**HOTCUS STEERING COMMITTEE**

**Descriptions of Responsibilities**

**CHAIR**

The responsibilities of the chair are to:

* chair the meetings of the executive committee;
* represent HOTCUS in the broader academic community and act as a link with other organizations, especially BAAS;
* help to raise the profile of HOTCUS in the community of US historians both in the UK, US and continental Europe;
* play a part in enhancing HOTCUS membership;
* arrange the HOTCUS plenary lecture, gain funding for the lecturer’s travel and other expenses, and chair the plenary lecture at the annual conference;
* generally undertake activities that the steering committee deems important to benefit HOTCUS.

**VICE-CHAIR**
The responsibilities of the vice-chair are to:

* act as Chair pro tempore of committee meetings as required;
* take responsibility for organising the Winter Symposium or appointing an organiser outside the committee and then acting a liaison between the organiser and the committee;
* take on organisational responsibilities not specifically assigned to a specific committee member as required.

**COMMITTEE SECRETARY**
The responsibilities of the committee secretary are to:

* arrange dates, times and venues for committee meetings;
* draft meeting agendas and take minutes (including AGM);
* monitor the planning calendar to ensure key decisions are made in a timely fashion;
* manage annual committee elections;
* serve as HOTCUS webmaster.

**TREASURER**

The responsibilities of the treasurer are to:

* manage the HOTCUS bank account;
* process membership cheques and registration forms, keeping a record of monies received;
* liaise with the membership officer to ensure records are kept up-to-date;
* administer the PayPal account (in liaison with HOTCUS webmaster), acknowledging receipt of PayPal payments and transferring funds from the PayPal account to the HOTCUS account on a regular basis;
* receive, record and keep track of conference payments in years when such payments are made direct to HOTCUS rather than to the conference hosts, transferring funds to the host as appropriate (in liaison with events secretary);
* advise the HOTCUS steering committee on the financial implications of the organization's activities and strategic planning
* present an annual financial report at the HOTCUS AGM.

**MEMBERSHIP SECRETARY**

The responsibilities of the membership secretary are to:

* maintain membership list
* record and acknowledge payments of membership dues;
* maintain electronic mailing list;
* mail out relevant messages on electronic mailing list;
* reply to member requests for information and related correspondence;
* report to the Steering Committee and to the AGM on membership issues.

**EVENTS SECRETARY**

The responsibilities of the events secretary are to:

* organize the annual conference;
* arrange conference venue in consultation with HOTCUS steering committee;
* liaise with conference personnel at chosen University/Institute regarding venue, accommodation, meals, costs etc.;
* compose and disseminate call for papers among national and international organisations;
* review paper proposals and organises conference programme;
* communicate with presenters and all delegates;
* publicise conference among international American Studies networks;
* solicit suitable publishing companies for paid use of publicity materials at HOTCUS conference.

**POSTGRADUATE SECRETARIES (2x on staggered two year terms)**

The responsibilities of the Postgraduate Secretary are to:

* engage with the postgraduate population and report their views to the HOTCUS committee;
* ensure that HOTCUS activities meet the needs of postgraduates;
* apply for funding from external bodies in order to help subsidise postgraduate attendance at HOTCUS events;
* to maintain links with their counterpart on the BAAS committee, and other relevant academic bodies as appropriate;
* To organise a HOTCUS postgraduate conference at their home institution in the second year of their term, or to appoint an organiser outside the committee and then acting a liaison between the organiser and the committee.