

Assistant Chair (4-year term to serve through the CCCC Chairs' Rotation):

Responsibilities

When you agree to accept the nomination for Assistant Chair, you are making a serious **four-year** commitment as an Officer of CCCC. You may wish to consider the following issues before deciding on your candidacy:

1. Travel and Time Commitments

You must attend **three** annual meetings for **four** consecutive years

- Attend an orientation retreat at the NCTE Annual Convention following election/preceding the start of the four-year term.
- CCCC Convention, including two Officers Meetings (Tuesday and Saturday afternoon), one Executive Committee meeting (all day Wednesday), Reception for new Executive Committee Members (Wednesday evening), Opening General Session (Thursday morning), Scholars for the Dream Breakfast and/or evening reception (Thursday morning/evening), Second General Session/Award Session (Friday morning), and Annual Business Meeting (Saturday morning).
- CCCC Officers' Meeting in January (all day Friday and Saturday)
- NCTE Convention in November, CCCC Officers' Meeting (Saturday afternoon), Executive Committee Retreat (Sunday afternoon), and Executive Committee Meeting (Monday)

You must attend the following **additional meetings**:

- As **Assistant/Associate Chair**, you will be planning the CCCC Convention.
 - a. **Two** trips to Urbana are required:
 - (1) January to meet with convention director/develop budget. (It may be possible to conduct this meeting at the NCTE Annual Convention or the winter Officers Meeting, in order to avoid another trip to Urbana.)
 - (2) June or July. Stage II of review process. (four days)
 - b. An **optional third** trip for site inspection.
- As **Assistant Chair**, you will attend the NCTE Executive Committee meeting that takes place on Tuesday after the Convention, as a non-voting member.
- As **Associate Chair/Chair**, you will represent CCCC on the NCTE Executive Committee.

The NCTE Executive Committee meets **four** times annually:

- (1) November NCTE convention (Wed. pre-convention and Tue. post-convention)
- (2) Executive Committee and Convention Planning Meeting in January or February in Urbana (1 day with EC and 3 days for Convention Planning)
- (3) April/May (usually in D.C. area, Thurs. evening - Sun. noon)
- (4) Sept. (late) usually Midwest site. (St. Louis/ Indianapolis/Chicago, Thurs. evening - Sun noon)

- As **Immediate Past Chair**: Serve on the CCCC Nominating Committee for two years

2. Institutional Support and Commitments

- **Financial**

In the past, Chairs have typically garnered support from their institutions for a 50% graduate assistant and/or professional clerical staff to help during the year of convention planning. This financial commitment is **not** a determining factor in selecting Chairs candidates, but it is nonetheless an important consideration to take into account.

- **Release Time**

Most chairs have negotiated time/course release with their institutions for the year of convention planning. We recommend holding preliminary conversations with your department chair and dean about possible release time and financial support.