

The Officials of ISHA

An introduction to the Officials of the
International Students of History Association
and their tasks.

Content

- What is an Official?
- Who can become an Official?
- How long does one stay in position?
- How can I become an Official?
- What does each Official do?
 - The International Board
 - President
 - Secretary
 - Treasurer
 - Vice-
 - Council Member
 - Treasury Committee
 - Editor-In-Chief
 - Archivist
 - Webmaster
- What do I do after my election?

What is an Official?

The different positions within the organs of ISHA and their respective holders are called “Officials” (*Statutes Art.14.1*).

The positions within the organs of ISHA are:

The International Board (IB) (*Statutes Art.16.4*)

- President
- Secretary
- Treasurer
- plus a maximum of two further Vice-Officials

The Council (*Statutes Art.17.3*)

- minimum of three and maximum of five Officials

The Treasury Committee (TC) (*Statutes Art.19*)

- two Officials

The Editorial Board (EB) (*Statutes Art.20*)

- Editor-in-chief
- plus a group of volunteers, which are not Officials

The Webmaster and the Archivist are Officials outside the organs of ISHA (*Statutes Art.18 & 18a*).

Who can become an Official?

Any individual member of a Member Section or Observer Section is eligible for election as Official, unless stated otherwise. All Officials are elected by the GA by a simple majority of vote by secret ballot (*Statutes Art.14.2*).

The International Board (IB) (*Statutes Art.16.4*)

The Officials of the IB must come from at least two different Member Sections at the moment of their election. Individuals from Observer Sections can also run for positions within the IB, as long as in the end at least two individuals from different Member Sections are elected as well.

The Council (*Statutes Art.17.3*)

Individuals from Observer Sections cannot outnumber the number of individuals from Member Sections.

The Treasury Committee (TC) (*Statutes Art.19.3*)

The TC shall be composed of two Officials from different Member Sections. No official of the TC may be from the same section as any Official of the IB which that TC will be viewing.

In case there should be no other candidates for a position, the GA may decide an exception from these rule.

How long does one stay in a position?

The Official Year of ISHA starts on the first day of August each year and ends on the thirty-first day of July, the following year (*Statutes Art.6*).

The Officials' term of office coincides with the Official Year of ISHA as set in Article 6 above (*Statutes Art.14.4*).

Officials can be re-elected to the same position or to another position within the Organisation but should not serve more than three terms within the same Organ of the Organisation or four consecutive terms in positions within different Organs (*Statutes Art.14.3*).

How can I become an Official?

Officials are elected at the GA that is held during the Annual Conference. All Officials are elected by the GA by a simple majority of vote by secret ballot. The IB will issue a call for candidates at least one month prior to this GA. Candidates for the positions of Official are required to register with the Secretary at least one week prior to the GA. In case not enough candidates have registered, an additional call for candidates will be issued by the IB, for which the deadline will be the opening of the GA. (*Statutes Art.14 & Standing Orders Art.12*)

It is also possible to run for a position if one is absent at the particular General Assembly. It is recommended to hand in a written candidature that can be read aloud during the presentation of candidates, if this is the case.

What does each Official do?

Every team of Officials has its own dynamics and shares tasks internally. Those Officials who serve within the same Organs of the Organisation may share their tasks where necessary and appropriate (*Standing Orders Art. 4*).

However, there are responsibilities for each position defined in the Statutes and Standing Orders, such as this one: All Officials are encouraged to promote the Organisation and its activities in order to win new Member Sections and Observer Sections (*Standing Orders Art. 4*).

Furthermore, former and current Officials have put together a list of typical tasks of each position.

International Board

The IB is responsible for the administration of the Organisation and for the co-ordination of the ISHA network. Within the IB, every Official is equal. Decisions should be taken on the basis of consensus. In the event of disagreement, decisions are to be taken by a simple majority of votes. If a decision cannot be made by vote, the President decides. On behalf of ISHA, the IB acts as petitioner or defender in lawsuits and is represented there by an Official appointed by the IB for this purpose. The IB's principal responsibilities are:

- a) to administer the Organisation internally,
- b) to oversee the financial administration of ISHA and develop new sources of income,
- c) to manage internal communication,
- d) to induce and coordinate most of ISHA's activities,
- e) to assist all Member Sections and Observer Sections of ISHA in organising their activities,
- f) to represent ISHA towards other organisations and entities and to promote the Organisation externally,
- g) to enforce these Statutes, the Standing Orders, and all decisions taken by the GA.

(Statutes Art.16)

The IB supports the Sections, and other organisers of all activities that further the aims of ISHA to the best of its capabilities. It convenes regularly in meetings, in which minutes are taken and shared with all other Officials. The IB has to be represented in person at every International Seminar during their term of office. During such a seminar, a meeting of all participating Officials must be convened and minutes have to be taken *(Standing Orders Art.5)*.

