

# African Literature Association

nkyin kyin ~ changing oneself: playing many roles

since 1975



## ALA HEADQUARTERS/ DIRECTOR

The Headquarters is chosen by the membership by a vote at an Annual Business Meeting on the advice of the Executive Council which should have vetted a bid and secured reasonable -- even contractual -- assurances that certain provisions will be made and certain functions will be performed for the Association in a timely, ongoing manner. Examples of such provisions and functions are: space; furnishings and supplies for maintaining an Archive, that is an organized, accessible set of files of Executive correspondence, of Conference Papers, of Conference memorabilia, of Conference Convener "Diaries," of model grant proposals for Conference Conveners, of materials appearing in the Appendices to this *Handbook and Calendar* which will be distributed on request to bidders for conferences and automatically to new members of the Executive (March), etc.; telephone and FAX message service; postage for ballots; and postage for the *Newsletter*.

Work-study personnel or other assistants may be engaged. The Director will oversee the Headquarters operations which will include distribution of Conference Papers to Annuals Editors and the *JALA* Editor; the timely printing and mailing of the *Newsletter* (quarterly or three times a year) which would, as necessary, contain notices of annual dues and subscription fees (October); the printing and mailing of election materials which should include the printing of the small envelopes marked "ballot" and of larger envelopes addressed to the ALA Vice President (the Chief ALA Elections Officer) to be enclosed with ballots and campaign biographies to be sent to the membership (**January**); the distribution and mailing of extra copies of *JALA* as requested; and occasionally of pre-conference organizing materials, etc.

Headquarters also distributes relevant information to the membership via e-mail.

**Headquarters Director** is also the **Newsletter Editor** and is responsible for the production of that publication

**The Headquarters DIRECTOR** is an *ex officio*, non-voting member of the ALA Executive Council whose responsibilities are detailed above.

**Financial commitments** from the University include:

1. \$1000 annually for mailing expenses: these include stationery, back issues of *JALA*, and other necessary materials
2. one course release annually so the Editor can attend to ALA matters

3. a part time Assistant (preferably a Research Teaching/Assistant to assist the Editor. The present Headquarters Assistant is a department secretary, who very efficiently combines Headquarters work with other tasks.

The Editor locates storage space for the ALA's archival materials, but not necessarily within the university, and the ALA meets the charges for such storage space. The Editor is responsible for publishing the *Newsletter*, which has become extremely important since our Bulletin has now become a journal, JALA, and also prepares and sends out the ballots and other election materials annually.

Additional information can be obtained from the current Headquarters director George Joseph, [joseph@hws.edu](mailto:joseph@hws.edu)