

## Gender and Communication Section Officers and their Duties (explained)

### I. Background:

I.1 By statute every section in the International Association of Media and Communication Research (IAMCR) is required to have at least one chair.

I.1.a Some sections, like ours, choose to have more than one.

I.1.b We do so with the aim of greater inclusivity (and/or gender equality and equity), in the spirit of cooperation, and in furtherance of consensual leadership.

I.2 By statute, Chairs serve for a four-year term and can be re-elected for a second four-year term.

I.2.a The terms are set in staggered fashion, with one Co-Chair position coming to term at the mid-point of the other Co-chair term.

I.2.b To date, in our section, selection has been via either nomination or self-nomination (either are acceptable), followed by vote of the Section membership in a public venue (i.e. as opposed to Internet voting).

I.2.c Election has been via simple majority, with a quorum established by those present.

I.2.d Procedurally, elections have historically occurred by acclamation and/or a show of hands, although anonymous ballot may also be employed, at the discretion of the Section administrators and/or by stated preference of the voters.

I.3 Before formal assumption of duties, the elected Chair must be confirmed by the General Assembly (GA) of the IAMCR.

I.3.a Because the GA only convenes every other year, Section elections generally occur during that convention.

I.3.b To date, the elections have been held during the Section Business Meeting at the site of the conference where the GA will meet.

I.3.c In the case of a Co-Chair's reelection, voting shall be administered by the other Co-Chair, assisted by the Vice-Chair or Vice-Chairs.

I.3.d In the case of a Co-Chair's reelection, if no Co-Chair and Vice-Chair(s) are present, voting shall be administered by the Chair of another Section, at the request of the Section.

I.4. It is preferable (though not required) that candidates announce their intention to stand for office prior to the annual conference, to enable the posting of their statement of candidacy on the Section website, for consideration by the full membership.

I.4.a Whether statements are posted or not, candidates should be asked to address the Section members about their qualifications and platform prior to voting.

I.5. Any IAMCR member is capable of standing for election as Chair. However, it is preferable for her/him to:

I.5.a have listed Gender and Communication as one of her/his interest areas during Association membership; and

I.5.b have been previously involved with the section as presenter, conference organizer, referee, and/or administrator prior to running for Co-Chair.

I.6 Like some (but not all) IAMCR sections, The Gender and Communication Section chooses to have one or more Vice-Chairs.

I.6.a This position is not specified in the statutes.

I.6.b No rules have been formalized to govern its term of service.

I.6.c The Section added the Vice-Chair position in 2004.

I.6.d The number of Vice-Chairs is not fixed.

I.6.e Since 2004, there have been as few as one and as many as two Vice-Chairs at any one time.

I.6.f None of our Section's Vice-Chairs has yet served a term longer than two years.

I.7. In contrast to Chairs those who serve as Vice-Chairs may have had little or no experience in the Section prior to their selection.

I.7.a While the Vice-Chair position can be thought of as "Chair-in-Training", this is not the only or required route to becoming a Chair.

I.7.b It has also been the case that, after a year or more of service, Vice-Chairs have elected to step aside, rather than seek elevation to Chair.

I.7.c There is no necessary linkage between the two positions, Chair and Vice-Chair.

## II. Duties

II.1 The following is a general guide for the kinds of jobs performed by each of the officers.

II.1.a The list is not intended to be exhaustive, but rather informative.

II.1.b It is subject to the variability of the activities undertaken by the larger Association.

II.2 Co-Chair

II.2.a Serve as chief conduit between Section membership and the Executive Board/International Council of IAMCR.

II.2.b Serve as a member of the International Council (IC) of IAMCR, as representative of the Gender and Communication Section.

II.2.c Assist the Executive Board (EB) of IAMCR in formulating policy.

- II.2.d Attend the General Assembly, which is convened every other year during the IAMCR conference.
- II.2.e Be prepared to voice Section opinion and vote accordingly at the bi-annual General Assembly and annual International Council meetings, as well as during periodic mail exchanges during the course of the year.
- II.2.f Maintain the Section website and keep it up-to-date.
- II.2.g Draft and widely disseminate a Call-for-Papers (CfP) for the annual IAMCR conference.
- II.2.h Receive and work with the other referees in the Section to evaluate all abstracts and proposals for presentation for the annual IAMCR conference.
- II.2.i Work with other Section officers to develop a program for the annual meeting that is best reflective of the goals, interests, purview, needs, mission and characteristics, of the Section and its membership.
- II.2.j Plan and conduct a business meeting at each annual meeting to keep Section members informed about past activities, current developments, and future plans involving the Section, as well as to solicit information, suggestions and advice from Section members regarding Section performance.
- II.2.k Serve on any sub-committees created by the EB and/or IC, as required in the normal course of operation of the Association;
- II.2.l Work with the Section membership to formulate policy relative to IAMCR that is reflective of the Section's goals, interests, purview, needs, mission and characteristics.
- II.2.m Serve as representative of the views, interests and membership of the Gender and Communication Section of IAMCR in communication with external organizations or at events associated with communication and media research outside the purview of IAMCR.
- II.2.n Be prepared to explain Association policies and decisions to Section membership throughout the course of the year.
- II.2.o Actively mentor Vice-Chairs in furtherance of the prospect that they will one day assume the Chair position.
- II.2.p Actively recruit new members to the Section.
- II.2.q. Strengthening ties between the Section and civil society actors involved with Women's Human Rights –such as UNIFEM-.
- II.2.r. Promoting more diversified Section activities—such as research and publication.
- II.2.s. Linking with editors of Journals focused on Feminist and Gender studies.

### II.3 Vice-Chair(s)

- II.3.a Serve as conduit between Section members and Section Co-Chairs.
- II.3.b Assist the Co-Chairs in serving as conduit between Section members and the IAMCR IC and EB.

- II.3.c Assist the Co-Chairs in drafting and widely disseminating a Call-for-Papers (CfP) for the annual IAMCR conference.
- II.3.d Assist the Co-Chairs in coordinating the receipt and evaluation of all abstracts and proposals for presentation for the annual IAMCR conference.
- II.3.e Assist the Co-Chairs in developing a program for the annual meeting that is best reflective of the goals, interests, purview, needs, mission and characteristics, of the Section and its membership.
- II.3.f Assist the Co-Chairs in maintaining the Section website.
- II.3.g Work with the Section membership to formulate policy relative to IAMCR that is reflective of the Section's goals, interests, purview, needs, mission and characteristics.
- II.3.h Assist the Co-Chairs in formulating policy positions reflective of the Section's membership.
- II.3.i Stay informed of on-going IAMCR policy discussions and contribute to advising Section Co-Chairs and in these discussions.
- II.3.j Be prepared to explain Association policies and decisions to Section membership throughout the course of the year.
- II.3.k Actively recruit new members to the Section.
- II.3.l Volunteer for service on any sub-committees created by the EB and/or IC according to your interest or competence, in agreement with and with the support of the Section leadership.