President

The President is responsible for the proper functioning of the IB. He or she ensures that the Organisation is working smoothly and effectively. The President is the principal internal and external representative of the Organisation. He or she will take over or delegate all tasks that do not fall into the responsibility of any other Official (*Standing Orders Art.5.3*).

Typical Tasks of the President

General coordination matters:

- Before term starts: evaluate the needs and necessary improvement of the organisation
- First month of the term: work out definitive version of the Policy Plan together with the Council
- Guide and support the Council members, the Editorial Board, and the Treasury Committee
- Work in close cooperation with the treasurer and secretary
- Write a final Report during the month after their term has ended
- Ensure that ISHA stays financially healthy and look for sponsorship and grant opportunities
- Take over every task that comes up and no one else feels responsible for

Representation and partnerships (together with other officials):

- Maintain and expand network of partners
- Inform partners about developments in ISHA
- Attend and/or organize partnership meetings concerning academic, educational and organizational aspects
- Establish projects that include a number of ISHA members

Sections:

- Look for opportunities to start up new sections and give the support to existing sections (special attention for new sections and sections who experience difficulties in maintenance)

Communication:

- Send out a newsletter to keep sections, partners, members and those with an interest in ISHA informed about what is going on
- Reply to all those who email questions, suggestions, complaints, ...
- Support the webmaster in keeping the social media and website up to date

Seminars and Conferences:

- Ensure that hosts are found for the organisation of all three seminars and the Annual Conference
- Attend all ISHA events
- Responsible for State of Affairs meetings and the General Assemblies

Workload: 7-10 hours a week

Secretary

The Secretary is responsible for most of the administrative work. He or she keeps and updates a list of all Member Sections, Observer Sections, Associate Partners, Friends of ISHA, and other relevant contacts, and provides them with all necessary information. The Secretary is responsible for keeping record of all official meetings of the IB, GAs, and SAMs. The Secretary furthermore oversees the work of the Council, the Editorial Board and the Webmaster and ensures their proper functioning. (*Standing Orders Art.5.4*).

Typical Tasks of the Secretary

Administration:

- Knowledge management of Statutes, Standing Orders and Certificates
- Responsible for the paperwork concerning the handover
- Supports the IB and other officials in formulating the necessary documents and presentations for grant applications, and meetings with partners.

Communication:

- Supporting the President with the drafting of the ISHA newsletter
- Updating the ISHA contact lists regularly (ISHA sections / observers)

Seminars and Conferences:

- Preparation of State of Affairs meetings and General Assemblies (attendance list, agenda, minutes of previous meetings)
- Minute taker of the State of Affairs meetings and General Assemblies
- Responsible for the distribution and analysing of the Seminar Evaluation Forms

Publications:

- Distribution of the ISHA publications to sections, observers, subscribers and everybody else interested

Workload: 3 hours a week, more before a SAM or GA

Treasurer

The Treasurer is responsible for the financial administration of ISHA. He or she oversees all assets and liabilities and has to keep full records of all incomes, expenses and transactions in order to inform the IB, the TC, and the GA. The Treasurer actively tries to acquire new sources of funding for ISHA and co-ordinates fundraising activities that are undertaken by others. Also, the Treasurer is responsible for acquiring and disseminating promotional materials and merchandise (*Standing Orders Art.5.5*).

Typical Tasks of the Treasurer

Financial management

- Management of ISHA bank account (Postfinance, Switzerland)
- Registration of financial flows in balance sheet and profit and loss accounts
- Payment internet domain and other costs made by the Officials
- Responsible for attracting grants and searching sponsors (mailing possible sponsors, coordinating grant applications, looking for funding possibilities and opportunities, etc.)

Membership fees

- Receiving and carefully registering the membership fees
- Informing the IB about the Sections' status shortly before a GA

Merchandise

- Receiving and registering the payments of the sale of ISHA merchandise
- Payment and registration of the invoices of merchandise (pens, markers, leaflets, etc.)

Publications

- Receiving and registering payments of the sale of advertising space in ISHA publications
- Payment and registration of the invoices of publishers

Workload: 2 hours a week

Vice-

The IB shall consist of a President, a Secretary, and a Treasurer. A maximum of two further Officials may be elected to the IB if the GA decides so (*Statutes Art.16.4*).

In accordance with Article 14 of the Statutes, one or two Vice-Presidents may be elected in order to complete the IB. The scope of the Vice-President's responsibilities and tasks should be defined before his or her election (*Standing Orders Art.5.6*).

This means that the IB can consist of a maximum of five people. Two of which can be Vice-Presidents, but also Vice-Secretary or Vice-Treasurer. The Vice's tasks vary a lot from term to term, as each IB has its own dynamics.

Typical Tasks of the Vice's

A Vice-Treasurer and a Vice-Secretary support either the Treasurer or the Secretary in her or his responsibilities.

