

RECEIVED MAY 17 1991

GUIDELINES FOR THE WTS PRESIDENT-ELECT

November Meeting of Election

1. Attend Executive Committee meeting following Annual Meeting.
2. Participate in an initial brain-storming of ideas for the Annual Meeting for which he/she will be responsible (two years hence).

Subsequent April

1. Attend Executive Committee meeting at CHA convention.
2. Come prepared to help focus the selection of topic for the Annual Meeting under their supervision. This may include suggestions of special keynote speakers, etc.
3. As soon as the topic is established, publish a call for papers as broadly as possible. Likely media would include:

Historian's Digest. (UMHS) Arthur Swarthout, editor. 100 East 8th St., Gordon, NE 69343

Institute for the Study of American Evangelicals. Wheaton College, Wheaton, IL 60187.

Oxfordnotes. Richard Heitzenrater, ed. Perkins School of Theology, SMU, Dallas, TX 75275.

Proceedings of the Wesley Historical Society. E. Alan Rose, ed. 26, Roe Cross Green, Mottram, Hyde, Cheshire, SK14 6LP.

Wesley Studies Section Newsletter, (AAR) Steven Gunter, SNU, 6729 NW 39th Expressway, Bethany, OK 73008.

World Parish, P.O. Box 518, Lake Junaluska, NC 28745

WTS and CHA channels

4. Make initial contacts with possible keynote speaker.
5. Make initial contacts with Host Institution to insure that there is clarity on the date of the meeting, the expectations of the Host Institution, etc.

Subsequent November

1. Attend Executive Committee meetings preceding and following Annual Meeting.
2. Report on status of planning for his/her Annual Meeting, seeking any specific advice needed.
3. At close of Annual Meeting, present a brief description of and call for papers for the following meeting (which he/she is planning).

Subsequent April

1. Attend Executive Committee meeting at CHA.
2. Come prepared to finalize all program details for upcoming Annual Meeting.
3. As soon as program details are finalized, arrange for printing of program (through Zondervan press) and its distribution by early summer.

Subsequent November (his/her Annual Meeting)

1. Attend Executive Committee meeting preceding Annual Meeting.
2. Supervise details of the operation of the Annual Meeting.
3. Preside over the Annual Banquet.
4. Arrange for any desired pictures, etc., to be used in records and news releases on the Annual Meeting.
5. Assume chair of Executive Committee beginning with Executive Meeting following Annual Meeting.
6. Following the Annual Meeting, send out news releases on the meeting to appropriate sources, such as: Christian Century, Christianity Today, Historian's Digest, Proceedings of the Wesley Historical Society, United Methodist Reporter (P.O. Box 660275, Dallas, TX 75266), World Parish. Perhaps also the periodicals of the member denominations of CHA.
7. Following the Annual Meeting, notify CHA office of new officer list for the WTS. Remind them to send you requests for reports to be filed for April meeting of CHA.

Subsequent April

1. Attend and chair the Executive Committee meeting (CHA).
2. Present (or arrange for) the Wesleyan Theological Society program at the CHA meeting.

Subsequent November

1. Attend and chair Executive Committee meeting before Annual Meeting.
2. Preside over all general sessions and business session of the Annual Meeting.
3. Present the President's address at the annual banquet.
4. Term ends at close of Annual Meeting.

Before Subsequent November

1. Act as chair for Nominating Committee (composed of five previous Presidents of the Society). Prepare the nomination slate for the election of officers at the business session of the Annual Meeting.