

## **Call for Proposals to Host the BRASA Secretariat from July 1, 2026 to June 30, 2032**

The Executive Committee of the Brazilian Studies Association (BRASA) is issuing a call for the submission of proposals by universities based in the United States to host the BRASA Secretariat for a six-year period from July 1, 2026 until June 30, 2032. The six-year term corresponds to three election cycles for Officers and Executive Committee. The new Secretariat will assume leadership following the XVIII BRASA Congress at the Federal University of Bahia (UFBA), leaving plenty of time (approximately 20 months) to prepare for the following congress in Spring 2028. The current Secretariat, based at Tulane University, will assist with the transition.

BRASA seeks an Executive Director (see duties and responsibilities below) affiliated with the host institution to work with the Officers and the Executive Committee in overseeing the day-to-day operations of the association with the support of an Administrative Director (see duties and responsibilities below). Past Executive Directors have been tenured professors at their host institutions, but this is not a requirement.

Please submit a proposal that outlines the reasons why the university would like to host the BRASA Secretariat, a letter of support from the university administration, and an indication of any financial or operational support (ie. stipends, course releases, office space, equipment, student assistants, etc.) that the university will be able to contribute to this endeavor. BRASA will also be able to contribute some financial resources for the administration of the association.

Proposals should be submitted by **December 15, 2024** for consideration by the Executive Committee. For further information or questions please contact **Christopher Dunn, Executive Director, BRASA**, [cjdunn@tulane.edu](mailto:cjdunn@tulane.edu), to whom you may also send a proposal.

### **Responsibilities of the Executive Director of BRASA**

The Executive Director works closely with the Administrative Director to oversee the operations of the association. Among the responsibilities of the Executive Director of BRASA are:

- Working with the BRASA President, Vice President, Past-President and Executive Committee in overseeing the immediate and strategic operations of the association
- Maintaining fiscal oversight of the association's banking and investment accounts together with Finance Committee
- Serving as the liaison with the administration of the host university
- Working closely with the Administrative Director on the activities leading up to and during the biennial congress
- Administering the BRASA awards with relevant committee members
- Overseeing the committee assignments and responsibilities of Executive Committee members

- Responding to inquiries and dealing with problems related to the association's daily operations
- Developing and maintaining contacts with other associations and academics in the United States, Brazil, and Europe to promote BRASA
- Maintaining the weekly BRASA Digest that is issued during the US academic year, including receiving notifications and news and working with student assistants to format, design, and the publish the Digest through a listserv
- Answering email inquiries from members together with Administrative Director

**Job Description for the Administrative Director of BRASA**

This has been a usually been a half-time or part-time position at the host university for a person who is bilingual in Portuguese and English, with strong administrative and budgeting skills, and good at working with others. The work cycle is most intense in the six-month period prior to and during the biennial congress. Among the responsibilities of the administrative staff person are:

- Working with the Executive Director of BRASA and the Officers (President and Vice President) in organizing biannual Executive Committee meetings
- Keeping records of the Executive Committee meetings
- Being the primary point person with the host university organizing committee to deal with the biennial congress, including issuing the call for papers, organizing the receipt of paper and panel proposals, working with the program committee chair, and supporting logistical aspects of the congress
- Coordinating with the service that manages membership dues and registrations for the biennial congress
- Maintaining and updating the BRASA website and electronic mailing list
- Creating elections materials including voting polls, candidates' profiles on website pre-elections and updating webpages with post-election results
- Organizing various BRASA prizes submissions and update website with winners' information
- Managing BRASA's finances and working with a CPA to ensure that the association is filing annual taxes and maintaining its legal non-profit status