*Sent on behalf of Past President, Thomas A. Wright*

Dear WAM members, friends, and 2021 conference participants,

We are soliciting nominations for two (2) WAM Executive Board positions (descriptions are attached):

1) WAM Presidential Track (Four-year term: vice president, program chair, president, past president)

2) Representative-at-Large (Two-year term)

Please send nominations (including self-nominations) to WAM's current past president, Thomas A. Wright (thomasawright1@gmail.com) by March 1, 2021. A nomination should include:

A. The name of the candidate

B. The position they are being nominated for

C. Confirmation that the individual is willing to serve if elected

D. Complete contact information

E. A brief bio

All responses will be reviewed by the nominations committee. The election will take place during the 2021 virtual annual conference April 21-24. For more information about the 2021 virtual conference, you can visit [www.wamonline.org](http://www.wamonline.org).

The updated list of WAM Executive Board position descriptions is included on the next pages. If you have any questions about the positions or the election process, please contact Tom Wright. We look forward to receiving applications from those willing to serve WAM.

Thomas A. Wright

WAM Past President

CEO, Wright Institute of Organizational Learning

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of Vice President

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| **Duration of Term:** | One year. (First year of a four-year term in the Office of the Presidency). |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to the President and is a member of the Executive Committee. |
| **Duties:** | Participates as a member of the Executive Committee.Assists the President in matters affecting the Western Academy of Management organization.Participates on the Program Committee for the WAM Annual Meeting.Assists the Program Chair with the review process, including soliciting reviewers and generating review information for the Program Planning Committee.At the Annual Business Meetings, invites the membership to attend the next annual meeting.Sends post-conference announcement in May.Performs other duties as assigned. |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of President Elect – Program Chair

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| **Duration of Term:** | One year. (Second year of a four-year term in the Office of the Presidency). |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to the President and is a member of the Executive Committee. |
| **Duties:** | Participates as a member of the Executive Committee.Responsible for the designation of the theme for the Annual Meeting, including generating and distributing the Call for Papers, both to the WAM membership and to appropriate professional audiences.Responsible for selection of the Program Planning Committee and for the Program Planning Meeting. This includes selecting a site (often the site of the Annual Meeting), and coordinating with the Local Arrangements Committee and members of the Program Planning Committee.Responsible for the review process for the Annual Meeting Program, including soliciting reviewers, receiving papers, sending submissions, and generating review information for the Program Planning Committee.Responsible for the Annual Meeting Program, including Keynote Speakers and Plenary Sessions. Coordinates all the details of the meeting with the local arrangements committee, including the printing and distribution of the final program to the WAM membership and others as appropriate. |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of President

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| **Duration of Term:** | One year. (Third year of a four-year term in the Office of the Presidency). |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Member of the Executive Committee. |
| **Duties:** | Participates as a member of the Executive Committee.Serves as the Chief Representative of WAM, including signing contracts for the organization. Chief communication node for all policy matters.Participates on the Program Committee for the WAM Annual Meeting.Chair of all Executive Committee meetings, including soliciting items for the agenda from other members of the Executive Committee, developing the agenda and conducting the meeting.Chairs the Annual Business Meeting at the Annual Meeting.Selects the recipient and presents the Joan G. Dahl President’s Award for Outstanding Service at the Annual Meeting Luncheon.Hosts the Annual Presidential Luncheon during the Annual Meeting. Develop an agenda for this meeting and make sure that all those appearing on the agenda will be there and know their functions.Seek conference sponsors for designated events.  |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of Past President

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| **Duration of Term:** | One year. (Fourth year of a four-year term in the Office of the Presidency. |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to and is a member of the Executive Committee. |
| **Duties:** | Participates as a member of the Executive Committee.Assists the President in matters affecting the Western Academy of Management organization.Generates a list of candidates from the WAM membership for all positions that will be elected at the Annual Meeting.Participates on the Program Committee for the WAM Annual Meeting.Convenes a committee designated by the Program Chair to select a group of papers submitted to the Annual Meeting for consideration for the Best Paper Awards. Responsible for selection of the Best Paper Awards.Announces and presents the nominees and recipients of the Best Paper Awards at the Annual Meeting Luncheon. Solicits nominations for the WAM Ascendant Scholar Session for the WAM Annual Meeting.With the Executive Committee, selects the Ascendant Scholars and develops the Ascendant Scholars session for the WAM Annual Meeting. Chairs the Ascendant Scholar Session at the WAM Annual Meeting.Responsible for the nomination and election process for new officers of WAM at the Annual Meeting.Produces pre-conference announcement to be sent in December. Performs other duties as assigned.  |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of Chief Financial Officer

