ASSISTANT SECRETARY FOR INTERNATIONAL INITIATIVES

*JOB DESCRIPTION*

The main responsibility of the ASII is to implement the vision of the SNTS with regard to its international initiatives, namely to broaden the footprint of the Society in regions of the world where it is underrepresented by supporting the scholarly study of the Bible and by increasing the Society’s membership in these regions.

This responsibility entails

* Representing the interests of the II on the SNTS Committee
* Serving as link between the Committee and the various regional Liaison Committees
* Reporting to the Committee and the annual business meeting on the II
* Coordinating the work of the Liaison Committees
* Supporting the various chairpersons and their committees in their regional initiatives
* Ensuring the necessary funding for the activities of the II
* Liaising with the Treasurer to provide the required sponsorships for members and guests from the various regions to attend general meetings and ensuring the equitable distribution of these sponsorships among the various regions
* Liaising with the chairpersons
* to receive and forward to the Assistant Secretary nominations by the Liaison Committee of guests to be invited for approval by the President
* to receive and in consultation with the Treasurer approve nominations and arrangements for members and guests to be recipients of sponsorships for each year and inform the Local Organizing Committee of the sponsorship needs.
* to schedule when a Regional Committee will run a pre-conference before the annual SNTS Meetings
* to receive and approve proposals of research posters from the Liaison Committee regions when offered as an option for the annual Meeting and to ensure suitable display in negotiation with the Local Organizing Committee.
* Working closely with the President, Treasurer and Secretary and keeping them informed of the activities of the II
* Ensuring the efficient operation of the SNTS Electronic Library, inter alia by identifying suitable candidates - in consultation with the Liaison Committees – to register as users of the EL, maintaining good relations with Stellenbosch University who hosts the EL, negotiating with publishers to increase the holdings of the EL, raising the required funds for internet access, the expansion and management of the EL, cooperating with similar initiatives and existing electronic collections, scanning technological advances for new opportunities and developments, stimulating the establishment of a community of scholars among users of the EL
* Looking for synergy with other international organizations and institutions that could strengthen the II