Association fulfills its stated purpose. The president, in consultation with the executive board, shall determine BWSA's vision and strategic priorities. It shall be the president's duty to preside at executive board meetings and BWSA business meetings. The president shall be the chief administrative officer of the Association. They shall be responsible for cultivating partnerships and launching fundraising campaigns. It shall be the president's duty to oversee all affairs and operations of the Association, to ensure that the Association is responsive to the needs of its members, and to perform other duties as needed.

Required Candidacy Documents:

- Self-nomination of 500 words max
- Abridged CV of 3 pages max
- Names and contact information for two references in the field of Black Women's Studies. (References do not need to submit letters of recommendation. We will send them a brief survey.)

Treasurer Duties

The Treasurer shall be responsible for overseeing the financial affairs of the Black Women's Studies Association, ensuring fiscal accountability, transparency, and compliance with all financial policies and regulations. The Treasurer shall work closely with the executive board to manage the Association's financial resources effectively. The treasurer shall be responsible for creating the Association's annual budget, which will be approved by a majority vote of the Executive Board. The treasurer shall prepare and maintain all necessary financial records, disburse all payments/reimbursements in accordance with the annual budget, and oversee all of the Association's finances. The treasurer shall be responsible for collecting annual dues and maintaining the Association's membership list alongside the secretary. The treasurer will also work with the conference chair to determine the conference budget and monitor conference spending. The treasurer shall be responsible for ensuring that BWSA is in compliance with all state and federal laws and policies related to incorporation, taxation, 503(c) nonprofit status, and other financial matters. The treasurer shall perform other administrative duties as needed at the request of the executive board.

Required Candidacy Documents:

- Self-nomination of 500 words max
- Abridged CV of 3 pages max
- Names and contact information for two references in the field of Black Women's Studies. (References do not need to submit letters of recommendation. We will send them a brief survey.)

Social Media Coordinator Duties

The social media coordinator shall cultivate BWSA's digital presence by managing the Association's Twitter account, Facebook Page, Instagram account, and other accounts as needed. They will be responsible for regularly posting on all platforms, promoting BWSA events and initiatives, replying to messages, and generally engaging with BWSA's followers. The social media coordinator shall also design and circulate graphics for events and other promotions. The social media coordinator shall co-chair the online engagement committee with the blog editor and has the authority to appoint BWSA members in good standing to the online engagement committee.

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Required Candidacy Documents:

- Self-nomination of 500 words max
- Abridged CV of 3 pages max
- Names and contact information for two references in the field of Black Women's Studies. (References do not need to submit letters of recommendation. We will send them a brief survey.)
- 2 sample tweets and 2 sample Instagram posts
- Brief proposal of a social media initiative/campaign you would like to introduce

Blog Editor Duties

The blog editor shall manage publications to the BWSA blog. They will recruit and schedule participants for the weekly Saturday Scholar Spotlight from the Association's dues-paying members. The blog editor will be responsible for managing the Spotlight calendar, approving guest post submissions, editing each post, and corresponding with all authors to ensure timely publications of weekly blog posts. They shall also solicit thematic posts for Black History Month, Women's History Month, Pride Month, and other culturally significant occasions as needed. The blog editor shall communicate with the social media coordinator to circulate blog posts online. The blog editor shall co-chair the online engagement committee with the social media coordinator and has the authority to appoint BWSA members in good standing to the online engagement committee.

Required Candidacy Documents

- Self-nomination of 500 words max
- Abridged CV of 3 pages max
- Names and contact information for two references in the field of Black Women's Studies. (References do not need to submit letters of recommendation. We will send them a brief survey.)
- Evidence of prior editing experience