



Africa Academy of Management

Call for Nominations 2017

The Call for Nominations is now open and we are seeking nominations for the open positions of President, Vice President, Secretary, Program Chairs (2), Membership Committee Chairs (2), Funding Coordinator, External Liaison Officer, Communications and Website Coordinator, and Executives-at-Large (2). We invite nominations and self-nominations.

Service on the Africa Academy of Management in an officer or executive position is a rare chance to help drive the strategic decisions of our highly-respected international association of academics who share a common interest in management knowledge for Africa. The opportunity to work with other leaders in AFAM allows you to be on the cutting edge of increasing management knowledge for Africa and building research capacity to enable the continent to reach its potential. Since its founding, AFAM has held three successful international conferences in San Antonio, TX, USA in 2011, at the University of Botswana in 2014, and at Strathmore Business School in Nairobi, Kenya in 2016. The fourth biennial conference is underway for 2018 at the School of Commerce, Addis Ababa University in Ethiopia. AFAM's Africa Faculty Development Workshops have assisted over 50 young African academics in developing their research skills. AFAM launched the ***Africa Journal of Management (AJOM)*** published by Taylor & Francis in 2015. This year, AFAM became an affiliate of the Academy of Management.

Joining the leadership team of AFAM is a chance to grow personally and professionally, to develop skills, gain unique experience and make lasting research and collegial connections with a team of other passionate and motivated academics.

Position Descriptions

(a) President who shall be elected, shall:

- 1). Chair the Executive Committee meetings.
- 2). Be the Chief Executive Officer for the organization, and be fully informed of all activities occurring within the organization.
- 3). Be responsible for conducting the organizations activities in a manner that will assure the accomplishment of the AFAM's objectives, subject to:
 - (a) The Constitution, Bylaws, and professional policies of the Academy of Management.
 - (b) The Bylaws of the AFAM
 - (c) The concurrence of the Executive Committee in matters of policy.

4). Preside at all meetings of the organization, but may delegate this responsibility to the Vice President at his/her discretion.

5). Present a report on the status and progress of the organization at its annual business meeting.

NOTE: To be elected as President, an individual must have served on the Executive Committee as Vice President (previously Secretary), Treasurer or Program Chair

(b) Vice President who shall be elected, shall

1. Be the Deputy Chief Executive Officer of the organization
2. Be responsible for assisting the president in any way deemed appropriate by the president.
3. Perform all the duties of the President in his/her absence

NOTE: To be elected Vice President, an individual must have served on the Executive Committee.

(c) Secretary, who shall be elected, shall:

- 1). Keep the minutes of all business meetings of AFAM and keep minutes of all Executive Committee and Annual AFAM meetings.
- 2). Be responsible for maintaining a copy of AFAM's Program and keep records on awards given by AFAM. Additionally, the secretary shall perform such other duties as may pertain to the office.
- 3). Work closely with the Treasurer to make sure that accurate records are kept of dues paying members; and
- 4). Conduct surveys of AFAM members as needed.

(d) Program Chairs, who shall be elected, shall:

- 1). Act as Program Chairs at the annual meeting of AFAM. In this capacity, the Program Chairs will have responsibility for designing and organizing the program aspects of the annual meeting. Attention should be given to professional development activities as well. This may consist of paper presentations and other relevant sessions that promote the objectives of interrogating, expanding and disseminating scholarship and research about management in Africa. In the developing the program, the chairs should work closely with the Academy of Management (where necessary) as well as seeking other possible collaborations.
- 2). Perform such other duties as may be assigned by the President or Executive Committee of the Africa Academy of Management.
- 3). Coordinate activities through the Executive Committee
- 4). Serve on the Executive Committee

5). Receive all program submissions and prepare them for the blind review process in compliance with the Academy of Management Guidelines.

(e) Funding Coordinator, who shall be elected, shall be responsible for:

- 1). Identifying possible funding sources to support the activities and mission of AFAM;
- 2). Developing a fundraising strategy
- 3). Coordinating with the President in approaching different funding agencies and/or pursuing funding opportunities
- 4). Reporting annually to the Executive body on fund raising activities and outcomes, and
- 5). Working with a committee if need be.

(f) External Liaison Officer, who shall be elected, shall:

- 1). Represents the Africa Academy of Management (AFAM) to external agencies in order to promote the organization.
- 2). Devise strategies and plans to advance AFAM to external agencies.
- 3). Be the primary link between AFAM and the media
- 4). Meet and discuss with agencies (i.e., individuals, groups, and organizations) that are interested in collaborating with AFAM on any of its missions.
- 5). Prepare and distribute promotional material to various agencies. The material includes newsletters, brochures, pamphlets and news releases or whatever the executive deems to be promoting AFAM.
- 6). Conduct outreach to agencies
- 7). Oversee Regional Representatives
- 8). Provide timely feedback and progress reports, in both directions
- 9). Participate in executive meetings

(g) Membership Coordinator(s), who shall be elected, shall:

- 1). Be responsible for maintaining an electronic database of all AFAM members and all those who may be interested in AFAM's activities
- 2). Actively work with regional representatives to recruit new members, and
- 3). Any other role that may be assigned by the President.

(h) Communications and Website Coordinator, who shall be elected, shall:

- 1). Develop and maintain the web page of AFAM in conjunction with service providers
- 2) Communicate with AFAM members about developments in the organization
- 3). Conduct surveys of AFAM members as needed.
- 3). Perform any other role that may be assigned by the President

(i) Executives-At-Large, who shall be elected, shall:

- 1). Assist other executives in the performance of their duties
- 2). Perform any other role that may be assigned by the President.

Candidates must possess the following minimum qualifications:

- Hold a position/affiliation in an academic institution or bilateral and multilateral agencies
- Hold active membership in AFAM
- Be willing to accept a leadership role for the future of AFAM
- Have time to dedicate to fulfilling their responsibilities.

Eligibility and Tenure of Positions

Leadership succession in AFAM will be staggered for continuity and the preservation of institutional memory. To be elected as President, an individual must have served on the Executive Committee as Vice President (previously Secretary), Treasurer or Program Chair. To be elected Vice President, an individual must have served on the Executive Committee. The AFAM Vice President serves on the executive committee for a total of six years (two as Vice President, two as President, and two as Past President). Please take the duration of these commitments into consideration as you nominate candidates.

Those elected will be inducted and begin their terms in January at the 2018 Biennial Conference to be held in Addis Ababa.

How to Nominate and Deadline

Please send nominations to Professor Stella M. Nkomo (Stella.Nkomo@up.ac.za) **by 11 SEPTEMBER 2017**. Your nomination should contain the name of the nominee, contact details of the nominee, the position for which he/she is being nominated, and 200- word bio of the nominee.

Nomination Process

The process for nominations of elections is governed by AFAM Bylaws (which are available on the Afam website: <https://www.africaacademyofmanagement.org/governance#quicktabs-committees=1>). The Nominating Committee will confirm nominees' willingness to run for a position, process nominations, and prepare a ballot to be sent to all current members of AFAM. An announcement will be made of those elected to the positions no later than 15 October 2017. Any questions or concerns regarding the nomination process or suitability of any individuals may be addressed to any of the following members of the nominations committee:

Nominations Committee Members

Professor Stella M Nkomo, President
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