

ACCEPTING LETTERS OF INTEREST FOR LERA SECRETARY-TREASURER

January 23, 2020

The LERA Executive Board is accepting letters of interest for the position of LERA Secretary-Treasurer through March 1, 2020 for consideration of appointment to a three-year term beginning in March or April of 2020.

Roles of the LERA Secretary-Treasurer

The LERA Secretary-Treasurer is an appointed and non-voting officer of the organization, a member of the LERA Executive Board, and an ex-officio member of the program committee for the LERA Annual Meeting.

Duties

The Secretary-Treasurer has fiduciary responsibility for LERA and maintains financial records, receives and has custody of funds, acts as a signatory on financial accounts, reviews/signs annual tax returns, reviews annual financial audits, and validates LERA elections. This individual reports LERA's financial position twice annually to the LERA Executive Board (at board meetings in January and May/June) and once annually to LERA members at the general membership meeting.

Submission

If you are interested in volunteering in this important capacity, please submit a letter of interest to the LERA Executive Board, detailing your understanding of LERA as an organization and of our mission, your financial expertise, your current and past positions, your education, LERA activities with which you have been involved, and any other affiliations/activities/awards which you would like considered. Please submit a brief letter, of up to two pages in length.

Please send your 1) letter of interest and 2) CV by **March 1, 2020** to this email address:
Secreta.5jx7vkusewmgodjh@u.box.com.

It is impractical to review LERA's many regular email inboxes, so please restrict transfer of files for this purpose to the email box listed here. Use any email software, and place "Secreta.5jx7vkusewmgodjh@u.box.com" in the "to" field with your letter and CV files attached to your email. If you have issues with this, please email leraoffice@illinois.edu for a solution.

Submission Deadline: March 1, 2020

Timeline

The LERA Executive Board will review all letters of interest shortly thereafter and applicants will be notified of a decision as soon as possible, we expect by March or April of 2020. Thank you so much for your interest and support of this organization.