



RFP for New CIES Secretariat Search, 2010

The Comparative and International Education Society (CIES), Inc. solicits proposals from institutions in the U.S. that may be interested in becoming the Secretariat for the Society for a three-year period beginning on July 1, 2010, with a possible three-year renewal after that. Semi-finalists will be invited to present their proposal at the meeting of the CIES Board of Directors during the annual conference, held in Chicago, March 1-5, 2010. There will be a transition period to help the newly selected Secretariat staff in assuming their responsibilities.

The Secretariat consists of a Treasurer and a Secretary who may or may not be situated at the same institution.* The following is a general description of the tasks of both officers:

The Secretary's tasks include:

- Oversee the day-to-day operations of the Secretariat;
- Oversee and maintain the CIES website, and coordinate with other CIES groups the creation and updating of their websites (hosted within the main website);
- Compile, edit, and publish a quarterly newsletter and a bi-monthly bulletin; issue newsletters and bulletins to membership;
- Take minutes of the Society's meetings and of its Board of Directors and Executive Committee, see that these are kept and, when approved, made a part of its permanent records;
- Organize annual elections
 - Coordinate with the Nominations Committee chair to call for nominations and publish the candidates' biographies;
- Receive and tabulate returns on any special polls authorized by the Board of Directors, or the Executive Committee;
- Coordinate information on regional meetings authorized by the President to be held under Society auspices;

* If the secretary and treasurer are located at sites that differ from that of the Secretariat, a manager must be designated, who receives direct support from both CIES and the Secretariat's sponsoring institution.

- Prepare the call to the Annual Meeting and the Meetings' agendas as indicated by the President;
- Coordinate with the Awards Committee chair the creation and distribution of awards (plaques, frames, checks when applicable) during the annual meeting;
- Prepare an annual report to present to Executive Committee, and the Board of Directors;
- Coordinate the collection, distribution, and archiving of annual reports of all officers, committees, sub-committees, and other contractual parties;
- Serve as Society liaison in connection with information dissemination networks;
- Manage the Society list-serv;
- Serve as custodian of records of the Society at the Secretariat other than those entrusted to the Treasurer; and
- Perform other duties consistent with the office.

The Treasurer's tasks include:

- Receive and deposit in the Society's bank account the proceeds from membership fees, separate subscription fees, grants, special interest groups, and all other monies of the Society;
- Submit annual tax returns;
- Make Society disbursements on the basis of the warrants signed by the President and authorizations by the Board of Directors or by the Executive Committee;
- Draft the annual budget and a report and present it to the Executive Committee, and the Board of Directors, for their recommendation to the membership;
- Report any requests to the Board of Directors and the Executive Committee and annually to the membership on the Society's finances;
- Make provision for the Society's triennial audits, and open the Society's books to audit on demand of the Board of Directors or its authorized agent;
- Coordinate with special CIES groups for the disbursement of monetary awards during the annual conference;
- Collect and keep record of Special Interest Groups' annual dues;
- Oversee all Society contracts involving monetary transactions;
- Initiate and oversee Society investments;

- Perform other duties consistent with the office.

CIES will support the Secretariat in its annual budget in the equivalent of one full-time graduate assistantship. Support by the host institution is expected in terms of:

- Office space, telephone/fax line, internet access, technical support, and all pertinent services
- Work release for one or both officers.

Proposals

Proposals should be limited to ten pages in length + appendices. All proposals must be postmarked or received electronically by midnight **February 10, 2010** and should contain the following sections:

1. Institutional Background and Qualifications
2. Motivation for Applying
3. Institutional Support Offered
4. Administration Arrangements
5. Innovative Ideas / Proposed Changes
6. Relevant Administrative Qualifications of Secretary
7. Relevant Administrative Qualifications of Treasurer
8. Expected Institutional Benefits
9. Summary / Additional Information

Appendix A: Organization chart of Institutional setting of proposed Secretariat

Appendix B: CV for proposed Secretary

Appendix C: CV for proposed Treasurer

Appendix D: Example budget for Year 1, showing any contributions or value of other forms of institutional support

Please send full proposals to the Secretariat Search Committee Chair, Professor Victor Kobayashi, at victor.kobayashi@gmail.com.