More common however are Vice-Presidents. They support the President and generally share tasks and responsibilities with him or her, or take on specific projects.

Council Member

The Council is the advisory body of ISHA. It assists the IB and works under its responsibility, but also ensures that the IB is properly functioning. The Council's responsibilities are

- a) to assist the IB in its tasks,
- b) to advise the IB at request or independently,
- c) to convene a GA if the IB should prove incapable of action

(Statutes Art.17).

The Council assists and advises the IB in their tasks. It reviews the minutes of IB meetings and reacts if necessary. In co-operation with the IB, the Officials of the Council will be assigned tasks that deserve special attention during the term of office. The Officials of the Council have to report to every GA in person or in writing about his or her progress and findings *(Standing Orders Art.6).*

Typical Tasks of a Council Member

Support of the International Board:

- Input is asked for any important questions/matters handled by the IB
- Co-operation is asked for in the writing of the Policy Plan and Budget Plan for the IB
- In case of interest, Council members can help the IB in its representational task (go to meetings/events organised by ISHA partners to represent ISHA, in most cases accompanying a members of the IB)

Common task of all Council Members:

- Spread the concept of ISHA to countries in which ISHA is not yet or is barely represented
- In case there is real interest to form a new section: bring the local/national organisation in contact with the IB

Personal Council task:

- Can be proposed by the IB or the Council Members him/herself
- It concerns a matter that is important for the general working of ISHA and that can improve the quality of the organisation (e.g. updating section's contact information, coordinating ISHA Alumni, maintaining social networks, maintaining co-operations, developing new merchandise, etc.)
- The Council Tasks are defined according to what is most urgent to work on within ISHA

Work load: varies, depending on defined task

Treasury Committee Member

The TC should meet at least once during its term of office. The TC reviews and reports on the financial administration of the previous IB. The TC may audit the financial administration and the record thereof of the present IB. The TC acts as financial advisor to the IB and GA whenever this is appropriate. The TC must submit a report that contains all relevant information about the financial administration of the previous IB to a GA during its term of office. In case of disagreement among the Officials of the TC, both opinions should be presented in the report (*Standing Orders Art.8*).

Editor-In-Chief

The Editor-in-Chief is elected by the GA, presides over the EB and takes full responsibility for the whole process of publication of the Journal. The Editor-in-Chief shall remain responsible for the finalisation and publication of all editions of the Journal that have been planned for his or her term of office (*Statutes Art.20*).

Typical Tasks of the Editor-In-Chief

Support of the IB:

- The Editor is working accordance with the IB and other officials
- The Editor has to explain her/his work in front of the GA
- The Editor manages the Carnival for the better results

Editorial Tasks:

- Prepare and send the Call for Papers after each event (or two)
- Decide the formatting guidelines
- Reply to all e-mails
- Find someone to do the language review and the proofreading for the articles
- Read each abstract and choose the themes for the articles
- Read the articles
- Send the articles for proofreading (language and contents)
- Manage the Carnival facebook page
- Choose an Editorial Board of volunteers

Archivist

The Archivist's tasks are collecting and preparing potential sources from the IB, Council, EB, TC and member and observer sections and staying in contact with the Archive in Leuven and sending prepared archival documents (*Statutes Art.18a*).

The Archivist is the newest Official, as it was created in the term 2015-16.

Webmaster

The Webmaster's tasks are

- a) maintaining and updating the website of ISHA,
- b) assisting other Officials and Representatives of Member Sections and Observer Sections in working with the website

(Statutes Art.18).

The Webmaster must make sure that the website is functioning properly at all time. The Webmaster is responsible for all contacts related to the maintenance of the website. The position of Webmaster may be combined with a position in one of the other Organs of ISHA, except for the IB *(Standing Orders Art.7).*

Typical Tasks of the Webmaster

The current team of Officials is building a new homepage. The Webmaster of the new term will have to update this homepage by content management. There is no deep IT knowledge necessary to update this homepage. However, it is an advantage to have a rough knowledge and understanding of content management platforms and the ability to learn by trying out.

Updating the homepage

- Updating News
- Updating list of Sections
- Improving content (texts, pictures, videos)
- Updating Calendar of upcoming and recent events

Managing Facebookpage

- Real time reporting from Events
- Sharing information posted by Sections
- Informing about the doings of officials
- Updating the title picture
- Supporting Sections in using facebook properly

What do I do after my election?

The elections take place at the General Assembly at the Annual Conference, which usually takes place in April. However, the new term does not start until the 1st August. In the coming three months you should get acquainted with your team and your new position. In your team, you can already start working on a policy plan and divide responsibilities for the coming year. If possible, there will be a handover weekend with most Officials. You should also contact the current position holder, maybe you can already overtake some tasks under guidance and therefore be perfectly prepared for your term.

Thank you for your interest in the Officials of ISHA.

If you have any questions, contact us at
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