**PSi seeks a new Secretary to join the Executive Board**

The board of Performance Studies international (PSi) seeks expressions of interest to the position of Secretary. The core of PSi is the Executive Board, comprising of the President, Vice-President, Treasurer and Secretary. The Secretary takes and maintains all minutes and correspondence of the board and from the board to the general membership. This officer facilitates board votes and performs other duties as requested by the board. This position works closely with the President and Executive Board. The Executive Board commits to investing time, attention, and work in developing PSi’s projects to ensure dynamic functioning of the board and the organization. The new Secretary will serve for three conference cycles—2024-2026—with organizational work to begin immediately upon appointment. The new board member will join existing board members in regular collaborative work on projects, events, and opportunities with the purpose of increasing the visibility and institutional presence of PSi. The board meets quarterly for formal meetings and is otherwise in regular contact through digital means.

**Nominees must be:**

* Current PSi Members;
* Available for regular online meetings and project updates (most times of the year, this means responding to email and other messages; however, during busy times, this can entail regular zoom meetings);
* Committed to diversifying performance studies and building a wide network of scholars and artists.

**Secretary**—duties include:

* take all Board and AGM meeting minutes;
* maintain, follow-up on, and organize all correspondence within the Board and from the Board to the general membership;
* facilitate Board votes;
* observe and maintain PSi Bylaws and Official Processes;
* plan meetings and run Board events with the President; and
* perform other duties as requested by the Board.

NOTE: this position works closely with the President.

PSi is committed to equity and inclusion.

We strongly encourage applications from Artist/Scholars who identify as diverse (eg. Global Majority, First Nations, people of colour, LGBTQIA+, living with disability). If you require assistance with your application, please contact us. A position description is available in alternate formats if required, including Non-English Language, Large Print, and Plain English.

For more information about PSi, please visit [http://www.psi-web.org/](http://psi-web.us12.list-manage1.com/track/click?u=0374b6f57b50be3c51f6b1881&id=adbd5cd9dc&e=c96b3a5564)

Candidates can self-nominate for this position and should send a **cv**, a **1-page application letter** explaining what the candidate might bring to the position, and a **letter of reference** to the current Secretary, **Eddie Paterson** (eddiep [atmark] [unimelb.edu.au](http://gmail.com)). The deadline is **Friday 29 September 2023**. A successful candidate will be immediately appointed to the board.