Calendars of Responsibilities for MMLA Officers:
Vice President, President, and Treasurer

Officers of the Midwest Modern Language Association (MMLA) move through a three-year cycle of service, spending a year (November through November) in each of three offices: the first year as Vice President (learning the ropes), the second year as President (presiding over a convention), and the third year as Treasurer (editing the convention issue of *JMMLA*). To enter this cycle, members of the MMLA Executive Committee who are not currently officers may present themselves as candidates for election to the office of Vice President at the November convention meeting of the Executive Committee. The candidate who wins this election then commences this three-year officer cycle. A calendar of responsibilities for each year in office is provided below.

Calendar of Responsibilities for
MMLA Vice President

•Upon election, support the MMLA President; see the President's calendar of responsibilities (below)
•The following <u>November</u>: at the convention meeting of the Executive Committee, announce the theme for the next year's convention (over which you will preside as MMLA President); lead a professionalizing session or workshop at the convention, and staff the drop-in hours for the convention's CV workshop

…after the November convention, the Vice President becomes the President…

Calendar of Responsibilities for
MMLA President

•<u>December</u>: Produce a Convention Call for Papers on your convention theme suitable for posting and distribution by the MMLA
•<u>January</u>: Begin seeking a Keynote Speaker for the annual convention
•<u>May</u>: Begin leading the Program Committee in evaluating content proposed for the fall convention: Pre-Organized Panels, Workshops, and abstracts of Individual Papers
•<u>July</u>: Lead the Program Committee in evaluating applications for Lodging or Travel Awards
•<u>July-October</u>: Lead the Program Committee in evaluating submissions for the Book Award
•<u>October</u>: Lead the Program Committee in evaluating submissions for the Graduate Student Paper Prize
•<u>November</u>: Preside over the MMLA annual convention: announce the winners of MMLA prizes and introduce the keynote speaker; lead a professionalizing session or workshop at the convention, and staff the drop-in hours for the convention's CV workshop

…after the November convention, the President becomes the Treasurer…

Calendar of Responsibilities for
MMLA Treasurer

•<u>January</u>: Convert the Call for Papers from the convention over which you presided into a Call for Submissions for the fall issue of *JMMLA*; post it on the MMLA website, distribute it via MMLA social media, and share it widely ([UPenn CFP](#), [cfplist.com](#), academic twitter/X, etc.)

•<u>February</u>: submit to the MMLA office a list of recent books that you'd like to see reviewed in your issue of the journal

•<u>September</u>: begin vetting submissions to the convention issue of the journal; send out promising submissions for peer review

•<u>March</u>: finalize the submissions that will appear in your issue of the journal

•<u>April</u>: submit an introduction to the issue

•<u>May</u>: review the copyedited version of the introduction

•<u>June</u>: review the typeset version of the introduction

•<u>November</u>: nominate a successor to serve on the MMLA Executive Committee; lead a professionalizing session or workshop at the convention, and staff the drop-in hours for the convention's CV workshop