

CALL FOR NOMINATIONS

MMIRA BOARD OF DIRECTORS



CALL FOR NOMINATIONS 2023

The Board of Directors of the Mixed Methods International Research Association (MMIRA) warmly extends an invitation for nominations of nominees to stand for election for one of four elected positions on the MMIRA Executive Board. New officers will officially join the Board in July 2023. All nominees must be an active member of MMIRA.

We encourage you to nominate yourself or a colleague, who is a member of MMIRA, with their permission, for the following positions that serve on the MMIRA Executive Board.

- President-Elect (3-year term)**
- Secretary (2-year term)**
- Treasurer (2-year term)**
- Student member (1-year term)**

MMIRA remains committed to broadening geographical representation and welcomes self-nominations or nominations of people, who are eager to get involved in the ongoing shaping of the organization. A brief description for each position appears at the end of this message. A more detailed summary follows.

Important Note:

- § Each nominee must be a PAID member of the MMIRA in good standing.
- § ALL voting members must be PAID members of the MMIRA in good standing.
- § All members of MMIRA will vote on all nominees, except that only Student Members shall vote for the Student Representative.

Complete nomination packets are due on or before **April 21, 2023**. These are to be sent to Dr. Rohan McCalla, Governance Chair, at rohansmccalla@gmail.com

There are only two pre-screening criteria: (a) the materials are complete and (b) they are received by the deadline. There is no other pre-screening process.

Voting by MMIRA members opens **April 28, 2023 and closes May 19, 2023**. Announcements are anticipated on **June 1, 2023**.

NOMINATION INSTRUCTIONS

Instructions for Nominating Someone:

- Using the prescribed **MMIRA Election Nomination Form**, state your name and the name of the individual you are nominating.

N.B. Please speak with the nominee before making the submission.

N.B. Download the Nomination Forms before filling out. Do NOT edit online

Link : [Nominee Nomination Form](#)

- State the considered office/position for the nominee.
- Include confirmation that the nominee is a PAID member of the MMIRA in good standing.
- Describe their professional affiliation, credentials, and where they reside. Also supply a brief paragraph about the nominee, identifying how you believe they would contribute to the Board and the organization. A link to this information will be provided in the MMIRA Newsletter, prior to the election. It will also be included in the ballot.
- Advise the nominee to create a short (2-minute video) file with a succinct summary of their credentials and expected contribution. They should post their video on YouTube with the title “Meet the Candidate“, followed by their name, institutional affiliation, and the position they are running for. Please ensure good lighting and a quiet background. Use the YouTube caption generation option. More information can be found on <https://www.wikihow.com/Make-a-YouTube-Video>. Please send the link to the video or audio file with application materials. The link to the video or audio file and the biographical statement supplied will appear on the MMIRA website and in the MMIRA Newsletter, prior to the election.
- The nominating individual should send their nomination materials and their media link to Dr. Rohan McCalla, Governance Chair, at rohansmccalla@gmail.com on or **before April 21, 2023**.
- Please ensure your application is complete and that you secure an acknowledgement of the receipt of your application materials.

Instructions For Self-Nominated Candidates

Using the prescribed **MMIRA Election Nomination Form** supply your name.

N.B. Download the Nomination Forms before Filling out. Do NOT edit online

Link: [Self-Nomination Form](#)

- State the considered office/position you would like to hold.
- Include confirmation that you are a PAID member of the MMIRA in good standing.
- Provide a one paragraph biographical statement (100 words or less) that states your professional affiliation, credentials for the position, where you reside as well as what you would expect to contribute to the Board and the organization. A link to this information will be provided in the MMIRA Newsletter, prior to the election. It will also be included in the ballot.
- Create a short (2-minute) video file with a succinct summary of your credentials and your expected contribution. Post your video on YouTube with the title “Meet the Candidate“, followed by your name, institutional affiliation, and the position you are running for. Please ensure good lighting and a quiet background. Use the YouTube caption generation option. More information can be found on <https://www.wikihow.com/Make-a-YouTube-Video>.

Please send the link to your video or audio file with your application materials, the link to your video or audio file and the biographical statement you supply will appear on the MMIRA website and in the MMIRA Newsletter prior to the election.

- The nominating individual should send their nomination materials and their media link to Dr. Rohan McCalla, Governance Chair, at rohansmccalla@gmail.com on or **before April 21, 2023**.
- Please ensure your application is complete and that you secure an acknowledgment of the receipt of your application materials.

