

Confédération Européenne des Centres de Langues  
dans l'Enseignement Supérieur

European Confederation of Language Centres in  
Higher Education

Europäischer Verband der Hochschulsprachenzentren

**Le Président**

**The President**

**Der Präsident**

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## Call for elections to the Executive Committee 2024

Halle, 29 January 2024

Dear colleagues,

The last elections of the Executive Committee took place in September 2020, and the next are to take place at the meeting of the Coordinating Committee of CercleS on 11 September 2024 at Durham University in Durham.

**As the person in charge of these elections, I invite you to propose candidates for the election of the new Executive Committee to the Secretary General by 3 May 2024 at the latest.**

In the past, the common policy of CercleS has been to ensure that the different members of the Executive Committee reflect the diversity of its membership. I would therefore like to invite all full members (national associations), to present as many nominations as possible from among those belonging to one of their institutional members.

The election of the members of the Executive Committee will take place based on the Statutes (Article 11-13). Under the Statutes, a member of the Executive Committee may be re-elected once for the same office. The statutes however, do not contain any restrictions regarding the full amount of years of office in different functions, which means that somebody being elected twice in a particular function can be elected in another function afterwards.

### *What does the Executive Committee do?*

The Executive Committee is in charge of the day-to-day running of the association. Based on strategic decisions taken by the Coordinating Committee, it provides the secretariat for the Coordinating Committee and the General Meeting. It coordinates the activities of the association and organizes, in cooperation with the local organizing committees, the international congresses of the association. In addition, it is in charge of the publications of the association.

The Executive Committee consists of the president, the secretary general, the treasurer, and their respective deputies (six positions in total).

In order to operate organizations such as CercleS, it is important to find people willing and able to serve in each of the following executive functions:

The **president** and **vice-president** ensure compliance with the association's by-laws and protect its integrity. The president and vice-president represent CercleS with regard to other organizations and coordinate the duties of executive members. They ensure cooperation with the editors and publishers of the CercleS journal, LLHE.

The **secretary general** and the **deputy secretary general** are in charge of the administration of the affairs of the association, membership management and communication with members.

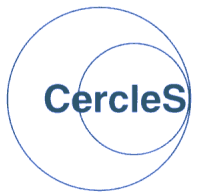
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### **Presidency**

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### **General Secretariat**

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The **treasurer** and **deputy treasurer** are responsible for the accounts of the association. They prepare the annual budget of the association and the final statement to be approved by the Coordinating Committee. They keep a register of income and expenditure and submit the accounts for auditing every two years at the General Meeting.

In addition to fulfilling the specific functions of their position mentioned above, each member of the Executive Committee must be prepared to play an active role in the management of the association's day-to-day affairs. Depending on the position, this involves a workload of several hours a week, being in regular contact with other members of the Executive Committee, participating in monthly meetings via Visio conference or in person, exchanging ideas and participating in the planning for and work related to all CercleS activities. Members are also expected to attend CercleS events such as webinars, conferences, Coordinating Committee meetings and the General Meeting.

In addition, members must ensure that their institutions are prepared to cover CercleS-related travel expenses that will not normally be covered by the association.

#### *Who can be nominated?*

Candidates must belong to an institutional member of a national association (through their affiliation to a Language Centre that contributes to CercleS).

They must be able to demonstrate that they have the support of their home institution.

#### *How can a candidate be nominated?*

The nomination must be proposed by the president of the national association concerned. It must specify the position(s) for which the nominee is being proposed. It must be accompanied by:

- a personal statement by the candidate (maximum one page) attesting to their motivation and suitability for the post and commitment to the responsibilities it entails, and
- a letter attesting to the support of their home institution.

Once the names of candidates have been received and their eligibility verified, the list will be circulated among the institutional members and on the CercleS website from June 2024, in order to allow sufficient time for discussion within the associations regarding the choice of candidates for which their president will vote on behalf of the association.

On behalf of CercleS, I invite you to a committed search for suitable candidates.

Best regards,

Dr. Regina Mügge, Election Officer

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