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| **Duration of Term:** | Five years. |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Geographic Requirement:** | Candidate must reside in the geographical region of the Western Academy of Management at the time of election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to the President and is a member of the Executive Committee.Supervises Member Information Manager. |
| **Duties:** | Participates as a member of the Executive Committee.Maintains a financial accounting of the WAM funds showing all receipts of funds and disbursements.Pays bills incurred by WAM, as appropriate.Engages in financial planning and prudent investment for WAM.Advises the Executive Committee as to financial matters of WAM, including but not limited to, the setting of membership dues, annual meeting registration fees, and international meeting fees.Provides budgeting advice and expertise for the planning and execution of WAM meetings (including Annual Meetings, Program Planning Meetings, and JMI Editorial Staff Meetings).Provides the financial interface with the publisher of JMI, maintaining contract payments and member subscription payments.Sends out the annual “Report for Dues” letter to all members who did not attend the annual meeting.Makes an Annual Report on the state of WAM’s finances at the Annual Meeting.Performs other duties as assigned. |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of Chief Communications Officer

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| **Duration of Term:** | Three years. |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to the President and is a member of the Executive Committee. Responsible for the Newsletter Editor(s). |
| **Duties:** | Participates as a member of the Executive Committee.Creates and maintains the minutes of the Annual Business Meeting.Creates and maintains the minutes of all Executive Committee Meetings.Maintains a copy of the program from each year’s Annual Meeting.Maintains the historical records of WAM including, but not limited to, a record of all Past Presidents (years), Joan G. Dahl President’s Award recipients, the WAM State of Mind Award recipients, Ascendant Scholar Award recipients, JMI “Breaking the Frame” Award recipients, and Best Paper Awards recipients.Responsible for award plaques for the Annual Meeting, including above described awards (except for JMI “Breaking the Frame” Award).Responsible for WAM’s online presence, including the web page, copies of past programs, mailing list of members and non-members, and documents and historical records.Responsible for WAM correspondence including interfacing with the National Academy of Management and WAM Newsletter Editor(s), and responding on behalf of WAM to information requests.Performs other duties and special projects as required. |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Office of Representative at Large (2)

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| **Duration of Term:** | Two years. |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Geographic Requirement:** | Candidate must reside in the geographical region of the Western Academy of Management at the time of election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to the President and is a member of the Executive Committee.  |
| **Duties:** | Participates as a member of the Executive Committee.First year in office: Works under the direction of the more senior representative in developing the program for the Doctoral/Junior Faculty Consortium at the Annual Meeting.Second year in office: Acts as Program Chair for the Doctoral/Junior Faculty Consortium at the Annual Meeting, including coordination with the Annual Meeting Program Chair and the Local Arrangements Committee.Performs other duties as assigned. |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# Local Arrangements Chair

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| **Duration of Term:** | One year. |
| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting. |
| **Duties:** | Creates list of local activities of interest, liaise with the local community, other duties as requested by the Program Chair.  |

**WESTERN ACADEMY OF MANAGEMENT**

**Position Description**

# 3-Year Representative

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| **Duration of Term:** | Three years. |
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| **Membership Requirement:** | Candidate must be a member of the Western Academy of Management and the National Academy of Management at the time of the election and while in office. |
| **Meeting Requirements:** | Candidate must commit to attending each Western Academy Annual Meeting and Executive Committee Meetings while in office. |
| **Reporting Structure:** | Reports to WAM EC. |
| **Duties:** | Works on special projects to be determined by EC. Available to serve in other WAM roles if others are unable to do so. Other duties as required by EC. |