**CEACS Executive Committee Members' Responsibilities**

***President – Katalin Kurtosi (kurtosi@hung.u-szeged.hu)***

● CEACS Meetings

* Organizing and chairing Executive Council and Advisory Board meetings

● Contact with the International Council for Canadian Studies (ICCS), Ottawa

● Contact with European Network for Canadian Studies (ENCS)

● final say in the division of CEACS Executive Committee responsibilities

***Vice-President – Diana Yankova (******diana\_yankova@hotmail.com******)***

● Scholarships, grants

* CEACS conference grants
	+ two calls a year, with deadlines of 31 March and 30 November
* ICCS graduate student scholarships
	+ deadline 14 November; material to Ottawa by 23 November
* ICCS postdoctoral fellowships
	+ deadline 14 November; material to Ottawa by 23 November
* ICCS Pierre Savard award
	+ deadline 14 November; material to Ottawa by 23 November
* ICCS Brian Long best doctoral thesis award
	+ deadline 14 November; material to Ottawa by 23 November

***Secretary – Carmen Andrei (******carmen.andrei@ugal.ro******)***

● Keeping the official membership list

● Country reports - once a year, deadline in February

***Treasurer – Don Sparling (don.sparling@gmail.com)***

● Financial operations (centred in Brno, where the CEACS bank account is located), including collecting fees and providing the Secretary with the official membership list

● Overseeing work at the CEACS Secretariat, Masaryk University, Brno

***Editor-in-Chief of* Central European Journal of Canadian Studies** ***– Jason Blake (blake.jason@guest.arnes.si)***

● Full responsibilities for all aspects of the journal

● Keeping minutes of meetings

***CEACS Secretariat* *– Dominika Kováčová (cecanstud@gmail.com)***

● Administrative assistant for CEACS

● Particular responsibility for organizing research visits to the CS Centre in Brno

● Maintaining and updating the CEACS website, announcing programmes/calls/other information by e-mail to the members