BRIEF POSITION DESCRIPTIONS

President-Elect (3-Year Term) - This is a three-year term, with the first as President-Elect, the second as President, and the third as Past-President. The president coordinates with the Executive Director to manage the day-to-day operations of the organization, including oversight of the budget. He or she is responsible for setting the agenda and managing the monthly meeting of the Executive Committee and for working collaboratively with Chairs of the Membership, Governance, Marketing and Awards, and Conference Committees. (DETAILED DESCRIPTION, FROM THE BYLAWS, CAN BE SEEN BELOW)

Treasurer (2-Year Term) - The Treasurer works closely with the Executive Director and the President to develop the budget which is presented at the Annual Business Meeting. The Treasurer provides a level of approval to expenditures and brings issues related to the budget to the Board. (DETAILED DESCRIPTION FROM THE BYLAWS BELOW)

Secretary (2-Year Term) - The Secretary is responsible for accurate record-keeping of Board activities and certification of the Bylaws. (DETAILED DESCRIPTION FROM THE BYLAWS BELOW)

Student Member At Large (1-Year Term). The Student Board Member is responsible for participating in the regular meetings of the MMIRA Board of Directors and for raising issues of concern to its student members.

FULL POSITION DESCRIPTIONS

DUTIES OF THE PRESIDENT

The President-Elect shall be elected for a one-year term, after which the person shall serve one year as President and a final year as Past-President. It shall be the duty of the President:

- a) To supervise and manage the affairs of MMIRA, the Executive Director, and the MMIRA Executive Board.
- b) To schedule and hold regular (virtual) meetings of the MMIRA Executive Board and establish the agenda for those meetings.
- c) To convene the Annual Business Meeting and to preside or arrange for other Members of the Executive Committee to preside at the Annual Business Meeting;
- d) To solicit input from Members of MMIRA, using any means appropriate on issues of importance;
- e) To be an ex-officio member of all committees;
- f) To approve expenses that the Executive Director will disburse in the event the treasurer is incapacitated

- g) In alternate years, to appoint committee chairs to serve on the Executive Board.
- h) To make 1-year special appointments to the Board as deemed necessary by agenda.
- i) To serve as an advisor to the Conference Chair for the bi-annual global conference, to include assisting with proposal or sponsor solicitation.
- j) To oversee revisions and up-dates to the MMIRA webpage.
- k) (President-Elect) To coordinate the annual elections process of officers.
- l) (Past-President) To assume leadership of on-going initiatives coordinated with the president.
- m) (President-Elect) To assume responsibilities of the acting president should he/she become unable to perform them. To stand in for the president.
- n) To complete an annual report that summarizes initiatives and accomplishments for the year.
- o) To perform all duties incident to the office of President and such other duties as may be required by law, by the articles of incorporation of MMIRA, or by these Bylaws with the utmost integrity and ethical comportment. It shall be the duty of the President- Elect to serve as vice president of MMIRA, to preside in the absence of the President, and to carry out such other duties as may be delegated by the President. It shall be the duty of the Past President to serve in an advisory capacity to the President and President-Elect.

DUTIES OF THE TREASURER

These shall be:

- a) To advise and assist the Executive Director to prepare the yearly budget
- b) To prepare the budget for presentation at the annual business meeting
- c) To receive updates from the Executive Director on monies due and payable to the Association from any source whatsoever; to provide receipts for monies in consultation with the Executive Director
- d) To approve expenses presented by the Executive Director for disbursement of monies
- e) To keep and maintain adequate and accurate accounts of the Association's business transactions working in collaboration with the Executive Director;
- f) To make financial information available to the Members and the public upon request; and to support the Executive Director in providing financial information to the Executive Board
- g) And to perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Executive Committee.

DUTIES OF THE SECRETARY

These shall be:

- a) To keep a book of minutes of all meetings of the Officers and Executive Committee;
- b) To certify and keep the original or a copy of these Bylaws as amended or otherwise altered to date;
- c) To see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; Such notices can be sent by mail or electronically;
- d) To be custodian of the records;
- e) And to perform all duties incident to the Office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Executive Committee.

DUTIES OF STUDENT BOARD MEMBER

These shall be:

- a) To advise and assist the Executive Director to prepare the yearly budget;
- b) To raise issues of concern from MMIRA's student members

*** END ***

Announcement by the Board of Directors of

The Mixed Methods International Research Association (MMIRA)